



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

**MEMORANDUM**

**IMPORTANT**

**TO:** Business Officers

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

**SUBJECT:** Environmental Compliance Services Contract

**DATE:** October 5, 2000

The Environmental Compliance Services contract with the Industrial Extension Service (IES) of North Carolina State University was amended as of July 1, 2000, and extended to June 30, 2001. Attached is a copy of the revised Scope of Work that provides more flexibility for the colleges to individually choose whichever services they require. (See attached list of topics for "Additional Possible Training".) In arriving at this revised scope-of-work, the following factors were considered:

- That a number of programs that required extensive review and rewriting by the IES in the first year would not require the same amount of work this year.
- Observations made by the IES during their campus visits in the first year showed a number of other areas in which the colleges needed assistance in order to be in compliance with state and federal safety programs. Violations in these areas could be very costly in terms of endangering lives and heavy fines.
- Information from the Environmental Survey conducted by our office this spring indicated that colleges were interested in additional safety related consultative services.
- 29 CFR 1910.1450 (Occupational Exposure to Hazardous Chemicals in Laboratories), which supersedes the Hazard Communication Standard, **does not require laboratories** to maintain a chemical inventory in the laboratory.

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- 29 CFR 1910.1200, (the Hazard Communication Standard) requires facilities to maintain a list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate material safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas). The quantity and location, while helpful for someone conducting an inventory, is not required for compliance.
- Having the IES staff to manually inventory all chemicals, including the laboratory areas, is not a very cost-effective way of utilizing the professional expertise of the IES staff. If the college's senior staff, from the president down, would mandate that those faculty or staff who requested, ordered, and used the chemicals would be responsible for accounting for the chemicals, the college could obtain other more valuable consultative services from the IES. Each manager could be furnished a list of the chemicals in his or her area, and they could update it as they are ordering more or new chemicals. If some inventorying is required to maintain the list, this might be accomplished with the use of work-study students.
- In the last year, IES provided almost every college with an electronic list of their chemical inventory. This list was a one-time snapshot of their chemicals and could be more easily kept up by the college on a monthly or quarterly basis. Maintaining the inventory on a more frequent basis would result in a more accurate inventory.
- Our contract with the IES is on a not-to-exceed cost basis and we are billed for the time spent for each college visit. There are certain specific services to be performed by the IES, but after those services are performed, the college can request other consultative services within the time available. Thus, it would behoove us to obtain the most valuable services for our money.

As in the previous contract, the IES will still provide annual training via satellite broadcasts, and a video copy of the broadcast to the colleges. The IES will make at least two visits to each college during which they will offer choices as to the services to be provided. For example, while the scope of work calls for the IES to conduct a limited audit of the chemical inventory, rather than making a complete chemical inventory, a college, in lieu of other consultative services, could request additional chemical inventory services. When the IES representative contacts your college to schedule your semi-annual visits, your contact person should discuss your college's needs and arrange the schedule. Most of the other work required in the first year, such as reviewing Material Safety Data Sheet files, updating safety plans, and preparing SARA Title III, Tier II reports, testing fume hoods, etc., will be accomplished as in the first year.

Business Officials  
Page 3  
October 6, 2000

If you have questions concerning this contract, you may contact Ms. Linda Taylor, PE, with the IES ([linda\\_taylor@ncsu.edu](mailto:linda_taylor@ncsu.edu)), or me.

On another note, I recently learned that Ms. Linda Taylor and Mr. Michael Pirrello, with the IES, and Mr. Keith Murphy, from the Department of Labor's OSHA Consultative Branch, will be presenters at the Association of Community College Facility Operations (ACCFO) fall conference. The information provided by them will relate to this contract and other safety and OSHA issues. The conference will be held at the Comfort Inn Ocean Front South, in Nags Head on October 11, 12, and 13. Ms. Taylor's and Mr. Pirrello's presentations are scheduled for Thursday, October 12, beginning at 1:00 PM, and Mr. Murphy is scheduled for Friday at 9:15 AM. For registration information concerning this conference, please contact Mr. Gene McNeill at Central Carolina Community College (919-775-5401 Ext.309; [gmccneill@gw.ccarolina.cc.nc.us](mailto:gmccneill@gw.ccarolina.cc.nc.us))

pc: Kennon Briggs  
Presidents  
Facility Operators

Attachments

## ADDITIONAL POSSIBLE 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

*July 1, 2000*

## REVISED SCOPE OF WORK

That Contractor, shall exert its best efforts to perform in a manner satisfactory to the State Board, the following services:

1. The Contractor will make a minimum of two visits annually to each of the 58 colleges for the following purposes:
  - A. The emphasis of one visit shall be to review and audit the Material Safety Data Sheets (MSDS) files against the hazardous material inventory to ensure compliance. The contractor will inform the college of any missing MSDSs or other deficiencies required by the regulations, provide update procedures and ascertain that the files are situated in the proper locations at the college. The contractor will test fume hoods and conduct safety audits of the college facilities. The contractor will assist the colleges in maintaining the chemical inventory by providing a limited audit of the chemical inventory during one of the site visits. During this visit the contractor shall conduct follow-up reviews and audits based upon conditions found during the safety audits conducted during the previous visit (spring 2000) (more as needed based upon the size/needs of the campus). The focus will be to assist in the **implementation** of safety and environmental programs that currently exist at the colleges. The contractor will be required to contact the college's designated coordinator to schedule the visit at least 14 calendar days in advance.
  - B. The emphasis of another visit shall be to complete the other on-campus requirements as called for in this Scope of Services, test fume hoods, and provide consultative assistance in various areas or fields that will be beneficial to the college. Additional training as identified through the survey conducted by the North Carolina Community College System may be completed during this visit. The college's designated coordinator, in consultation with the Contractor, will select the areas or fields to be reviewed and will determine the hours required. The Contractor will be required to contact the college's designated coordinator to schedule the visit at least 14 calendar days in advance.
2. The Contractor will provide annual refreshers for the Hazard Communication, Bloodborne Pathogen and Chemical Hygiene Plans. The training will be conducted via satellite broadcasts to all the colleges. Each college will be sent a videotape of the broadcasts. Training will be scheduled as early in the contract period as possible (September 2000). For those colleges requesting live on-site training, a live session may be provided to them as one of the scheduled visits.

3. The Contractor will provide timely updates to the Hazard Communication Plan, Exposure Control Plan, and Chemical Hygiene Plan at each of the colleges as required by regulatory changes. The Contractor will discuss with each college representative the implementation requirements of each of the plans.
4. The Contractor shall prepare annual updates of SARA Title III, Tier II reports.
5. The Contractor will develop safety policies and procedures for the community colleges. Priorities will be based upon issues and results found in on-site surveys conducted in early 2000.
6. The Contractor shall develop and maintain a web page pertinent to this contract for use by the North Carolina Community College System. This web page, among other things, shall be a forum for the colleges to raise questions and for the Contractor to respond, and a place for the Contractor to post newsworthy items of interest.
7. The Contractor shall evaluate and inform each college of requirements for hazardous waste for each facility owned or used by the college. Determine and advise colleges of which chemicals need disposal and provide guidance on the preparation of paperwork as requested. Most colleges are small quantity generators, but some may be conditionally exempt. For those colleges who do not have an EPA identification number, the Contractor will assist them in obtaining one. The Contractor shall provide information as needed to colleges on hazardous waste transportation and disposal services. The Contractor will assist colleges with the minimization or reduction in the use of hazardous waste by providing assistance concerning alternative methods, cleaners or non-hazardous solvents that may be used. **Disposal costs are not a part of this contract.**
8. The Contractor, within the funds available and as time permits, shall provide additional training in other areas identified by the colleges (see Appendix B, Additional Possible Training). Such additional training shall only be performed with prior written approval of the Contract Administrator.
9. The Contractor will make colleges aware, on a timely basis, of new regulations of an environmental nature which are applicable to the colleges. The colleges, subject to their consent and contingent upon following prescribed state purchasing laws and regulations, will assume costs for services other than those described in this contract.

10. The Contractor shall provide a legal copy of all training materials (e.g., videotapes, published materials, etc.) used by or developed by the Contractor. The college will use these training materials for the training of new employees, those who missed the initial training, or students. The cost of these materials is included in the contract price.
11. All campus visits will be scheduled with the college's coordinator (see Sections 1 A and B for the required lead times for scheduling visits). The Contractor will check in with the college's coordinator or their designee prior to beginning the visit. Upon the conclusion of the visit and prior to leaving the campus, the Contractor will submit a brief checklist of tasks performed during that visit to the college's coordinator or their designee. The coordinator will sign the list, thereby acknowledging the visit.
12. Following the visit, the Contractor will send each college's coordinator a more detailed status report. These reports will list the tasks that were accomplished along with findings and recommendations, and shall be submitted to the college within 21 calendar days after each visit.
13. When visiting a community college campus, the Contractor's employees will be required to dress in a neat and professional manner, conduct themselves in a mature professional manner, and wear a visible picture identification badge that identifies the individual and the firm that he or she represents.