

Annual Report 2006 - 2007

Part 1

Section A

Unit Information

Unit:

Environmental Health and Safety

Mission Statement:

Florida Gulf Coast University is committed to providing a safe and healthy environment for faculty, staff, students, and visitors. The mission of the Department of Environmental Health and Safety is to achieve this goal. Working together with the entire campus community, the Department will strive to prevent or to minimize injuries and illnesses through the recognition of potential hazards, and the establishment and continuous evaluation of safety policies and procedures.

Section B

Unit Goals within Last Year's (2005-2006) Report

Strategic Plan Goal

Unit Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2006-2007 goal best align?

Goal for 2006-2007

Goal 5: State of the Art Infrastructure.
Goal 8: Ongoing Quality Improvement

Biannual inspections of laboratories to verify safe operation, and to document compliance with University, State and Federal requirements for laboratory operations.

What actions have you taken to achieve this goal?

Publish a General Laboratory Safety Manual (GLSM) describing expectations for laboratories. Expand building inspections in laboratory spaces to include requirements of the GLSM, safe work practices, and hazardous waste regulations.

What measures have you taken towards assessment of this goal?

Publication of a GLSM with input from faculty responsible for laboratory operation. Training of staff to conduct the inspection and completion of two inspection rounds during FY 2006 - 2007.

Describe the progress you have made toward attaining this goal including the anticipated completion date.

Faculty acceptance of GLSM and completion of the first two inspections.

Describe how the results of assessments have been used to improve student learning or your department's activities.

Publication of the GLSM and the process of the inspections will reinforce laboratory safety expectations on campus. Inspection results documenting laboratory compliance, and correction of any deficiencies, will better enable EH&S to re-assure faculty, staff, and students who in the past have expressed concerns about procedures in some campus laboratories.

Strategic Plan Goal

Unit Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2006-2007 goal best align?

Goal for 2006-2007

Goal 5: State of the Art Infrastructure
Goal 7: Community Leadership

Foster a culture of resource conservation on the campus.

What actions have you taken to achieve this goal?

Working with Human Resources, a New Hire Report has been deployed on Cognos to identify newly hired employees to provide orientation materials. Prior to this report, there was no way to routinely identify and locate new employees on campus.

Met with Student Affairs and Resident Housing Association to explore options for increasing environmental awareness with students.

Expanded and upgraded the EH&S website to include links to and in support of the Environmental Stewardship Advisory Council (ESAC) Environmental Stewardship Management Plan and other sustainability information.

Documented sustainable design features in existing and new buildings on campus, and made this information available on-line and as a brochure for distribution.

Developed brochures and websites with instructions for recycling materials on campus.

Worked with the Procurement Department developing guidelines for purchasing materials with recycled content.

Provided a staffed information table at the Student Union on Campus Sustainability Day, and at Eagle Expo.

Sponsored a web cast for Campus Sustainability Day.

Met with Eagle News writer to provide information for an article series on recycling and the University's Environmental Stewardship Plan.

What measures have you taken towards assessment of this goal?

Benchmark data of recycled paper purchases from last FY was collected to compare to subsequent years. Quantities of recycle

Describe the progress you have made toward attaining this goal including the anticipated completion date.

The goal of providing orientation materials to each new employee stalled until recently when the new report was deployed on Cognos to identify new employees. We are now contacting new employees on a monthly basis to provide information on stewardship and conservation on the campus.

New programs are in place on campus to recycle old cellular phones and printer ink cartridges.

Describe how the results of assessments have been used to improve student learning or your department's activities.

By providing employees and students with an awareness of the University's environmental stewardship heritage and expectations for continuous improvement in sustainability.

Section C

Program or Service Specific Assessments

What program or service specific assessment occurred in the current academic year?

A 360-review of Department services to determine stakeholder satisfaction and program needs.

How were the results of the assessment used to improve programs or services?

Information from the 360-review is used in setting program goals for the next academic year to improve existing programs, and implement new programs as necessary.

Section D

Unit Contribution or President's Performance Measures

Please review the [President's Performance Measures for 2006-2007](#). Did your unit contribute to any specific performance goals for the President? (If so, please indicate whether the measure set was attained and to what degree.)

The Environmental Stewardship Plan (ESP) adopted in the last academic year contains 30 specific tasks for implementation. The ESP implementation report was submitted to the President's Environmental Stewardship Advisory Council in February 2007. As of the writing of that report, eighteen of these tasks are being met with new on-going programs, ten of the tasks are completed, and two of the tasks have not started.

Part 2

Section A

Unit Goals for Coming Year (2007-2008)

Strategic Plan Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?

Goal 7. Community Leadership

Complete a comprehensive inventory of all University greenhouse gas emissions in accordance with the requirement 1.b of the American College & University Presidents Climate Commitment.

Unit Goal

Goal for 2007-2008

What action(s) will you undertake to achieve the goal?

Form an ESAC sub-committee to assist in identifying sources of University greenhouse gas emissions, and methods to quantify these emissions.

Prepare a written annual report of the greenhouse gas emissions for the University.

By what means will you assess goal achievement?

The CA-CP Campus Carbon Calculator, or a similar tool, will be used to analyze, and present the collected data.

How will you know if you have successfully attained each goal?

Completion of a written report and inventory of University greenhouse gas emissions by the end of the 2007 - 2008 fiscal year.

How will the results of the above assessments be used to improve student learning or services?

This inventory will provide a benchmark for University efforts to achieve climate neutrality. These actions will provide opportunities for student involvement in reducing and measuring greenhouse gas emissions, and demonstrate the University's commitment to practice and promote environmental sustainability as mentioned in the Mission Statement.

Strategic Plan Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?

Goal 5. State of the Art Infrastructure

Revise hazardous waste policies and procedures to comply with the change in regulatory requirements from current status as a Conditionally Exempt Small Quantity Generator to those of a Small Quantity Generator.

Unit Goal

Goal for 2007-2008

What action(s) will you undertake to achieve the goal?

Revise hazardous waste generator procedures to address changes in the storage, labeling, and training requirements from a Conditionally Exempt Small Quantity Generator (CESQG) to those of a Small Quantity Generator (SQG).

Implement training and scheduling of Department staff to conduct the hazardous waste inspections required as a SQG.

Provide training and assistance to hazardous waste generators to revise their internal procedures to comply with SQG requirements.

By what means will you assess goal achievement?

Training records, inspections of hazardous waste generation locations, comments from reviewers of revised written procedures.

How will you know if you have successfully attained each goal?

Documentation of compliance with the US EPA and FI DEP requirements for Small Quantity Hazardous Waste generators.

How will the results of the above assessments be used to improve student learning or services?

These assessments will assure the safe and proper handling of hazardous wastes to protect student and staff health, and demonstrating to students the requirements for proper handling and disposal of hazardous wastes.

Strategic Plan Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?

Unit Goal

Goal for 2007-2008

Goal 4. Talented and Dedicated Faculty and Staff.

Develop a procedure to identify and track the safety or environmental training needs of University employees.

What action(s) will you undertake to achieve the goal?

Work with Human Resources to implement a mechanism for tracking the training and occupational health needs of employees.

Work with University budget units to develop procedures to assess and identify employee positions with safety or environmental training requirements.

By what means will you assess goal achievement?

Identifying tool to track training needs.

Providing education for supervisors on identifying environmental, health, and safety training for positions they are hiring.

Audit of the system put into place.

How will you know if you have successfully attained each goal?

Procedure in place to identify and track the environmental, health, and safety training required for each new hire prior to his or her employment.

How will the results of the above assessments be used to improve student learning or services?

Faculty and staff with appropriate training in the safety and environmental issues of their position are better able to teach students in ways that are safe and environmentally sustainable.

What additional resources have you requested and received a commitment for during 2007-2008 from your area VP or the President that is based on your analysis of assessment data for 2006-2007?

\$44,000 Executive Secretary

The Department's new responsibilities in the Presidents' climate challenge report, the anticipated move to Small Quantity Hazardous Waste Generator status, the contractor environmental compliance program, and the transfer of risk management duties and staff to EH&S, there is a clear need for secretarial support.

\$6,075 Additional Training/Travel Budget to participate in additional training in support of new programs.

- \$525 Hazardous materials shipping regulations train the trainer class.
- \$1,500 Annual national safety conference (ASSE or CSHEMA) for new coordinator position to attend classroom training, paper presentations, vendor product displays, and networking.
- \$1,200 Annual radiation safety refresher training for the RSO.
- \$750 Send a representative/presenter to the annual Florida Campus Sustainability day conference.
- \$1,500 Director to attend the Association for the Advancement of Sustainability in Higher Education or Smart and Sustainable Campuses national conference.
- \$600 Send risk manager to the SUS risk manager meeting.

\$800 Office Supplies

Additional materials (paper, brochure stock, folders, toner, etc) beyond regular office needs for training and promotional handouts to support orientation for new employees about FGCU safety, stewardship, and risk management programs.

\$1,200 Printing

Professional printing of the final greenhouse gas inventory for the American College and University Presidents' Campus Climate Challenge after graphic design does the layout work.

\$1,500 Promotional Items

Message items (pens, cups, pins) for promoting environmental stewardship and safety among employees and students.

\$50,000 plus infrastructure for a hazardous waste storage and package facility to accumulate, bulk package and package for disposal transport, biological, and radiological hazardous wastes. As wastes volumes continue to increase, we are now close to out growing the two storage boxes we currently use for storage only.

Section C

Assessment Plans

What assessments are you planning to conduct during 2007-2008?

Section D

Coming Year - Strategic Plan Contributions

Goal 1: 7

Goal 2: 5

Goal 3: 4