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PUB-01	Accidents, Non-Employee

**ARMSTRONG ATLANTIC
STATE UNIVERSITY**

FISCAL AND PLANT OPERATIONS

PROCEDURES MANUAL

INTRODUCTION

The purpose of this manual is to assist department heads and other administrators with budget and supervisory responsibilities to use the services provided by the five support units under the vice president for business and finance. A director is responsible for each unit and the manual is divided into five sections:

- BUS - Director of Business Auxiliary Services**
- FIN - Director of Financial Services**
- HUM - Director of Human Resources**
- PLT - Director of Plant Operations**
- PUB - Director of Public Safety**

Each procedure is written in language the user can understand. Technical terms and phrases are avoided. Only the actions taken that affect the user are included in the procedure even though other actions not specifically mentioned are performed by the offices providing the service. The intent of the manual is not to describe in detail a procedure but only to provide the user with the information needed to use the procedure.

There is a brief explanation to give the user the reason for the procedure and the telephone number of the person responsible for the procedure is included if the user has any questions.

The manual will be updated as existing procedures change and new procedures are needed. Suggestions to improve procedures or for new procedures are welcome and should be directed to the vice president for business and finance.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: RECORDS RETENTION

Explanation: The university maintains a records Retention Center in the Plant Operations Building and follows the retention schedule established by the Board of Regents. Department personnel should not have to go to the Retention Center to retrieve documents. Central Stores will deliver and pick up boxes by request.

Who to call for help: Central Stores (5355)

Action by: **Action Taken:**

Department Head: Request storage boxes and Records Center transmittal forms from Central Stores. File records in the boxes and fill in the application number, description, disposition, and destruction year information on the transmittal form. Tape the form to one end of the box. Call Central Stores (5355). When information needs to be retrieved, call Central Stores giving them the box number containing the needed documents and the entire box will be delivered and picked up.

Central Stores: Pick up storage boxes, fill in the box location and department code, and store the boxes in the retention area. Enter the transmittal information in the records retention data base.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: PURCHASE REQUISITIONS

Explanation: Departmental purchases are initiated by a purchase requisition form.
See Procedure BUS-11, Printing Requisitions.

Who to call for help: Director of Business Services (5257)

Action by: **Action Taken:**

Department Head: Send a purchase requisition by either campus or electronic mail to Business Services. List vendors, price, quantity and unit of measure. Give complete specifications including model numbers, sizes, capacity, colors, and options.

Director of Business Services: Review requisitions, verify that funds are available, obtain competitive bids, and issue a purchase order.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: **VENDOR PAYMENT AUTHORIZATION**

Explanation: Purchases must be sufficiently documented before disbursement checks are issued to vendors. A purchase requisition, a purchase order, receiving evidence, and an invoice are required documents.

Who to call for help: Director of Business Services (5257)

Action by: **Action Taken:**

Department Head: When an item is delivered from Central Stores, sign the receiving evidence to verify the item was received in good order and send this document to the Procurement Assistant.

Procurement Assistant: Match the receiving evidence with the purchase order and the invoice.

Fiscal and Plant Operations

PROCEDURES MANUAL

Procedure: TRAVEL REIMBURSEMENT, Job Candidates

Explanation: Candidates for faculty and other positions are reimbursed for travel expenses according to the Board of Regents travel regulations that apply to employees. Candidates should pay for all travel expenses except airline tickets that should be purchased according to procedure FIN-13, "*Airline Tickets, Purchase of*".

Who to call for help: Director of Business Services (5257)

Action by: **Action Taken:**

Department Head: Notify candidates for a position of the current auto mileage and meal reimbursement limits and that the university will purchase an airline ticket and make a motel reservation. The candidate is responsible for paying for the motel.

Candidate: Complete a travel expense statement while on campus including the airline ticket expense.

Department Head: Approve the travel expense statement and forward it to Business Services for payment.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: PRINTING REQUISITIONS

Explanation: Printing orders for office stationery and business cards must be cleared through the public relations office to insure consistency in the use of the official letterhead and logo. **All offices must comply.**

Who to call for help: Director of Business and Auxiliary Services (5257)

Action by: **Action Taken:**

Department Head: Contact Joan Lehon at 927-5233 and explain your printing needs. Ms. Lehon will produce a purchase requisition and return it for your approval. Then you forward it to procurement.

Procurement: Verify that funds are available and issue a purchase order or check request and send the vendor copy to public relations.

Public Relations: Deliver the purchase order and camera-ready material to the printer.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: BUDGET AMENDMENTS

Explanation: Department Heads may amend the non-personal services accounts in their budgets. These transfers will be processed if there are available funds in the free balance. Department Heads will be notified through administrative channels when additional funds are available or when budgets must be reduced. Budget amendments affecting personal services are made at the dean's level or above.

Who to call for help: Vice President for Business and Finance (5255)

Action by: **Action Taken:**

Department Head: Notify the Vice President for Business and Finance by campus or electronic mail to transfer funds among non-personal services accounts.

Vice President for Business and Finance: Include this change in the next budget amendment.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: **EXTERNALLY FUNDED PROGRAMS,
Budgeting for**

Explanation: Faculty who apply for and receive grants and gifts from both public and private sources, including consulting services, are representing the university. These externally funded programs must be approved through academic channels.

Agreements for externally funded programs are between the grantor and the university. Funds received for instruction, research, and public service are budgeted in the general operating budget as sponsored projects.

Expenditures for grants, gifts, and consulting services are subject to purchasing, budgeting, personnel, and other university policies and procedures. They must be approved by the Department Head. The faculty member will be compensated through the payroll and the Business Office will bill the grantor according to the terms of the agreement.

Who to call for help: Vice President for Business and Finance (5255)

Action by: **Action Taken:**

Faculty Member: Notify the Department Head before formally applying for an externally funded program.

Department Head: Approve the program and send contract documents and a budget to the Office of Institutional Research.

Office of Institutional Research: Forward the contract documents and budget to the Vice President for Business and Finance.

Vice President for Business and Finance: Establish a project budget in the faculty member's academic department.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: NON-SUFFICIENT FUNDS CHECKS, Collection of

Explanation: Checks for payment of fees, bookstore sales, and services provided by the university that are returned by the bank for non-sufficient funds are collected by the Business Office. Although Department Heads have no responsibility for implementing this procedure, they may become involved in a decision to remove a student from classes because of returned checks.

Who to call for help: Vice President for Business and Finance (5255)

Action by: **Action Taken:**

Public Safety Office: Present the student with a letter of notification that a check was returned for non-sufficient funds.

Business Office: Encumber the student and notify the Registrar's Office to withhold the student's official records and remove the student from the class rolls.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: CHECKS, Manually Produced

Explanation: Disbursing funds is a routine and automated function performed at least twice during a work week. In an emergency situation, a cash disbursement can be made manually (a hand-drawn check). This disbursement requires special handling and is inefficient and time consuming. The Vice President for Business and Finance approves manual disbursements.

Who to call for help: Vice President for Business and Finance (5255)

Action by: **Action Taken:**

Department Head: Determine that an emergency situation exists and request the Vice President for Business and Finance to authorize a manual cash disbursement.

Vice President for Business and Finance: If checks will not be written on the day of the request determine if a hand-drawn check is necessary.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: CURRENCY EXCHANGE

Explanation: Faculty and students travelling to other countries have a need to exchange currency. As a service to the university, NationsBank at Savannah Mall will exchange currency for faculty and students. Two days notice is necessary. There is no charge for this service and the person does not have to have an account with NationsBank.

Who to call for help: Vice President Stegall (5408)

Action by: **Action Taken:**

Faculty or Student: Call Kathy Clark (920-5133) at the NationsBank Savannah Mall Banking Center two days before the currency exchange is needed. Payment (in dollars) can be cash, certified check, or a NationsBank personal check.

NationsBank: Prepare the currency exchange order.

Faculty or Student: Pick up the currency at the Savannah Mall Banking Center.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: PAYCHECKS, Direct Deposit of

Explanation: All regular employees have the option of direct deposit of their paychecks to any bank participating in the Automated Clearing House (ACH). This organization electronically transfers funds from the university payroll bank account to the employee's personal bank account. The employee receives a printed advice instead of a paycheck on the scheduled pay date.

Who to call for help: Human Resources Office (5267)

Action by: **Action Taken:**

Employee: Bring a bank deposit slip to the Human Resources office and complete an authorizing form at least ten days in advance of the date the direct deposit is to be effective. This ten day notice is also necessary when terminating direct deposit or changing a bank account.

Human Resources Office: Process a payroll change.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: CLASSIFIED EMPLOYEES, Hiring of

Explanation: Hiring procedures for staff employees are specific and must follow certain guidelines to comply with university policy, Board of Regents policy, and Affirmative Action guidelines.

Who to call for help: Human Resources Office (5267)

Action by: **Action Taken:**

Hiring Supervisor: Submit a request to the Human Resources Office.

Human Resources Office: Assist the hiring supervisor in advertising for the position and screening and interviewing applicants.

Hiring Supervisor: Notify the Human Resources Office of the selected applicant.

Human Resources Office: Make a job offer and advise the supervisor of the applicant's answer and starting date of employment.

Hiring Supervisor: Return all Human Resources referral forms to the Human Resources Office.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: NEW EMPLOYEE ORIENTATION

Explanation: All new employees are provided orientation to familiarize them with the university employment practices and fringe benefits.

Who to call for help: Human Resources Office (5267)

Action by: **Action Taken:**

Department Head: Arrange with the Human Resources Office a convenient time for a new employee to spend approximately 2 hours being oriented.

New Employee: Keep appointment with the Human Resources Office.

Fiscal and Plant Operations P R O C E D U R E S M A N U A L

Procedure: **PART-TIME FACULTY, Hiring of**

Explanation: After a Department Head and a prospective part-time instructor reach agreement on employment terms, the instructor must visit the Human Resources Office to complete employment forms.

Who to call for help: Director of Human Resources (5267)

Action by: **Action Taken:**

Department Head: Advise the Human Resources' Office that a new part-time instructor has been hired and have that person call the Human Resources' Office for an appointment.

Human Resources Director: Make an appointment to complete employment forms.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: RETIREMENT

Explanation: Employees meeting the criteria for retirement may apply for and receive all applicable retirement and other fringe benefits.

Who to call for help: Director of Human Resources (5267)

Action by: **Action Taken:**

Employee: Provide the supervisor and the Human Resources Office with a letter of intent to retire.

Human Resources Office: Explain retirement options and benefits.

Retired Employee: Submit an application for retirement to the Teachers Retirement System or the respective company administering the Regents Optional Retirement Plan.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: WORKERS' COMPENSATION CLAIMS

Explanation: All employees are covered by the State Workers' Compensation law requiring payment for costs incurred due to a work related injury and compensation for time lost. Employees must report a work related injury immediately. Failure to report an injury may result in non payment of a claim. Treatment must be provided by specified physicians on the posted Panel of Physicians.

Who to call for help: Human Resources Office (5267)

Action by: **Action Taken:**

Employee: Call the Public Safety Office if medical assistance is required. Report any injury to the Human Resources Office immediately and provide the information required to file a First Report of Injury form.

Human Resources Office: Make arrangements for medical treatment after determining the severity of the injury.

Employee: Notify the Human Resources Office if additional treatment is needed but make no appointments with other medical providers not authorized by the Human Resources Office.

Human Resources Office: File for reimbursement of any expenses incurred for medial treatment.

Fiscal and Plant Operations P R O C E D U R E S M A N U A L

Procedure: IWSP STUDENTS, Hiring of

Explanation: Students eligible to work at the university may be hired for a maximum of 19 hours per week in one department.

Who to call for help: Human Resources Office (5267)

Action by: **Action Taken:**

Dept. Head/Supervisor: Select a student, complete a request form, and direct student to Human Resources Office for orientation.

Student: Complete required forms.

Human Resources Office: Provide student with instructions on pay periods and time sheets.

Dept. Head/Supervisor: Monitor student enrollment status and inform Human Resources Office of any changes in student employment status.

Fiscal and Plant Operations P R O C E D U R E S M A N U A L

Procedure: ADVERTISING FOR FACULTY POSITIONS

Explanation: Department Heads are responsible for advertising for faculty positions. The Human Resources Office will place advertisements in the University System of Georgia Applicant Clearing House and newspapers. Department Heads are responsible for placing advertisements in the *Chronicle of Higher Education* and professional publications related to a particular academic discipline.

Who to call for help: Human Resources Office (5267)

Action by: **Action Taken:**

Department Head: When a faculty position becomes vacant and funds have been budgeted for a replacement or when a new position is approved by the Vice President and Dean of Faculty, send the copy for a position notice to the Human Resources Office. If the advertisement is to be placed in the Chronicle and professional journals, send a purchase requisition and the advertising copy to the Procurement Assistant (5257).

Human Resources Office: Place the advertisement in affirmative action publications.

Procurement Assistant: Send a purchase order and advertising copy to the publications requested by the Department Head.

HUM-12

Fiscal and Plant Operations

PROCEDURES MANUAL

Procedure: PAYROLL CHECK DISTRIBUTION

Explanation: All payroll checks will be picked up at the Cashier's Window by designated person for disbursement in individual offices (except CWSP checks).

Who to call for help: Human Resources Office (5267)

Action by: **Action Taken:**

Human Resources Office: Notify departments of bi-weekly and monthly pay dates at the beginning of each fiscal year.

Dept. Head/Supervisor: Designate a person to pick up payroll checks and sign for checks at Cashier's Window on specified pay dates.

PROCEDURES MANUAL

Procedure: EMPLOYEE DIRECTORIES AND LISTINGS, Use of

Explanation: The listing of employees in the university catalog is a public record that is available to anyone under the State of Georgia Open Records Act. Other employee directories and listings must be obtained through the Office of Human Resources for official university business only.

Who to call for help: Director of Human Resources (5267)

Action by:

Action Taken:

Person requesting information:

Submit a written request for employee information via campus or electronic mail.

Director of Human Resources:

Determine that the request is for official university business and release information.

PROCEDURES MANUAL

Procedure: NEW EMPLOYEE COMPUTER TRAINING

Explanation: New staff (biweekly) employees required to use a personal computer must complete a computer training course during the first six months of employment. Supervisors are expected to support this training and allow employees time off to take the class which is offered through the Coastal Georgia Center for Continuing Education. Professional employees also may participate on a voluntary basis.

Who to call for help: Director of Human Resources Office (5267)

Action by: **Action Taken:**

Human Resources Office: Notify new employee and supervisor of the date and time of training.

Supervisor: Make arrangements for employee to attend training.

Employee: Participate in the training course and complete a course evaluation.

PROCEDURES MANUAL

Procedure: FACILITIES SCHEDULING, Off-Campus Users

Explanation: Subject to availability and policies, off-campus individuals and organizations may rent university facilities.

Who to call for help: Plant Operations (5329)
Athletics Dept. (5336)

Action by:

Action Taken:

User: Contact Athletics to schedule the athletic facilities.
Contact Plant Operations for other campus facilities.

Plant Operations/
Athletics: Verify the facility is available and send the user a contract that includes requirements for security, lighting, custodial services, and sound.

User: Sign and return the contract with a deposit.

Plant Operations/
Athletics: Coordinate special services with Public Safety and Custodial Services.

User: Remit payment of the balance of the fee including charges for special services.

PLT-01

Fiscal and Plant Operations

PROCEDURES MANUAL

Procedure: FACILITIES SCHEDULING, On-Campus Users

Explanation: Athletics and Plant Operations coordinates the scheduling of facilities with the Office of Academic and Enrollment Services. Availability of facilities beyond the current academic quarter cannot be confirmed until academic requirements for that quarter are satisfied.

Who to call for help: Athletics Department (5336)
Plant Operations (5329)

Action by: **Action Taken:**

User: Reserve a facility by completing the Request/Permit to Use Facilities Form.

Plant Operations/
Athletics: Approve a request if the facility is available or arrange for an alternate facility.

User: Submit a Work Order for special services.
See Procedures PLT-07, Special Projects, Request for

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: VEHICLES, Use of Rental Agency

Explanation: When a university vehicle is not available, a vehicle may be rented for official university business from the U-Save Car Rental Agency located at Abercorn and White Bluff. The university cannot provide transportation to and from U-Save. Refer to the *Vehicles, Use of University (PLT-04)* procedure when checking out university vehicles.

Who to call for help: Plant Operations (5329)

Action by: **Action Taken:**

Employee: Call Plant Operations a week in advance to schedule and reserve a vehicle.

Plant Operations: Reserve the vehicle and issue a purchase requisition.

Employee: Pick up and return the vehicle with the invoice from U-Save to the Plant Operations.

Plant Operations: Forward the purchase requisition and the invoice to the Business Office.

Business Office: Charge the expenditure to the employee's department.

Fiscal and Plant Operations P R O C E D U R E S M A N U A L

Procedure: **VEHICLES, Use of University**

Explanation: Departments and individuals may use university vehicles for official travel with the cost charged to the departmental budget. If a university vehicle is not available, arrangements can be made for a commercially rented vehicle. *See Procedure PLT-03.*

Who to call for help: Plant Operations (5329)
Office of Academic and Enrollment Services (5384)

Action by: **Action Taken:**

Employee: Call Plant Operations for a van or bus. Call Academic and Enrollment Services for a station wagon.

Plant Operations/
Academic and Enrollment
Services: Schedule vehicle and notify user.

Employee: Provide a passenger list when checking out a vehicle and return the vehicle packet with any state credit card charges.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: WASTE DISPOSAL, Bio-Hazardous

Explanation: Disposal of bio-hazardous waste requires special handling to conform to federal, state and local regulations.

Who to call for help: Plant Operations (5329)

Action by: **Action Taken:**

Employee:

1. Put all bio-hazardous waste in an autoclaving bag.
2. Put autoclaving bags into a bio-hazardous box.
3. Seal filled boxes with two inch plastic tape.

Plant Operations

1. Place properly marked boxes in areas creating bio-hazardous waste.
2. Remove and replace filled containers.

Carrier:

1. Dispose of waste in a manner conforming to federal, state and local laws.
2. Provide Plant Operations with replacement boxes and bags.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: ROUTINE MAINTENANCE, Request for

Explanation: Work orders are used to request routine and non-emergency maintenance. Work order costs are charged to Plant Operations.

Who to call for help: Plant Operations (5329)

Action by: **Action Taken:**

Department Head: Submit a work order request via e-mail or campus mail.

Plant Operations: Review the request, issue a work order number, and notify the person requesting the work of the estimated completion time.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: SPECIAL PROJECTS, Request for

Explanation: Special Projects are scheduled using either Plant Operations staff or private contractors. They do not take priority over routine work orders and the expense is charged to Plant Operations.

Who to call for help: Plant Operations (5329)

Action by: **Action Taken:**

Employee: Submit a Facilities Modification Request Form describing the scope of work and a drawing if the project involves new construction or remodeling.

Plant Operations: Review the project request, prepare a cost estimate, and schedule the work if funds are available.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: WASTE DISPOSAL, Hazardous

Explanation: Hazardous waste is regulated by Federal, State and local authorities. It should be removed in prescribed manner in accordance with haz-waste regulations. Haz waste includes waste such as, but not limited to: used photo processing chemicals, cleaning products, results of chemical/biological research, painting, medical research and gasoline.

Who to call for help: Plant Operations (5329)

Action by: **Action Taken:**

User: Contact Plant Operations with listing of waste and location.

Plant Operations: Will determine if waste is hazardous or can be handled as part of non-regulated waste stream. If determined to be hazardous waste, Plant Operations will make arrangement for pickup and disposal of hazardous waste by a qualified Hazardous Materials Disposal Contractor.

Contractor:

1. Will package and manifest hazardous waste for removal from campus.
2. Will provide Plant Operations with written documentation of disposal.

Fiscal and Plant Operations PROCEDURES MANUAL

Procedure: ACCIDENTS, Non-Employee

Explanation: If a student or other person not employed by the university is injured in an accident, notify the Public Safety Office immediately. An immediate response and sufficient documentation insure proper medical attention and protect the university from liability claims. Refer to the Workers' Compensation Claims procedure for accidents involving employees.

Who to call for help: Public Safety Office (5555)

Action by: **Action Taken:**

Employee: Call Public Safety to report the incident. As soon as possible, prepare a written statement for Public Safety.

Public Safety Officer: Respond to the assistance call, direct events as appropriate, and complete an incident report. Send a complete copy of all file documents to the Director of Business Services.

Director of Business Services: Notify the Board of Regents of a potential claim.

