

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

DISPOSAL OF SURPLUS PROPERTY
Procedure No. 9-08 (D)
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Effective June 1, 2006

(1) Definitions:

Art, Artifacts and Collectibles: Property that generally is not used in the current operations of the college and that has an artistic, historic or a unique characteristic that creates value.

College: Columbus State Community College.

Contractor: A vendor with whom the college enters into a contract for services related to the salvage or disposal of property or supplies.

Department: The department or office within the college possessing the property.

DAS: The Ohio Department of Administrative Services – Division of General Services (State Surplus).

Disposal: Scrap that is destroyed, shredded or thrown away.

Excess: Property and supplies that are not needed by the originating department, but may be of use to another department within the college.

Fixed Asset: Any item that has a Columbus State Community College bar-code asset tag affixed or is capitalized in accordance with college policy.

Hazardous Materials: Chemical, radioactive or infectious materials.-

Internet Sale: Auction or sale of property or supplies by use of the Internet.

Property: Items (e.g. furniture, copiers, other office equipment, vehicles, building fixtures) owned by the College with a purchase price of \$5,000 or greater and/or has a useful life of greater than one (1) year and all information technology (IT), telecommunications and audio visual (AV) equipment, regardless of purchase price. This definition does not include real estate.

Recycle: Selling or donating surplus property or supplies to an approved external entity for re-use.

Salvage: Surplus property or supplies that are assigned to a third party for sale or disposal.

Scrap: Surplus property or supplies that are of no value to any entity.

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Supplies: Generally, office supply items (e.g. paper, writing utensils, desk supplies, folders); and other equipment (e.g. calculators, chairs, desks, bookcases, filing cabinets, tables,) owned by the college with a purchase price of less than \$5,000. This definition does not include any information technology, telecommunications and audiovisual equipment, all of which fall under the definition of Property, regardless of purchase price.

Surplus: Property and supplies that are not needed by any department within the college.

(2) Authority:

The Purchasing office is assigned responsibility for the salvage of all surplus property in accordance with these procedures. Interpretation of procedures and designation of the appropriate forms to use will be done by the Purchasing office and, if necessary, in consultation with the Senior Vice President of Business and Administrative Services. Approval for the transfer of excess property and supplies (e.g. items that are transferred between departments or sent to a warehouse) shall be made by the cost center manager. Approval for the sale, donation or disposal of property shall be made by the cost center manager and the cabinet member who oversees the division. Approval for the sale, donation or disposal of supplies shall be made by the cost center manager and the cabinet member who oversees the division, or their designee.

(3) Provisions:

(a) Property

Non-IT, Telecommunications and AV Property

When a cost center manager determines that non-IT, telecommunications and AV **property** is no longer needed, the cost center manager shall complete and submit a to Purchasing a Surplus Property Transfer form or Surplus Property Disposal form.

If Purchasing determines that the property may be useful elsewhere in the college it shall authorize the cost center manager to have the property delivered to a

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designated warehouse, where it shall be labeled and made available to other departments. Building Services and Materials Handling shall determine when and how to dispose of the items stored in the warehouses.

For property to be disposed of, a Surplus Property Disposal form shall be completed and signed by the cost center manager and cabinet member who oversees the division. Purchasing will complete DAS form ADM 3672 and submit to DAS.

For property purchased with grant, contract or federal funds, please refer to Section I "Fund Information" before proceeding.

IT, Telecommunications and AV Property

Cost center managers shall work with IT Asset Management for the transfer and disposal of all IT, telecommunications and AV items. Disposal and transfer forms for IT, telecommunications and AV property will be completed by IT Asset Management.

(b) Supplies:

When a cost center manager determines that supplies (non-computer-related) are no longer needed, the cost center manager shall complete a Surplus Supply Transfer form and have the item(s) delivered to a designated warehouse, where it shall be labeled and made available to other departments. Building services and Materials Handling shall determine when and how to dispose of the items stored in the warehouses. Copies of the forms are to be retained by the department for two (2) fiscal years.

For supplies to be disposed of, a Surplus Supplies Disposal form shall be completed and signed by the department cost center manager and the cabinet member who oversees the division, or their designee. The form is to be retained by the department for two (2) fiscal years. No forms are required for the disposal of items reasonably considered to be an office supply or items used by students in a classroom for instructional purposes, under \$100 purchase price, which can be disposed of in a manner deemed appropriate by the cost center manager.

For supplies purchased with grant, contract or federal funds, please refer to Section I "Fund Information" before proceeding.

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(c) Salvaging and Disposal:

If it is determined that **property and supplies**, including items remaining from construction projects (e.g., cabinets, light fixtures, seating, sinks, carpet, etc.) can be salvaged, the preferred method of salvage is to use one of the following three procedures through the State of Ohio, Department of Administrative Services. Full DAS procedures can be viewed at www.gsd.das.state.oh.us/Surplus

- (i) Deliver the item(s) to DAS at 4200 Surface Road, Columbus OH 43228, with the appropriate forms completed, pursuant to the college and DAS procedures. DAS will prepare the property for sale or auction and return profits to the college; or
- (ii) Complete and submit the appropriate form to DAS requesting that the items be made available for donation to state supported entities. DAS will notify schools of the availability and location of the items. Schools that are interested will contact the college directly to arrange for the pick-up of the items. In the Description field of the form write in bold **“ITEMS AVAILABLE FOR DONATION TO STATE SUPPORTED ENTITIES”**; or
- (iii) Through State Term Contract OT904506 (http://procure.ohio.gov/OrigContract/OT904506_oc.pdf), notify the state contractor of items to be posted on an on-line auction site. The college will be required to upload a digital picture and include a written description of any items to be sold on-line. Sale profits will be returned to the college.

If it is determined to be more efficient or cost beneficial, Purchasing or IT Asset Management may also authorize the use of a bid process that solicits quotes from at least three potential buyers.

Purchased property and supplies may not be sold for a price greater than the price originally paid for those items, pursuant to Ohio Revised Code Section 125.13.

Items gifted or donated to the college may be sold at a reasonable price, pursuant to Ohio Revised Code Section 3358.08.

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Scrap **property** that cannot be salvaged is to be disposed of and a completed Surplus Property Disposal form is to be retained by the Purchasing Office.

Forms for the disposal of scrap supplies and construction-related items are to be retained by the originating department, pursuant to Section "B".

Fixed asset tags for salvaged or disposed **property** are to be removed from the property, delivered to the Grants, Contracts and Loans Office and removed from the fixed asset ledger.

Purchasing may grant approval to sell items through other on-line auction services or contractors. Purchasing may periodically make arrangements for on-site auctions.

For property or supplies purchased with grants, contracts or federal funds, please refer to Section L "Fund Information" before proceeding.

(d) Vehicles:

Vehicles may be traded in, pursuant to Section "h" below. Otherwise, procedures are the same as Section "A" except that a "Vehicle to Salvage Information Sheet" (ADM 3911) must be completely filled out along with the Surplus Property Disposal form, signed by Purchasing and delivered with the vehicle to DAS. The vehicle title and keys must be turned in with the vehicle. Purchasing will make arrangements for the delivery of vehicles to DAS.

For disposal of donated vehicles, contact the Grants, Contracts and Loans office.

All decals, license plates and other items in the car must be removed before turn-in.

(e) IT Equipment:

IT Asset Management will determine if IT, telecommunications and AV related items should be sold or scrapped in accordance with section A above. All data and software must be removed from computers and the hard drives of non-functioning units must be destroyed before the equipment is released. The preferred provider for this work is the contractor on the Ohio state term contract. (http://procure.ohio.gov/OrigContract/OT904104_oc). The Vice-President for Information Technology may also approve another method. Once the unit has been scrubbed of data or the hard drive destroyed, a notation is to be made on the

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IT Asset Management listing, or a certificate is to be provided by the vendor responsible for the removal.

(f) Books and Publications:

The college bookstore shall remove excess publications in the following order:

- (i) Return unused books to the publisher
- (ii) Sell publications to wholesale buyers
- (iii) Utilize an on-line sale process
- (iv) Donate publications to state facilities with inmates (Rehabilitation and Corrections, Youth Services), other state supported entities; through an e-mail or on-line notification system.
- (v) Dispose of scrap publications, utilizing recycling companies whenever possible.

A list of items removed shall be provided by the Bookstore to the Auxiliary Services Accounting office.

(g) Educational Resources Center Materials:

The Educational Resources Center shall remove excess materials in the following order:

- (i) The ERC Collection Development Committee will determine and recommend to the Director of ERC the materials to be deselected that are outdated, inaccurate or unused after a number of years of inactivity.
- (ii) Upon approval of deselection, bibliographic data regarding these materials shall be checked against holdings of other libraries in OhioLINK in order to verify that such materials do not represent "last copy" items. If the ERC Collection Development Committee determines that material falls under the definition of "last copy", said material shall be sent to the appropriate library agency for storage. If said material that has been designated "last

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copy” is determined to be “collectible” then those procedures indicated in section “j” (Art, Artifacts and Collectibles) of Surplus Property Procedure 9-08 would apply.

- (iii) Materials shall be listed on the OhioLINK “discards” listserv offering these to an OhioLINK member library. Should material(s) be requested by an OhioLINK member library, then, material(s) shall be shipped via OhioLINK delivery service to that library.
- (iv) Materials that are damaged beyond repair shall be deselected, and if the item is heavily used and still in print, a replacement shall be ordered and the original item shall be sent for recycling.
- (v) Should deselected materials be determined as neither “last copy” nor requested by an OhioLINK library, these materials shall be sent for recycling.
- (vi) The Collection Development Committee shall indicate CSCC purchase price of the materials that are deselected and disposed of, and retain and inventory of said materials.

(h) Trade-In Considerations:

If the college is purchasing new equipment and is considering a trade-in of similar type equipment, the originating department cost center manager shall notify Purchasing. This transaction will only be approved in advance, where the amount received on trade-in equals or exceeds the current market value of the item.

The cost center manager must reference the trade-in on the Purchase Requisition, and must include a description of the item to be traded-in, including the model, serial number, and fixed asset tag number if it exists.

Fixed asset tags from traded-in **property** are to be removed from the property, delivered to the Grants, Contracts and Loans Office and recorded on the fixed asset listing.

(i) Hazardous Materials and Chemicals:

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Columbus State Community College is committed to effective hazardous materials management. All hazardous materials are to be handled in accordance with Procedure No. 10 "Hazardous Material Management" (Attachment B).

Cost center managers desiring the routine disposal of hazardous materials and/or empty containers of hazardous materials must send a request for such disposal in writing to the Director of Public Safety. Under normal circumstances, routine disposal occurs during the breaks between quarters. If the cost center manager believes the material or the container poses a more immediate threat and needs immediate attention, he/she should contact the Director of Public Safety. Until such time as the disposal can be arranged, the material should be placed in a secure and safe place, and the material labeled as "hazardous and not to be used or removed except by authorized personnel".

Items with electronic circuitry, such as calculators, cell phones and telephones, contain materials that may be considered hazardous. Likewise other supplies such as printer and toner cartridges and oxide (audio and video) tapes contain substances which should not be thrown in trash containers. Contact IT Asset Management for the disposal of these items.

(j) Art, Artifacts and Collectibles:

When a cost center manager determines that property considered to be a piece of Art, an Artifact or a Collectible is excess, the cost center manager shall follow the procedures in Section "a" by completing a Surplus Property Disposal form and submitting the form to Purchasing. The Disposal form shall clearly identify that the property is an Art, Artifact or Collectible piece (whichever applies).

Purchasing shall determine whether to retain or dispose of the property. If it is to be disposed of, Purchasing shall determine the method of disposal.

(k) Employees:

Employees may not take any surplus or other property from college premises. However, employees may obtain property through sale or auction methods offered to the general public through DAS (see Section "c"). Additionally, if the college permits an on-site auction, employees shall be permitted to bid on items.

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(l) Fund Information:

Items purchased with **federal funds** are subject to the requirements of Federal OMB circular A-102 Sec 32, (Attachment A) which states in part:

Disposition. When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:

▶ Items of equipment with a current per-unit fair market value of **less than \$5,000** may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.

▶ Items of equipment with a current per unit fair market value in **excess of \$5,000** may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Non-federal Grants and/or contracts must be reviewed to determine requirements for the disposal or trade in of items purchased or donated under these agreements.

(m) Proceeds:

Proceeds received from the sale of college property purchased from general funds will be deposited into the general fund of the college or in a fund designated by the Senior Vice-President for Business and Administrative Services or his/her designee.

Proceeds received from the sale of college property purchased from federal or grant funds will be deposited into the appropriate fund allowable by the granting

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agency and/or as designated by the Senior Vice President for Business and Administrative Services or his/her designee.

Proceeds received from the sale of college property purchased from auxiliary services funds will be deposited into an auxiliary services fund.

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ATTACHMENT A

Code of Federal Regulations]
[Title 34, Volume 1]
[Revised as of July 1, 2005]
From the U.S. Government Printing Office via GPO Access
[CITE: 34CFR80.32]

TITLE 34--EDUCATION

PART 80_UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS--Table of Contents

Subpart C_Post-Award Requirements

Sec. 80.32 Equipment.

(a) Title. Subject to the obligations and conditions set forth in this section, title to equipment acquired under a grant or subgrant will vest upon acquisition in the grantee or subgrantee respectively.

(b) States. A State will use, manage, and dispose of equipment acquired under a grant by the State in accordance with State laws and procedures. Other grantees and subgrantees will follow paragraphs (c) through (e) of this section.

(c) Use. (1) Equipment shall be used by the grantee or subgrantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.

(2) The grantee or subgrantee shall also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency. User fees should be considered if appropriate.

(3) Notwithstanding the encouragement in Sec. 80.25(a) to earn program income, the grantee or subgrantee must not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by Federal statute.

(4) When acquiring replacement equipment, the grantee or subgrantee

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may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency.

(d) Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place will, as a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

(2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.

(4) Adequate maintenance procedures must be developed to keep the property in good condition.

(5) If the grantee or subgrantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

(e) Disposition. When original or replacement equipment acquired under a grant or subgrant is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:

(1) Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of with no further obligation to the awarding agency.

(2) Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

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(3) In cases where a grantee or subgrantee fails to take appropriate disposition actions, the awarding agency may direct the grantee or subgrantee to take excess and disposition actions.

(f) Federal equipment. In the event a grantee or subgrantee is provided federally-owned equipment:

(1) Title will remain vested in the Federal Government.

(2) Grantees or subgrantees will manage the equipment in accordance with Federal agency rules and procedures, and submit an annual inventory listing.

(3) When the equipment is no longer needed, the grantee or subgrantee will request disposition instructions from the Federal agency.

(g) Right to transfer title. The Federal awarding agency may reserve

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the right to transfer title to the Federal Government or a third part named by the awarding agency when such a third party is otherwise eligible under existing statutes. Such transfers shall be subject to the following standards:

(1) The property shall be identified in the grant or otherwise made known to the grantee in writing.

(2) The Federal awarding agency shall issue disposition instruction within 120 calendar days after the end of the Federal support of the project for which it was acquired. If the Federal awarding agency fails to issue disposition instructions within the 120 calendar-day period the grantee shall follow Sec. 80.32(e).

(3) When title to equipment is transferred, the grantee shall be paid an amount calculated by applying the percentage of participation in the purchase to the current fair market value of the property.

(h) The provisions of paragraphs (c), (d), (e), and (g) of this section do not apply to disaster assistance under 20 U.S.C. 241-1(b)-(c) and the construction provisions of the Impact Aid Program, 20 U.S.C. 631-647.

(Approved by the Office of Management and Budget under control number 1880-0517)

(Authority: 20 U.S.C. 3474; OMB Circular A-102)

[53 FR 8071 and 8087, Mar. 11, 1988, as amended at 53 FR 8072, Mar. 11, 1988; 53 FR 49143, Dec. 6, 1988]

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ATTACHMENT B

**COLUMBUS STATE COMMUNITY COLLEGE
EMPLOYEE SAFETY MANUAL**

HAZARDOUS MATERIAL MANAGEMENT
Procedure No. 10
1995
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1998

Effective October 15,

Updated June,

Updated March 2005

- A. Columbus State Community College is committed to effective hazardous material management. Hazardous materials include chemical, radioactive or infectious materials, exposure to which has been determined to be injurious to human health and/or safety.
- B. College employees who work with hazardous material shall:
1. Protect the environment and the health of employees, students, contractors, visitors, and the community from hazardous material.
 2. Reduce the present and future risks of hazardous material.
 3. Comply with applicable federal, state, and local laws pertaining to hazardous material.
- C. Supervisors and other employees who are responsible for hazardous materials shall be evaluated annually regarding adherence to the College's Hazardous Materials Management procedures.
- D. The Vice President for Business and Administrative Services shall adopt procedures for the establishment of a hazardous Materials management system for the safe ordering, delivery, transport, storage, use, and disposal of hazardous material. These procedures shall include procedures for the regular training of college personnel with regard to the safe handling of hazardous materials and their responsibilities to the public for the communication of hazards posed by materials under their control.

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- E. Laboratories operated by these departments (Dental Lab, Veterinary Technology, Med Lab and Biological/Physical Sciences) require that all users of the facilities precisely follow the procedures outlined in the Chemical Hygiene Plan for the specific lab.
- F. The Vice President for Academic Affairs will adopt procedures to monitor and control student use and safe handling of hazardous materials.
- G. Any employee or contractor planning to bring hazardous material onto the campus must obtain prior written permission from the Director of Public Safety. Appropriate Material Safety Data Sheets (MSDS) must be submitted with the request.
 - 1. Copies of Material Safety Data Sheets for all hazardous chemicals to which employees may be exposed will be maintained in the Public Safety Office and will be available to all employees for review upon request. A list of all hazardous materials used by the College can be obtained upon request to the Director of Public Safety.
 - 2. Applicable Material Safety Data Sheets will also be available during regular work hours in the appropriate department offices for review by employees, Division of Occupational Safety and Health (DOSH), and contractors or employees of other organizations doing work in or around college facilities.
 - 3. The Director of Public Safety will alert all affected managers regarding hazardous materials entering their work area. Managers will train affected employees in accordance with Material Safety Data Sheets distributed by the Director of Public Safety.
 - 4. Manufacturers or distributors failing to provide Material Safety Data Sheets will be considered as having failed to meet contractual requirements. This requirement shall appear on purchase orders or offers to bid and shall be monitored by the Purchasing Coordinator.
 - 5. Managers are accountable for accepting all new products, including those of a hazardous nature. Under no circumstances shall a manager accept hazardous materials without there being a Material Safety Data Sheet on file or a new one accompanying the shipment. Before any new hazardous material is introduced to

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the workplace, each affected employee will be given information and training as described in paragraph (I) of this procedure.

H. Department managers will be held accountable for verifying that all containers of hazardous materials are labeled properly, whether the container is an original container from the manufacturer or an appropriate secondary container. Containers will be labeled, if they do not have appropriate labeling, using the NFPA system. Newly purchased containers that do not have the adequate labeling shall be returned to the distributor. All employees responsible for the handling of hazardous materials will be trained on the use of this system. Labels must:

1. Be legible.
2. Note appropriate hazard warnings.
3. List the name and address of the manufacturer.
4. State target organs.
5. List specific warnings for carcinogens, mutagens, and teratogens.

I. Managers desiring the routine disposal of hazardous materials and/or empty containers of hazardous materials must send a request for such disposal in writing to the Director of Public Safety. Under normal circumstances, routine disposal occurs during the breaks between quarters. If the manager believes the material or the container poses a more immediate threat and needs immediate attention, he/she should contact the Director of Public Safety. Until such time as the disposal can be arranged, the material should be placed in a secure and safe place, and the material labeled as "hazardous and not to be used or removed except by authorized personnel".

J. In the event of a spill of hazardous material, the following general procedures should be followed:

1. Evacuate the area and call others in the area for assistance. If necessary, Public Safety may call the Columbus Fire Department and State Fire Marshall.
2. Call Public Safety or have someone else call Public Safety (extension 2525) immediately.

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3. Remove affected clothing and wash or shower affected areas of the skin.
 4. Only authorized and trained employees shall clean up a spill of hazardous materials. Call Public Safety if not properly trained.
- K. In the event that injuries are sustained as a result of a spill of hazardous material, the responsible manager (or other employee at the scene if the manager is unavailable) should immediately phone the Public Safety Department (extension 2525) to arrange for the transport of the injured person(s) to an emergency treatment facility.
- L. No employee will begin work on a non-routine task involving hazardous materials without first receiving a safety briefing from his supervisor. This briefing will include:
1. Notification of specific chemical hazards involved.
 2. A description of the protective and safety measures the employee must take.
 3. A description of the measures the College has taken to reduce the hazard (e.g., ventilation, respirators, etc.).
 4. Any requirements that another employee be present to assist in the performance of the task.
 5. Specific emergency procedures to follow in the event of an accident.
- M. Chemicals in piping systems are clearly marked in janitorial closets located throughout each building. Employees who have occasion to work on or around such pipes are instructed to check codes and trace the pipes to the work location before commencing.
- N. All employees will be given a hazardous materials handbook and will receive training prior to potential exposure regarding:
1. Requirements of OSHA standards.
 2. College policy and procedures regarding the ordering, transporting, storing, using, and disposing of hazardous materials, and emergency procedures to follow in the event of spills of hazardous materials.

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3. The College's labeling system for hazardous materials.
 4. The availability of and terminology used in Material Safety Data Sheets.
- O. In addition to the above generic training provided to all employees, each manager will provide specific training for each new and existing employee regarding the specific hazardous materials in place or use in the work area. This training will include:
1. A description of the materials (and their specific hazards) in use in that work area.
 2. Instruction regarding how the employee can reduce or prevent exposure to these materials through protective and safety measures.
 3. A description of the measures the College has taken to reduce or prevent employees' exposure to these materials.
 4. Specific emergency procedures to follow in the event they are exposed to these materials.
- P. Upon completion of the training described in paragraphs (H) and (I) of this procedure, each employee will sign a form certifying receipt of Hazardous Communications and Emergency Response Awareness training and the hazardous materials handbook. Each manager will reinforce the training received by the employees and will ensure their ability to utilize it effectively.
- Q. Periodic safety meetings will be held in each department handling hazardous materials to discuss those materials, their hazards, and safe practice regarding their handling. Attendance is mandatory for all affected employees. The department manager shall be responsible for the content of the meeting; the conduct of such meetings may be delegated to others.
- R. Notices explaining the container labeling system and reporting the location of the Material Safety Data Sheets and the College's hazardous materials management program shall be appropriately posted.
- S. The Purchasing Coordinator or the Director of Physical Plant, as applicable, shall be responsible for coordinating with the Director of Public Safety for the provision of the

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following information to contractors and their employees prior to their entering the work site:

1. The hazardous materials to which they may be exposed while on campus.
 2. Measures they must take to reduce the possibility of exposure to hazardous materials.
 3. Measures the College has taken to reduce the risk of exposure to hazardous materials.
 4. The availability of Material Safety Data Sheets.
 5. Emergency procedures to follow if exposed.
- T. The departmental manager shall ensure that the Emergency Preparedness and Prevention Checklist (See Appendix A) is completed on a weekly basis and keep on file in the departmental office that is affected.

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Appendix A
COLUMBUS STATE COMMUNITY COLLEGE
EMERGENCY PREPAREDNESS & PREVENTION EQUIPMENT CHECKLIST

Department _____

Monthly Form to be Completed Weekly

Month of _____	Week 1	Week 2	Week 3	Week 4	Week
Checklist Item	Date				
Are any containers leaking?					
Are containers closed?					
Are containers properly labelled? (including date?)					
Are spill control kits complete/stocked properly? (Including in properly location)					
Are Emergency Communications Devices Working properly?					
Are emergency alarms working properly?					
Are eye wash and showers working properly? Tagged?					
Is the area clean?					
Are fire extinguishers fully charged and in their proper location? (Class ABC & Class D)					
Are exhaust hood(s) functioning properly? (On?)					
(List)					
Explained Any Problems and Any Remedial Action Taken? (See below)					
Inspectors Name					
Inspection Time					

Date _____ Action Taken _____

Date _____ Action Taken _____

Date _____ Action Taken _____

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

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Follow-up: Safety Coordinator _____ Manager _____

NOTE: Check all areas that are applicable to your area. Problems that are not corrected immediately should be reported to Public Safety at ext. 2525.

Completed form shall be kept on file in the departmental offices.
Form Required under OAC 3745-65-33. Revised 6/98