

August 25, 1999

**IMPORTANT**  
**DEADLINE: September 1, 1999**

MEMORANDUM

TO: Business Officers

FROM: Philip V. Albano, Director  
Administrative and Facility Services

SUBJECT: Environmental Services Update and Survey

I am pleased to inform you that the Environmental Services Committee met with representatives from the Industrial Extension Service Division of North Carolina State University (NCSU) and determined that NCSU can provide the environmental services that the colleges need. During that meeting we also explored more innovative and economical ways of delivering those services plus providing some additional services. Currently, we are developing the scope of services that will become a part of our contract. As in the previous system-wide environmental services contracts that have been in place for the past six years, this contract will do the same basic tasks with some added benefits. I would also like to point out that, as in the past, each college will not have to pay for the basic tasks because funds to pay for these services have already been reserved in the system's budget for the total contract.

Some basic tasks will be to:

1. Train employees in Hazard Communication, Chemical Hygiene, and Bloodborne Pathogen Standards.
2. Do an annual chemical inventory and compare this with the Material Safety data Sheets.
3. Review/develop Hazard Communication, Chemical Hygiene, and Bloodborne Pathogen/Exposure Control Plans.
4. Check fume hoods twice a year.
5. Prepare and give colleges SARA Title III, Tier I and Tier II reports.
6. Provide electronic copies of chemical inventories, plans and, where possible, other data.
7. Develop a web page and newsletter to address common community college concerns.
8. Provide consultation to the college's environmental services contact person.
9. If funds permit, provide additional training in other areas identified by the colleges.

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The major change that we propose to implement this year is that the employee training will be a live interactive satellite broadcast (telecast) to your campus. This will be similar to the telecasts used recently by the community college system to reach large audiences. Time will be provided for questions and answers during the broadcast. A videotape of the broadcast will be sent to each college for their subsequent use to train new employees or those employees who missed the initial training. They plan to broadcast the same three training programs on a Tuesday morning and a Wednesday afternoon to reach the most employees. Depending on when they can obtain the studio, they will conduct this training in late October or early November.

Obviously, with a new contractor and changes in the delivery of the training, we have not yet worked out all the details. I will keep you informed of the progress and send you a copy of the contractor's scope of services when it is complete.

To better assess your needs and capabilities, we need for your college's environmental services contact person to accurately complete the attached questionnaire and transmit it via GroupWise or Internet E-mail to Ms. Lori Grove or me by September 1, 1999. Our internet addresses are: grovel@ncccs.cc.nc.us and albanop@ncccs.cc.nc.us.

c: Presidents  
Kennon D. Briggs

CC99-237  
E-Mail

ENVIRONMENTAL SERVICES TRAINING  
SURVEY

College Name: \_\_\_\_\_

Person completing Form: \_\_\_\_\_

1. How many employees will need to receive the following training?
  - a. Hazard Communication Standard: \_\_\_\_\_
  - b. Chemical Hygiene Standard: \_\_\_\_\_
  - c. Bloodborne Pathogen Standard: \_\_\_\_\_
  
2. What is the maximum number of employees at your college who can be accommodated in a room equipped to receive a satellite broadcast at one time?  
\_\_\_\_\_
  
3. In what other training programs in the environmental/safety area do you need training? Check all that apply and show the approximate number of employees who would need the training.
  - a. \_\_\_ Air Emissions \_\_\_\_\_
  - b. \_\_\_ Asbestos Awareness \_\_\_\_\_
  - c. \_\_\_ Confined Space \_\_\_\_\_
  - d. \_\_\_ Emergency Response \_\_\_\_\_
  - e. \_\_\_ Fall Protection \_\_\_\_\_
  - f. \_\_\_ General Environmental Auditing \_\_\_\_\_
  - g. \_\_\_ Hazardous Material Response \_\_\_\_\_
  - h. \_\_\_ Hearing Conservation \_\_\_\_\_
  - i. \_\_\_ Injury and Illness Record Keeping \_\_\_\_\_
  - j. \_\_\_ Lead Paint \_\_\_\_\_
  - k. \_\_\_ Lockout/Tagout \_\_\_\_\_
  - l. \_\_\_ Personal Protective Equipment \_\_\_\_\_
  - m. \_\_\_ Process Safety Management \_\_\_\_\_
  - n. \_\_\_ Respirator Protection \_\_\_\_\_
  - o. \_\_\_ Storm and Wastewater \_\_\_\_\_
  - p. \_\_\_ Underground Storage Tanks \_\_\_\_\_
  - q. \_\_\_ Other \_\_\_\_\_
  - r. \_\_\_ Other \_\_\_\_\_
  - s. \_\_\_ Other \_\_\_\_\_