

**Environmental Health & Safety Committee Minutes
June 20, 2012 - Walker Library**

Members Present: Gerald Caudill, Watson Harris, Bill Fisher, Jimmy Hart, Kathy Musselman, Andy Bickers, Rick Chapman, Arthur Reed, Carol Boraiko

Members Absent: Kathy Mathis, Doug Brinsko, Shelia Knight, Buddy Peaster, Graham Neff, Jeff Farrar, Barbara Draude

AED Policy – After Jeff is finished revising the policy, John will present it to the upper staff.

AED/CPR Training – Checking into MTSU staff to help with training.

Homeland Security – Point of Distribution (POD) – We are moving forward with the POD. Rick will discuss progress with Ray Wiley and Jeff Farrar.

Stormwater Events – EH&S has a table at Customs to distribute info and talk to students / parents about volunteering for these events. Students can get service hours for their classes. If you missed the meeting and want to sign up to help, give Debbie a call at 2967.

Illicit Discharge Policy – Email comments to Shelia at Shelia.Knight@mtsu.edu.

E H & S - Safety Handbook – Revisions are being made to the six chapters you've commented on so far. Three new chapters will be emailed out later this week. All revised chapters will be voted on at the August 15th meeting.

The July 18th meeting has been canceled.

Our next meeting will be August 15, 2012 from 1:30– 2:30p.m. in the Walker Library, room 475.

Environmental Health & Safety Committee Minutes
May 16, 2012 - Walker Library

Members Present: Doug Brinsko, Shelia Knight, Gerald Caudill, Buddy Peaster, Watson Harris, Bill Fisher, Jimmy Hart, Kathy Musselman, Andy Bickers, Graham Neff, Rick Chapman, Jeff Farrar, Arthur Reed, Barbara Draude

Members Absent: Kathy Mathis, Carol Boraiko

Homeland Security – Point of Distribution (POD)

John Cothern has agreed to partnership with Homeland Security. MTSU will become a closed POD to dispense medications etc. to the campus community and their families if an emergency situation should arise. Table top exercises will be scheduled.

Stormwater Events – Shelia, Waterworks, students and the public have participated in lots of spring clean up events to get the public educated. Thousands of trees have been planted, trash picked up, streams cleaned out. All of these events help meet our goals to comply with the MS4 Stormwater Permit with the City. There is a stormwater training module on line now that will be a required training to get the campus community educated and aware of the environment.

A meeting, to review the annual report for the MS4 Stormwater Permit with the City of Murfreesboro, is scheduled for August 30 from 2:00 – 3:00p.m. in the Honor's College, room 106. The campus community will be invited to attend.

Public Information and Education (P. I. E.) Plan - This is a five year plan that the university will follow to get the public and campus community educated in keeping the waterways clear of trash and debris.

Illicit Discharge Policy – This policy will be emailed for your review and comments.

E H & S - Safety Handbook –We are updating the safety handbook and need your help. Four chapters will be emailed to you for your review and comments. Doug needs to receive these comments/changes by June 12th so the committee can discuss and vote to approve at the June 20th meeting. Each month we'll have 3-4 chapters to review until the entire document has been updated.

Golf Cart Update– The list of rules is being finalized. Persons driving carts will required to sign the rules agreement and turn it into the EH& S Office. The cart rules will be displayed on the dash of each cart so the driver will be reminded to obey the rules. Also, a How's My Driving decal will be placed on the cart.

The next meeting will be June 20, 2012 from 1:30– 2:30p.m. in the Walker Library, room 475.

May 2012

From: [Debbie Nichols](#)
To: [Andrew Bickers](#); [Arthur Reed](#); [Barbara Draude](#); [Buddy Peaster](#); [Carol Boraiko](#); [Doug Brinsko](#); [Emily Bom](#); [Gerald Caudill](#); [Graham Neff](#); [Jeff Farrar](#); [Jimmy W. Hart](#); [Kathy Mathis](#); [Kathy Musselman](#); [Keith Butterfield](#); [Shelia Knight](#); [Terry Logan](#); [Watson Harris](#); [William Fisher](#)
Subject: May Minutes
Date: Monday, May 21, 2012 10:50:14 AM
Attachments: [5-16-12 Minutes.doc](#)
[2012 Table for Customs.pdf](#)
[EH S Discharge Policy.pdf](#)

Attached are the minutes from the May Meeting. The EH&S Discharge Policy is attached for your review & comments. These comments need to be sent to Shelia.Knight@mtsu.edu for discussion at the next meeting. Also, we will have a table at Customs to disperse stormwater info. See attached sign in sheet. We have the same table next to Public Safety in the Rec. Center Gym. The first session is this Wednesday. Please volunteer to help out. Shelia will have a cheat sheet that will help you with questions that maybe asked. Email me the date you want to work.

Thanks for your help!

May 2012

**ENVIRONMENTAL HEALTH AND SAFETY
ILLICIT DISCHARGE POLICY**

**MIDDLE
TENNESSEE**
STATE UNIVERSITY

(A) Scope.

This section shall apply to all water generated on developed or undeveloped land entering MTSU's separate storm sewer system on MTSU campus.

(B) Prohibition of Illicit Discharges.

No person whoever shall introduce or cause to be introduced into the Municipal Separate Storm Sewer System any discharge that is not composed entirely of stormwater. The commencement, conduct or continuance of any non-stormwater discharge to the Municipal Separate Storm Sewer System is prohibited except as described as follows:

(1) Uncontaminated discharges from the following sources:

- (a) Water line flushing or other potable water sources;
- (b) Landscape irrigation or lawn watering with potable water or repurified water;
- (c) Diverted stream flows;
- (d) Rising ground water;
- (e) Groundwater infiltration to storm drains;
- (f) Pumped groundwater;
- (g) Foundation or footing drains;
- (h) Crawlspace pumps;
- (i) Air conditioning condensation;
- (j) Springs;
- (k) Non-commercial washing of vehicles;
- (l) Natural riparian habitat or wet-land flows;
- (m) Swimming pools (if dechlorinated - typically less than one PPM chlorine);
- (n) Fire fighting activities; and,
- (o) Any other uncontaminated water source.

(2) Discharges specified in writing by MTSU ^{E H S} environmental health and safety staff as being necessary to protect public health and safety.

(3) Dye testing is an allowable discharge if MTSU ^{E H S} environmental health and safety staff has so specified in writing.

May 2012

**ENVIRONMENTAL HEALTH AND SAFETY
ILLICIT DISCHARGE POLICY**

**MIDDLE
TENNESSEE**

STATE UNIVERSITY

(C) *Prohibition of Illicit Connections.*

(1) The construction, use, maintenance or continued existence of unlawful connections to MTSU Separate Storm Sewer System is prohibited.

(2) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

(D) *Reduction of Stormwater Pollutants by the Use of Best Management Practices (BMPs).*

Any person responsible for a property owned or leased by the university which is, or may be, the source of an illicit *discharge*, may be required to implement, at the person's expense, the BMP's necessary to prevent the further discharge of pollutants to MTSU Separate Storm Sewer System.

(E) *Notification of Spills.*

Any person responsible for a property, premises, or activity, which is, or may be, the source of a spill and which is or maybe discharging pollutants to MTSU's storm sewer system and/or ponds or streams shall notify the Environmental Health and Safety staff of such a spill within a reasonable time and in any event within 24 hours of knowledge the spill is occurring or has occurred. Notification to MTSU EH&S staff does not relieve the party of spill notification requirements under federal, state or other local laws, regulations, or rules. For the purpose of this section, a spill is an urgent, one-time, unintentional release of materials such as hazardous substances, hazardous materials, hazardous wastes, chemicals, solid wastes, liquid wastes, sludges, pollutants, contaminants, and other similar substances. On-going, intentional releases of these materials shall not be classified as a spill and may be an illicit discharge. Refer to MTSU Spill Prevention Control and Countermeasures Plan for further information regarding spills.

Environmental Health & Safety Committee Minutes
April 11, 2012 - Walker Library

Members Present: Doug Brinsko, Shelia Knight, Gerald Caudill, Carol Boraiko, Buddy Peaster, Watson Harris, Bill Fisher, Gina Fann, Kathy Musselman, Andy Bickers, Graham Neff, Rick Chapman, Jeff Farrar

Members Absent: Kathy Mathis, Arthur Reed, Barbara Draude

Homeland Security – Point of Distribution (POD)
Blaine Hill – Mid Cumberland Regional Health Office

Blaine talked to the committee about the University becoming a Point of Distribution (POD) to dispense medications etc. to the campus community and their families if an emergency situation should arise. MTSU would be a closed POD and it would take approximately ninety five people to run it. The committee agreed that this partnership would be beneficial to the University. Rick Chapman will discuss this with Deb Sells so she can put it on the agenda for the Sr. Staff to discuss.

The next meeting will be May 16, 2012 from 1:30– 2:30p.m. in the Walker Library, room 475.

Environmental Health & Safety Committee Minutes
March 21, 2012 - Walker Library

Members Present: Doug Brinsko, Shelia Knight, Gerald Caudill, Carol Boraiko, Buddy Peaster, Watson Harris, Arthur Reed, Bill Fisher, Gina Fann, Barbara Draude,

Members Absent: Kathy Mathis, Terry Logan, Kathy Musselman, Andy Bickers, Graham Neff, Rick Chapman, Jeff Farrar

Golf Carts: The committee reviewed and made changes to the golf cart rules. The rules will be updated and sent to John Cothern for his review and comments. The map, of the preferred cart routes, will be linked the EH&S website.

Cart Decal: The phone number, to call if someone is not obeying the rules, will be a designated number that will have voicemail and the messages will be emailed to the EH&S Office. The voice message will ask the caller to report the date of the incident, time, location, a brief description, and their name and phone number. The How's My Driving cart decal will be placed on each cart.

AED – Funds may be available to purchase additional AED's, signage, and training. The committee discussed purchasing new AED's for high volume areas on campus and replacing the existing ones when needed. This item will be on the April Agenda for more discussion. The ad hoc committee will finalize the AED Policy and it will be sent to John Cothern for his review and comments.

Barbara will check on CPR/AED training and report back next month.

Smoking Policy – Who's to enforce the policy? Dr. Bartel to discuss with John Cothern.

Please note, due to conflicts with a TBR Meeting, our next EH&S Meeting has been moved to Wednesday, April 11th from 1:30– 2:30p.m. in the Walker Library, room 475. Delete the meeting that was originally scheduled for the 18th from your calendars.

**Environmental Health & Safety Committee Minutes
February 15, 2012 - Walker Library**

Members Present: Doug Brinsko, Shelia Knight, Rick Chapman, Jeff Farrar, Gerald Caudill, Carol Boraiko, Roy Brewer, Watson Harris, Arthur Reed, Bill Fisher, Gina Fann, Keith Butterfield

Members Absent: Kathy Mathis, Terry Logan, Barbara Draude, Kathy Musselman, Andy Bickers, Graham Neff

Science Building – Lab Safety Manager: The new Science Building should start dirt work sometime in April 2012. A lab safety manager should be hired by July 2013 to support the Science Building. A second electrical service entrance to campus is planned.

TEMA Grant: FEMA approved our MTSU Hazard Mitigation Plan February 7, 2012 without revision. Campus Planning can apply for money when the FEMA funds are available.

Golf Carts: Items to be discussed at the March Meeting

- Campus map with preferred golf cart routes
- Safety Rules
- How's my driving sticker for the back of cart, listing a phone number to call and cart number.

Gerald will get a list of golf carts, gators, electric vehicles etc. from Joyce Reed.

The next meeting will be March 21, 2012 from 1:30– 2:30p.m. in the Walker Library, room 475.

Feb 2012

MTSU Cart Safety Rules

These rules must be read and followed by all persons who operate carts on behalf of MTSU.

1. Only employees approved by their direct supervisor may drive carts.
2. All persons who drive electric carts must have a current valid driver's license.
3. Before driving a cart, employees must have an approval from their direct supervisor.
4. Before employees begin driving carts they are to be given an orientation to cart operation and the safety rules that are to be followed. See your supervisor.
5. Drivers are to slow down or stop at all blind intersections and drive out from doors whenever possible and anticipate doors opening suddenly in front of you.
6. Drivers are to drive carefully and courteously and yield to pedestrians.
7. Whenever possible, driving of carts shall be curtailed or limited to only appropriate work use. There will be no ("joy riding") or similar non-purposed use.
8. Precautions shall be taken to prevent loads from shifting or falling from the cart and passengers must be in a passenger seat with limbs inside the cart at all times.
9. All accidents shall be reported to the supervisor immediately.
10. Report unsafe conditions to the supervisor immediately.
11. Report mechanical or maintenance problems to the Program Administrator or your own supervisor. Do not alter the cart's safety equipment.
12. Do not drive while taking medications if the label or your doctor advises against it.
13. After dark, always use headlights if the cart is so equipped.
14. Absolutely no horseplay will be allowed while driving a cart.
15. Extra caution must be used when towing another cart or trailer. Hitches must be sound and the load secured to prevent shifting or items falling off. A second person may need to guide or monitor the object in tow.
16. Take care when carts are parked so not to block walkways/fire lanes or become an obstacle for people with disabilities. Do not leave keys in parked carts.
17. When the rear view is obstructed, do not back up without assistance or get out to see if the way is clear.
18. Caution fellow employees of unsafe driving practices. If they continue to drive unsafe, report them to your own supervisor.
19. Drivers must be responsible, use good judgment, and maintain safe speeds at all times.
20. No unauthorized personnel shall be given rides.
21. These safety rules are to be observed by all employees, not just those who drive carts.
22. Lock down the cart to protect it from theft.

I acknowledge that I have read and received a copy of the MTSU Cart Safety Rules and will follow all other applicable rules and regulations.

Signature: _____ Date: _____

Print Name: _____

Types of Carts Authorized to Use: _____

Feb 2012

HOW'S MY DRIVING?

**CALL _____ TO
REPORT UNSAFE DRIVING.**

_____

Feb 2012

Asset #	Description	Info	Acct#	Department
E0278	PARGO ELECTRIC CART, #278		2-51800	Athletic Trainer
E0302	TORO 3300D TRUCKSTER, #302		2-76100	Grounds Services
E0303	EZ-GO TOUR GOLF CART, #303	*DEA*	2-76100	Grounds Services
E0304	YAMAHA GOLF CART, #304		2-63400	Public Safety
E0305	YAMAHA GOLF CART, #305		2-63400	Public Safety
E0307	CLUB CAR GOLF CART #307		2-42200	Audio-Visual Services
E0312	MELEX GOLF CART, #312		2-43100	Information & Tech
E0313	MELEX GOLF CART, #313	WHITE MELEX	2-43100	Information & Tech
E0314	GOLF CART, #314		2-42200	Audio-Visual Services
E0315	GOLF CART, #315		2-12250	HPERS
E0325	TORO TRUCKSTER GOLF CART #325		2-76100	Grounds Services
E0326	CLUB CAR GOLF CART, #326		2-63400	Public Safety
E0328	CLUB CAR GOLF CART #328		2-51200	Athletic Affairs-Blue Raider
E0329	GOLF CART #329		2-51200	Athletic Affairs-Blue Raider
E0330	YAMAHA GOLF CART, #330		2-64060	VPFA Projects
E0332	EZGO GOLF CART, #332		2-53160	Ticket Office
E0333	GOLF CART #333		2-51800	Athletic Trainer
E0334	MELEX GOLF CART, #304		2-12250	HPERS
E0335	CLUB CAR GOLF CART, #335		2-51100	Athletic Director
E0336	MELEX GOLF CART, #336	Golf Cart	2-43100	Information & Tech
E0339	MELEX GOLF CART #339		2-42200	Audio-Visual Services
E0340	YAMAHA GOLF CART #340		2-64400	Telephone Services
E0341	YAMAHA GOLF CART #341		3-18050	Food Services
E0350	TOUR GOLF CART #350	2003 club car 6 passenger golf cart	2-60100	Presidents Office
E0351	CLUB CAR GOLF CART #351	CLUB CAR GOLF CART	2-51800	Athletic Trainer
E0352	CLUB CAR GOLF CART # 352	CLUB CAR 2 SEAT GOLF CART WITH CAB #352	3-18010	Bookstore
E0353	KART GOLF CART #353	MASCOT KART FOR ATHLETICS	2-51200	Athletic Affairs-Blue Raider
E0356	EZ_GO GOLF CART #356	EZ-GO WORKHORSE	2-63600	Photographic Service
E0360	CLUB CAR GOLF CART- #360	CARRYALL	2-51100	Athletic Director
E0361	CLUB CAR GOLF CART - #361	*DEA*	2-63400	Public Safety
E0362	EZ-GO TOUR GOLF CART, #362		2-63400	Public Safety
E0363	CLUB CAR GOLF CART, #363		2-74100	Custodial Services
E0364	EZ-GO TOUR CART, #364	RED EZ GO	3-18175	Housing Facilities Maint
E0365	COLUMBIA GOLF CART, #365	TAN COLUMBIA	3-18175	Housing Facilities Maint
E0366	E-Z GO GOLF CART #366	RED E-Z GO	3-18175	Housing Facilities Maint
E0367	E-Z GO GOLF CART #367	GRAY E-Z GO	3-18175	Housing Facilities Maint
E0368	E-Z GO GOLF CART #368	WHITE E-Z GO	3-18175	Housing Facilities Maint
E0369	E-Z GO GOLF CART #369	WHITE E-Z GO	3-18175	Housing Facilities Maint
E0370	COLUMBIA GOLF CART #370	TAN COLUMBIA	3-18175	Housing Facilities Maint
E0371	E-Z GO GOLF CART #371	GRAY E-Z GO	3-18175	Housing Facilities Maint
E0372	E-Z GO GOLF CART #372	RED E-Z GO	3-18175	Housing Facilities Maint
E0373	E-Z GO GOLF CART #373	RED E-Z GO	3-18175	Housing Facilities Maint
E0374	E-Z GO GOLF CART #374	GREEN E-Z GO	3-18175	Housing Facilities Maint
E0375	COLUMBIA GOLF CART #375	COLUMBIA	3-18175	Housing Facilities Maint
E0376	E-Z GO GOLF CART #376	GRAY E-Z GO	3-18175	Housing Facilities Maint

Feb 2012

Asset #	Description	Info	Acct#	Department
E0377	CLUB CAR GOLF CART #377	GREEN CLUB CAR	2-12250	HPERS
E0378	MELEX GOLF CART #378	BLUE MELEX	2-12250	HPERS
E0379	E-Z GO GOLF CART #379	WHITE E-Z GO	2-12250	HPERS
E0380	GOLF CART #380	GREEN CLUB CAR 2 SEAT GOLF CART WITH CAB	2-51500	Football
E0381	E-Z GO GOLF CART #381	RED CLUB CAR 2 SEAT GOLF CART WITH CAB E-Z GO	2-51500	Football
E0382	MELEX GOLF CART #382	WHITE MELEX	2-40100	Library
E0385	E-Z GO GOLF CART #385	BLUE E-Z GO FOOD CART	3-18050	Food Services
E0386	E-Z GO GOLF CART #386	GREEN E-Z GO	3-18050	Food Services
E0389	COLUMBIA GOLF CART #389	TAN COLUMBIA	3-18175	Housing Facilities Maint
E0390	E-Z GO GOLF CART #390	RED E-Z GO	3-18175	Housing Facilities Maint
E0391	E-Z GO GOLF CART #391	GREEN E-Z GO	3-18175	Housing Facilities Maint
E0395	GOLF CART #395	EZSO	2-56500	ID Cards
E0402	GOLF CART	YAMAHA - WHITE	2-50850	Student Support Services
E0403	GOLF CART	CLUB CAR	2-67300	Alumni Relations
E0404	GOLF CART	CLUB CAR	2-67300	Alumni Relations
E0407	GOLF CART #407	CLUB CAR		
E0450	CLUB CAR #450	CLUB CAR	2-67200	News/Public Affairs
E0451	YAMAHA #451	YAMAHA	2-50450	Student Development
E0452	YAMAHA #452	YAMAHA	2-50450	Student Development
E0453	E-Z-GO #453	E-Z-GO	2-43100	Information & Tech
E0454	E-Z GO GOLF CART #454	E-Z GO	2-62100	Business Office
E0455	E-Z GO GOLF CART #455	E-Z GO	2-22050	Sponsored Programs I/C
E0456	E-Z GO GOLF CART #456	E-Z GO	2-22050	Sponsored Programs I/C
E0457	CLUB CAR GOLF CART #457	GREEN GOLF CART	2-12200	Elem-Special
E0459	YAMAHA GOLF CART, #459	GOLF CART	2-63020	Admin Serv-Events
E0460	GOLF CART #460	GOLF CART	2-12400	Psychology
E0462	E-Z GO GOLF CART #462	E-Z GO, BLUE	2-46200	Academic Affairs
E0463	COLUMBIA GOLF CART, #463	TAN COLUMBIA	3-18175	Housing Facilities Maint
E0464	E-Z GO GOLF CART #464	E-Z GO, GREEN	3-18070	Parking Authority
E0467	GOLF CART #467	WHITE GOLF CART	2-50600	Disabled Students
E0470	GOLF CART #470	EZ-GO	2-63700	Print Shop
E0471	GOLF CART #471	WHITE CLUB CAR	2-76100	Grounds Services
E0472	UTILITY TRUCKSTER #472	JOHN DEERE GATOR	3-18090	Student Rec Center
E0473	JOHN DEERE GATOR #473	JOHN DEERE GATOR	2-53150	Murphy Ctr Operation
E0474	GOLF CART #474	EZ-GO	2-63100	Human Resource - payroll
E0476	GOLF CART, #476	GRAY GOLF CART	2-74110	Custodial Services
E0478	JOHN DEERE GATOR #478		2-51600	Baseball
E0479	YAMAHA GOLF CART, #479	YAMAHA GOLF CART	2-53710	Game Day Activ
E0482	JOHN DEERE GATOR #482		2-52500	Women's Softball Coach
E0483	E-Z GO GOLF CART #483	E-Z GO	2-53910	University Band
E0484	YAMAHA GOLF CART, #484		2-63400	Public Safety
E0488	CLUB CAR GOLF CART #488	GREEN GOLF CART	2-51100	Athletic Director
E0489	CLUB CAR GOLF CART #489	GOLF CART	2-53150	Murphy Ctr Operation
E0490	GOLF CART, #490	GREEN GOLF CART	2-12150	Ed Leadersp
E0491	GOLF CART, #491	GOLF CART	2-53560	Production Services

Feb 2012

Asset #	Description	Info	Acct#	Department
E0492	GOLF CART, #492	GOLF CART	2-63200	Procurement
E0493	JOHN DEERE GATOR #493	JOHN DEERE GATOR	2-77200	EH&S
E0494	GOLF CART #494	PRECEDENT GOLF CART	3-18040	Health Services
E0495	CLUB WAGON #495	CARRY ALL 6 UTILITY CART	2-53710	Game Day Activ
E0496	GOLF CART #496	BLUE EZ GOLF CART	2-45400	Dean- Education
E0497	GOLF CART #497	BLUE GOLF CART	2-51550	Men's Basketball
E0498	GOLF CART #498	GOLF CART	2-46700	Univ Provost
E0499	E-Z GO GOLF CART #499	E-Z GO	2-45306	Dean, Bus & Econ Proj

Environmental Health & Safety Committee Minutes
January 18, 2012 - Walker Library

Members Present: Doug Brinsko, Shelia Knight, Maureen Nokes attended for Rick Chapman, Barbara Draude, Graham Neff, Jeff Farrer, Kathy Musselman, Gerald Caudill, Carol Boraiko, Buddy Peaster, Andy Bickers, David Edgar attended for Watson Harris

Members Absent: Kathy Mathis, Terry Logan, Tom Tozer, Arthur Reed

Other Attendees: Jenny Sauls, Randy White, Mike Nunly, Eric Clark, Ray Wiley, Bev Corlew

AED's – Jenny Sauls, with the MTSU Nursing Department, is looking at applying for a grant to purchase 11 AED's for priority buildings on campus. Several departments that already have AED's attended to support her efforts. This project will require a program administrator to oversee the project and funding to install, train and maintain these devices. At this time no funding or personnel are available for this project. Jenny will go back to the Provost Office with this info. The deadline for the grant application is January 31, 2012.

Stormwater 101 Training - Shelia did a training session to educate the committee on the best management practices to comply with the stormwater regulations. This training will be documented in her records to comply with EPA regulations and the MS4 permit with the City of Murfreesboro. For those members who couldn't attend the meeting, attached is a draft of the Environment Health & Safety Illicit Discharge Policy for your review and comments. This item will be on the agenda for the February Meeting, so bring your comments/questions to the February meeting for discussion.

The next meeting will be February 15, 2012 from 1:30– 2:30p.m. in the Walker Library, room 475.

There was not an EH&S Committee Meeting held for December 2011.

Environmental Health & Safety Committee Minutes
November 16, 2011 - Walker Library

Members Present: Doug Brinsko, Shelia Knight, Maureen Nokes attended for Rick Chapman, Barbara Draude, Arthur Reed, Watson Harris, Graham Neff, Jeff Farrer, Kathy Musselman, Gerald Caudill, Carol Boraiko

Members Absent: Kathy Mathis, Terry Logan, Tom Tozer, Emily Born, Buddy Peaster, Andy Bickers

Tobacco Free Campus Policy/Signage –Maureen updated the committee on the progress of the campaign gearing towards the January 1, 2012 enforcement date. There will be new signage to overlay the existing 20ft no smoking signs. Smoking containers etc. will be removed from the campus by the Grounds crew.

EH&S Membership – Jeff has rewritten the EH&S policy to reflect Doug's committee's membership recommendations. Also, a paragraph was added for the committee to function as the Stormwater Advisory Committee to provide guidance for environmental concerns and regulations per our stormwater agreement with the City. The changes to the policy were approved by the committee.

TEMA Grant – TEMA has approved our mitigation plan with no changes needed and has forwarded it on the FEMA. We should hear back from FEMA around the 1st of the year.

Golf Carts – Jeff researched university policies for golf carts and found the Tulane University policy to be a good example to start with. Shelia has composed a public service announcement (PSA) which is attached for your review & comments. This PSA and the Tulane Policy will be presented to the Deans, Athletic Dept., Housing, etc. for their review and comments.

Stormwater - Shelia and Jeff have been working on the paperwork required to be completed by the volunteers participating in clean up events, etc, for the University. We had 37 students volunteer for the last clean up. Also, MTSU partnered with the Discovery Center, City Parks & Recreation, and the City of Murfreesboro to clean up the wetlands behind the Discovery Center. Shelia has received good feedback from faculty. Several professors require a number of volunteer hours in their courses. These events give us documentation to fulfill our stormwater requirements with the City and provide students the volunteer hours needed for their classes.

The December meeting has been cancelled.

The next meeting will be January 18, 2012 from 1:30– 2:30p.m. in the Walker Library, room 475.

**Environmental Health & Safety Committee
Agenda – November 16, 2011
Location: Walker Library, Room 475
Time: 1:30P.M.**

- Tobacco Free Campus Policy/Signage ☐ can get signs - get some
- Revisions to the E H & S Policy ☐ committee approves
 + move forward
- TEMA Grant ☐ Submitted to FEMA
- Stormwater ☐
 next month ☐ presentation SW101
- Golf Carts – Jeff Drafts ☐ illicit discharge policy
 ☐ Env. Response Plan
 ☐ adding training modules

PSA – Draft for golf cart
PSA – courtesy

✱ Jan. 18th - 2012 ✱

Next meeting: ~~December 21, 2011~~ in the Walker Library, room 475

B. Committees Reporting to the Senior Vice President

1. Environmental Health and Safety Committee (Special Purpose)

a. Composition

The Environmental Health and Safety Committee should be composed of one member from each division of the University recommended by the Vice President of that division; ~~a member from Athletics recommended by the Director of Athletics; one classified employee from Business and Finance as recommended by the Senior Vice President;~~ a faculty member recommended by the Faculty Senate; and a student recommended by the President of SGA. The following should serve as ex officio members: one Coordinator from each division; the Environmental Health and Safety Officer; Director of News and Media Relations; Director of Public Safety; University Counsel; Director of Human Resources; the Industrial Hygienist; ~~the Environmental Engineer; Presidents of the Faculty Senate and SGA; and a representative of Student Life and Counseling Services.~~ The chair of the committee will be appointed by the Senior Vice President and will be a one-year appointment eligible for re-appointment if desired.

b. Charge

The Environmental Health and Safety Committee was established in accordance with MTSU Policy IV:00:01, Environmental Health and Safety. The responsibilities of the committee include, but are not limited to, the following:

- (1) Evaluate and recommend changes to the Env. Health + Safety Manual, University Safety Manual, Emergency Plan, Waste Reduction Plan and any environmental health and safety plans developed by any division of the University; and
- (2) Regularly review and evaluate campus security programs based on analysis of trends and statistics and guidance on public safety and crime awareness training to prevent/reduce crime on campus and in the University community.
- (3) Review and evaluate campus departmental safety programs and performance annually. The review and evaluation will consist of analysis of current trends and comparison of University statistics to state and national statistics. The committee will provide guidance and make recommendations on campus and departmental safety issues.
- (4) Function as the Environmental and Compliance Oversight Committee and provide guidance for environmental concerns and regulations. The committee will also function as the Stormwater Advisory Committee.

Recommendations from the committee are submitted to the Senior Vice President.



**OFFICE OF INSURANCE AND RISK
MANAGEMENT**

Tulane University Uptown Golf Cart Policy

rev. February 22, 2011

I. AUTHORITY

This Policy has been approved by the President's Cabinet.

II. APPLICABILITY

This Policy applies to any use of golf carts and other 3 or 4-wheeled cart-type vehicles that are powered by electric or internal combustion engines (hereinafter referred to as "Golf Cart" or "Golf Carts") by Tulane University employees, students, and University-approved contractors on the Tulane University Uptown Campus. Any use other than official University business is expressly prohibited. This Policy does not apply to tractors or other machinery.

III. PURPOSE

This Policy provides guidance regarding the acquisition and permissible use of Golf Carts on the Tulane University Uptown campus. It establishes a method for the University to track the registration of Golf Carts, specifies the permissible use of Golf Carts, and addresses some of the associated risk management issues pertaining to Golf Cart use.

Exhibit A:
Request for Contractor
Use of a Golf Cart

Exhibit B:
Golf Cart Routes and
Parking, Uptown
Campus

Exhibit C:
Request for Purchase of
a Golf Cart

Related Forms:

- Golf Cart
Information
Form
(University-
owned)
- Golf Cart
Information
Form
(Contractors)

IV. AUTHORIZED USE

The use of Golf Carts at Tulane University is limited to Tulane departments/schools/operating units (hereinafter "Department" or "Departments") upon demonstration of Valid Business Use. Valid Business Use is defined as "transporting personnel/equipment/supplies for the University or transporting employees/students with temporary or permanent disability needs". With assistance from Facilities Services, the Office of Insurance & Risk Management shall maintain a master list of all Tulane Departments approved to operate Golf Carts, along with the following additional information: i) the number of Golf Carts operated by the Department, ii) the corresponding registration number assigned for each Golf Cart by Tulane University Police Department (TUPD), iii) the Valid Business Use of each Golf Cart, and iv) the approved operators of the Department Golf Cart(s) ("Master List").

Exception: A University-approved contractor may be approved to use University-owned or contractor-owned Golf Carts if there is a Valid Business Use and the contractor agrees to follow the Tulane University Golf Cart Policy regarding safety, routing, parking, marking and audible warning devices for the carts. A Department seeking approval for contractor use of a Golf Cart must complete the Request for Contractor Use of a Golf Cart Form (See **Exhibit A**) which can be obtained through the Office of Insurance & Risk Management, x 5653. The request must be reviewed and approved by the Office of Insurance & Risk Management and the Vice President for Facilities Management and Campus Development.

Use of Golf Carts for personal convenience or personal errands, other than for disability-related needs, is strictly prohibited.

Each Department authorized to operate a Golf Cart will be assessed an annual fee of \$400.00 per Golf Cart by Facilities Services each fiscal year (this fee will be prorated for Golf Carts that are purchased after the start of the fiscal year). These fees will be placed in a fund to be used to defray the costs associated with grounds maintenance and repair due to the damage caused by the use of Golf Carts. Failure to pay the annual fee by the date specified by Facilities Services will result in loss of privileges to operate the Golf Cart.

V. AUTHORIZED/PROHIBITED OPERATORS

Only authorized employees, contractors and students may operate a University-owned Golf Cart, provided the proposed operator possesses a valid drivers' license. Any Department registering a Golf Cart in accordance with this Policy or requesting approval for contractor use of a Golf Cart is responsible for assuring that operators possess a valid driver's license and have received a copy of this Policy (Documentation will be maintained in each Department or the sponsoring Department for University-approved contractors).

Golf Carts are not to be operated for any reason by a) dependents of authorized operators, b) any persons not affiliated with the University

(other than University-approved contractors), or c) anyone not possessing a valid driver's license.

VI. APPROVED AND PROHIBITED AREAS OF USE/PARKING

Approved Areas on Campus: The use of Golf Carts is restricted to designated routes on the Tulane University Uptown Campus (See Exhibit B, showing the authorized routes). A copy of the map, broken down into front, middle and back of Uptown Campus, will be provided by the Office of Insurance and Risk Management. A laminated copy of each map section must be carried in the Golf Cart at all times.

At no time shall Golf Carts be operated on public streets or city sidewalks, except as may otherwise be permitted on the attached map to access certain University property that is not adjacent to other University property or that is not easily accessible.

As necessary, revised routes and/or maps will be sent out via email to the contact person for each Department with a Golf Cart in order to advise of temporary route changes due to construction or other projects or events. It will be the responsibility of the contact person to distribute this information to all Golf Cart operators within their applicable Department.

Parking: Parking is allowed only on hard, paved surfaces (e.g. asphalt, concrete, brick) or on packed gravel surfaces, all of which are designated on the attached map. Parking in any non-designated area, including but not limited to the following, is strictly prohibited and will result in the issuance of a citation:

- Parking on soft surfaces such as landscaping, unpaved surfaces (except for packed gravel surfaces designated as permitted parking areas on the attached map), and natural covered areas such as those areas covered by mulch, pine bark or straw.
- Parking in front of entrances to buildings, stairways, handicap ramps, or main thoroughfares.
- Parking on sidewalks.

Exception: If a Golf Cart is delivering equipment/materials to a building that does not have a parking space near the building entrance, the Golf Cart may be temporarily parked in front of the building to allow the equipment to be delivered; however, no more than ten (10) minutes shall be allowed for such equipment delivery.

VII. ACQUISITION/DISPOSITION

Procurement of Golf Carts shall meet the following requirements:

- A Department seeking to purchase a Golf Cart must complete the Request for Purchase of a Golf Cart Form (See **Exhibit C**) which can be obtained through the Office of Insurance & Risk Management, x 5653. The request must be reviewed and approved by the Office of Insurance & Risk Management and the Senior Vice President of Operations & CFO prior to the purchase. Once reviewed, the application will be returned to the requesting Department with all appropriate signatures indicating approval or denial.
- Golf Carts must be acquired through the Purchasing Department. Any purchase request must have the signed approval from the Office of Insurance & Risk Management and the Senior Vice President of Operations & CFO attached. Purchasing will not place any orders without the approval documents. Facilities Services shall be notified by the Purchasing Department when approval for a purchase has been granted.
- Whenever feasible, electric-powered vehicles instead of internal combustion engine vehicles should be purchased.

When a Department disposes of any Golf Cart that has been authorized to operate under this Policy, TUPD should be notified by the Department. TUPD shall then notify the Office of Insurance & Risk Management so that the Golf Cart may be removed from the Master List.

VIII. REGISTRATION/IDENTIFICATION

The first step in the registration process requires that all Golf Carts be delivered to Tulane Facilities Services to be equipped with following:

- An audible warning device
- A strobe light
- A sticker bearing phone number for reports of policy violations (865-5653)

Contact the Facilities Services Project Coordinator at 314-2455 to make arrangements for this. As part of the registration process, Facilities Services shall provide a laminated copy of the map referenced in Section VI above, and shall also schedule a training program for each proposed operator of the Golf Cart. Training for Golf Cart operators shall be conducted as often as deemed necessary by Facilities Services and the Office of Insurance & Risk Management, but no more than once annually.

The next step of the registration process requires that the following information be provided to TUPD:

- Name of Department or contractor
- Name, number and email address for responsible person from
- Department Description of Golf Cart, including serial number and University asset number

TUPD shall verify that the Golf Cart is in compliance with the requirements of this Policy, including that all University-owned Golf Carts have an official University logo bearing the Department's name displayed clearly and visibly, and that all contractor-owned Golf Carts have the contractor's name displayed clearly and visibly. TUPD shall thereafter issue a permit number for the Golf Cart that will be used to identify the Department or contractor that owns the Golf Cart. TUPD shall mark each Golf Cart with the permit number, which shall be eight (8) inches high and displayed on all the front and back of the Golf Cart.

Any Golf Cart without the proper markings and identification as noted above will be cited and/or impounded.

IX. SAFETY

1. **General:** Golf Carts shall not be operated in a manner that may endanger passengers, other individuals or damage Tulane University property. All Golf Carts must travel in the direction of the flow of traffic (when traveling on streets) and must obey all campus traffic regulations and signs. **Pedestrians and cyclists have the right of way at all times and under all circumstances. Golf Carts shall maintain a distance of at least ten (10) feet behind any pedestrian or cyclist.**
2. **Speed Limits:** On campus streets, operators shall not exceed posted speed limits for motorized vehicles. On campus sidewalks, operators shall not exceed the speed of pedestrian traffic present. Operators shall not attempt to pass pedestrians or cyclists at any time. If an operator of a Golf Cart encounters a pedestrian or cyclist traveling in the opposite direction of the Golf Cart, the operator shall come to a complete stop until the pedestrian or cyclist has passed.
3. **Passenger Limit and Load Capacity:** Occupancy shall not exceed the passenger limit and load capacity designated by the Golf Cart's manufacturer.
4. **Passenger Safety:** Passengers must keep their heads, legs and arms within the cab of the Golf Cart. Under no circumstances is anyone to ride standing in or on the back of a Golf Cart.
5. **Modifications:** Golf Carts may not be modified without the approval of Facilities Services. Any modifications to Golf Carts must be performed by Facilities Services.
6. **Cell Phones:** No cell phone use by the operator is allowed while a Golf Cart is in motion. Additionally, the operator is prohibited from writing, reading or sending text-based communications while operating a Golf Cart.
7. **Audible Warning Device and Strobe Light:** All Golf Carts must be equipped with an audible warning device that will sound at all times while

the cart is in motion, as well as a strobe light.

8. **Headlights:** All Golf Carts must utilize headlights for operation after dark. Golf Carts that are not equipped with headlights may not be operated after dark.

X. ENFORCEMENT

TUPD will enforce this Policy for the appropriate and safe operation, registration and parking of all Golf Carts, and will issue citations as indicated. For speeding and other operational citations, the operator will receive the citation. For parking violations, TUPD will make every effort to identify the operator of the Golf Cart and issue the citation directly to the operator. If the operator is unable to be identified, the citation will be issued to the responsible Department or contractor and the Department or contractor will be charged.

Any individual receiving two (2) citations for violations of this Policy within a twelve (12) month period will forfeit the privilege of operating a Golf Cart for one (1) year. However, if bodily injury or significant property damage (as determined by the Senior Vice President for Operations & CFO) arises as a result of the unsafe operation of a Golf Cart, an individual will forfeit the privilege of operating a Golf Cart for at least one (1) year, or longer if deemed appropriate by the Senior Vice President for Operations & CFO, regardless of the number of citations received by such individual. In addition, violation of this Policy by an employee may result in disciplinary action up to and including termination. If an employee is required to drive a Golf Cart as part of his/her official job description and is suspended from operating a Golf Cart, that employee may face termination if, in the University's sole discretion, alternative job duties for which the employee is qualified are not available.

Copies of citations for Golf Cart Policy violations will be sent to the applicable Department Head, the Office of Insurance and Risk Management, and the Senior Vice President for Operations & CFO. The Office of Insurance & Risk Management will track the individual and departmental citations issued.

If a contractor receives a citation as a result of a violation of this Policy, the Department responsible for hiring the contractor shall be responsible for any fines that are not timely paid by such contractor.

XI. MAINTAINING/SECURING GOLF CARTS

Each Department that operates a Golf Cart shall ensure that each such Golf Cart is routinely inspected and maintained as recommended by the manufacturer, but in no case less than annually. All maintenance of Golf Carts will be performed by, and the maintenance records maintained by, Facilities Services. Facilities Services shall charge a fee for its maintenance services as it deems appropriate.

Each Department shall also ensure that its Golf Carts are properly secured after hours and/or when not in use. Failure to properly secure a Golf Cart may result in

damage assessments as per Section XIII below.

XII. ACCIDENT REPORTING

All accidents and injuries must be reported immediately to TUPD and the Office of Insurance and Risk Management.

XIII. ASSESSMENT FOR DAMAGE

Each Department will be held liable for at least the first \$2,500.00 of any property damage or bodily injury (or more, as deemed appropriate by and at the discretion of the Senior Vice President for Operations & CFO) resulting from negligent operation of or failure to properly secure any Golf Cart owned or operated by such Department.

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Office of Insurance & Risk Management, 2000 Canal Street, New Orleans, LA 70112-2415, 504.588.1232, oirm@tulane.edu

11-4-11 EH+S Committee 1:00 p.m.

: Gerald C., Doug B., Shelia K., Jeff F.

- Questions:
 - Stormwater Committee
 - Enforcement + Response Plan
 - fines
 - appeals committee
-

Committee Reporting to the Senior VP
EH+S Committee → Special Purpose

Doug + Shelia re-word # (4)

* Env. Committee Oversight Compliance

(4) Broaden to include all EPA, OSHA, etc
Committee

(Ordinance)
Policy + Procedure → Campus

made copies of page 12-13 + 22-23

- ^{call} Barry → TDOT find out enforcement

follow up - TDOT uses TDEC for
enforcement - spoke to John Nichols - 11/5/11

Nov 2011

Stormwater Volunteer Activities

Volunteer Form → HRS → MTSU

- very important for volunteers -
- release form for pictures
- release form for protection of MTSU
- Forms Page - University Council ^{web} *
- under 18 + over 18
- Participate or not to participate
- class activity → contact Jeff

There was not an EH&S Committee Meeting held for October 2011.

Environmental Health & Safety Committee Minutes
September 21, 2011 - Walker Library

Members Present: Doug Brinsko, Shelia Knight, Maureen Nokes attended for Rick Chapman, Barbara Draude, Arthur Reed, Buddy Peaster, Watson Harris, Graham Neff, Jeff Farrer, Andy Bickers

Members Absent: Kathy Mathis, Terry Logan, Tom Tozer, Emily Born, Bill Fisher, Carol Boraiko, Gerald Caudill, Kathy Musselman

Tobacco Free Campus Policy – Maureen reported that Lisa has been working on the tobacco free campus roll out to get the word out to the campus community. Sandwich signs are being placed at the library and other areas to discourage people from smoking.

EH&S Membership – Jeff has finished revising the standing committee policy and advised Doug to bring back the ad hoc committee's recommendations to the committee for another vote. At this time other changes can be made if needed. The committee will be required to vote again to approve the membership.

TEMA Grant – A final review of the plan will be done and then it will be submitted to TEMA for their approval.

Golf Carts – Jeff will look at what other universities are doing and report back next month.

Stormwater - July 11, 2011 is the date our coverage started. As part of the permit, the EH&S Committee will be making decisions as to what should go into the policy. The 1st event was the Sinking Creek Clean Up. A number of students and staff showed up to help. Thirty-five pounds of garbage was picked up. Waterworks will send info to the Provost Office so it can be distributed to the campus community so they are aware of the events happening so classes may want to get involved and benefit from the session. These events have to be advertised, documented, pictures taken, and measurable goals set. After one year, rules and regulations need to be in place to comply with the stormwater permit and EPA regulations.

Weather warning system update - Buddy announced there would be a severe weather/tornado drill October 20th. This will be a stay in place drill and a script will be sent out to be read by faculty, staff, building runners etc. Beginning Oct. 21, 2011, a new severe weather meteorologist with AccuWeather will be notifying campus dispatch when there is a threat of severe weather or a tornado that will impact the campus or the Miller Coliseum. No siren will go off unless these two places are in the direct path of a dangerous weather situation. If these sirens do go off, there will be a short period of time to get people to their safe place.

The next meeting will be October 19, 2011 from 1:30– 2:30p.m. in the Walker Library, room 475.

**Environmental Health & Safety Committee
Agenda – September 21, 2011
Location: Walker Library, Room 475
Time: 1:30P.M.**

- Tobacco Free Campus Policy– Update – no update
- EH&S Membership – revise – bring back proposal
- Revisions to the E H & S Policy

- TEMA Grant
Complete – Reviewed by John Cothran – JEMA → FEMA

- • Stormwater permit July 11 – work p + campus practices illicit discharges / Enforcement + Response any that could have a need for a policy
 - Golf Carts - Watson
- Sketch education for EH&S Committee

Jill Austin – ExL Program → outreach*
Watson H – contact → send email

Next meeting: October 19, 2011 in the Walker Library, room 475

**Environmental Health & Safety Committee Minutes
August 17, 2011 - Walker Library**

Members Present: Kathy Mathis, Doug Brinsko, Shelia Knight, Rick Chapman, Bill Fisher, Barbara Draude, Arthur Reed, Buddy Peaster, Carol Boraiko, Gerald Caudill, Kathy Musselman

Members Absent: Andy Bickers, Watson Harris, Terry Logan, Graham Neff, Tom Tozer, Emily Born

Guest - Keith Butterfield

Tobacco Free Campus Policy – Signage will be going up soon. Gum packs, ref. card etc. will be handed out at Faculty Convocation. The web page will be up soon and will have video interviews with members from the campus community. Sandwich boards will be set up in the lawn. Mass Comm, BAS, & the Library will have indoor signage. Other events are scheduled to help get the message to the football fans in Walnut Grove. Quit smoking patches, gum etc. can be purchased at cost from the Health Service's Pharmacy.

TEMA Grant – Josh with TEMA was very impressed with the turnout that attended our public grant meeting. The MTSU Mitigation Grant Plan will be submitted to TEMA on October 11, 2011. A meeting is set up with Josh next week to fine tune the plan.

Stormwater - We have a five year permit with the City. Notice of Intent has been sent to TDEC. Once the notice of coverage starts; the clock starts ticking. After one year, rules and regulations need to be in place to comply with the stormwater permit and EPA regulations. Shelia is working hard trying to get these in place and is working on the on line training modules to educate faculty and staff. Illicit discharges will be reported and a penalty assigned to those caught in the act. Map systems, site requirements, & enforcement of the plan are in the works. The EH&S web site will be used as a means to report occurrences in violation of the permit.

Sept. Agenda Items:

- **EH&S Membership & revisions to the EH&S Policy Update-Jeff**
- **Golf Carts - Watson**

The next meeting will be September 21, 2011 from 1:30– 2:30p.m. in the Walker Library, room 475.

There was not an EH&S Committee Meeting held for July 2011, due to low attendance.