

October 13, 1999

FOR YOUR INFORMATION

MEMORANDUM

TO: Business Officers

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

SUBJECT: Environmental Services Contract

The Environmental Services Contract with the Industrial Extension Service Division of North Carolina State University (NCSU) is now in place. This contract runs from October 1, 1999, to June 30, 1999. It is our intent to renew the contract for two more years if we are pleased with the services. As in the previous system-wide environmental services contracts that have been in place for the past six years, this contract will cover the same basic tasks with some added benefits. I am enclosing a copy of the full contract with the attachments.

Ms. Linda Taylor, P.E., is our contact person for NCSU. Her e-mail address is linda_taylor@ncsu.edu and her phone number is 919-515-5958. She is available now to answer your questions. Presently, the schedule to broadcast the employee training is set for the week of November 15, 1999. Ms. Taylor will be contacting you in the near future to tell you the two days the employee training will be broadcast and to give you additional information. She will also be requesting copies of your past written programs and plans that were prepared by HAZCOM Inc. and given to you.

Please share this contract and scope of work with the person at your college who you have previously designated as the environmental contact person. If you have any questions, please contact Mr. Charles Valrie or me at 919-733-7051.

PVA

Enclosure

pc: Presidents
Kennon Briggs
Charles Valrie

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