I. **PURPOSE & INTENT**

Environmental Health and Safety administers an environmental health and safety program which includes, but is not limited to: Fire Safety, Hazardous Waste Management, Industrial Hygiene, Laboratory Safety, Regulatory Compliance, Occupational Safety and Risk Management. For these programs, the Vice President for Administrative Services has delegated to the Director of Environmental Health and Safety the responsibility and authority for managing compliance and corrective action for USF.

This Policy outlines the various roles and responsibilities associated with environmental health and safety related inspections conducted by Environmental Health and Safety identified and/or reported activities or areas of non-compliance, and required follow-up corrective action.

II. **STATEMENT OF POLICY**

A. Environmental Health and Safety is responsible for conducting environmental health and safety inspections to ensure USF activities comply with federal, state and local requirements for the programs covered by this Policy and any additional program requirements delineated in USF procedures.

B. Colleges and Departments shall comply with all federal, state and local environmental health and safety related laws/regulations and any additional requirements delineated in USF policies and/or procedures.

C. The Director of Environmental Health and Safety reports to the Office of the Vice President for Administrative Services identified and/or reported activities or areas of non-compliance.

D. Responses to notices of non-compliance issued by Environmental Health and Safety must be returned to Environmental Health and Safety within thirty (30) days of receipt.
E. If corrective action is not completed within thirty (30) days, the Director of Environmental Health and Safety will notify the appropriate administrative authority for enforcement.

F. If a situation is identified that is determined to pose a danger/negative impact to the environment, life, health or safety, Environmental Health and Safety has the authority to restrict or suspend any activity, equipment or area that has been deemed to be unsafe. The situation must be immediately rectified and the resolution reported to and inspected by Environmental Health and Safety in order to resume normal operations. The equipment, activity or area found to be dangerous to life, health, safety or non-compliant with applicable regulations may not be reinstated until Environmental Health and Safety has conducted a follow up inspection and has determined that the equipment and/or area is in compliance.

G. If it has been determined that unauthorized modifications to University buildings, grounds or equipment (i.e., air systems, fume hoods, etc.) have created a health and safety concern or determined to be regulatory non-compliant, the College or department that made the modifications will bear the financial responsibility to repair or replace the altered infrastructure and/or equipment.

H. Colleges and departments are responsible for ensuring that the lab cleanout process has been completed prior to a lab closure or reassignment. Colleges and/or departments will be responsible for incurring all costs associated with contracting services to restore the lab to its appropriate condition if not completed through the lab cleanout process.

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.