

# Third Party Design, Construction and Operations on FIU Campuses

## ENVIRONMENTAL HEALTH AND SAFETY

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**Director**  
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**CSC163**

### **A. List of Applicable Requirements:**

- *Third party/outside contractor must meet the intent of all FIU EH&S policies, standards, guidelines, requirements, etc. in addition to all federal, state and local regulatory agency's EH&S compliance requirements. Third party/outside contractor liabilities include, but are not limited to, the information shown below (B, C, D & E).*
- *Have a designated work area/zone with appropriate warning signage to maintain FIU safety and security requirements.*
- *Provide Hazardous Materials (chemical, biological or radiological) List to EH&S.*
- *Have a third party/outside contractor identification system.*
- *Have a FIU Point of Contact designated for compliance issues (Project Manager).*

### **B. List of Applicable Regulations, Policies, Procedures:**

- *Hazardous Waste Generator – Small (BBC) & Large (MMC) Quantity Designation (US EPA and Florida DEP)*
- *Biomedical Waste Operating Permits (FL Department of Health)*
- *Radioactive Material Waste Generator (FL DOH Bureau of Radiation Control)*
- *FIU Broad-Scope Radioactive Materials License (FL DOH Bureau of Radiation Control)*
- *FIU Radiation-Producing Machine Registration (FL DOH Bureau of Radiation Control)*
- *FIU Laser Device Registration (FL DOH Bureau of Radiation Control)*
- *Controlled Substance Registrations (Department of Justice- Drug Registration)*

- *FIU Storm Water Prevention (FL Dept. Regulatory and Economic Resources – (DRER))*
- *FIU Spill Prevention, Control & Countermeasure (SPCC) Plans (US EPA & FDEP)*
- *FIU Above Ground Storage Tank (AGST) Permits (DRER)*
- *FIU Generator Air Operating Permits (DRER)*
- *Recombinant DNA Requirements (National Institute of Health (NIH) - OBA)*
- *AED Program – Lessee expected to provide devices and abide by policy.*
- *Fire Extinguisher & Suppression Systems – Every fire extinguisher must be visually inspected monthly and serviced annually (\$2.05 monthly fee per fire extinguisher)*
- *Fire Prevention Inspections & Fire Drills – Conduct inspections & annual fire drill*
- *Construction Plan Review – In conjunction with State Fire Marshal for code compliance*
- *Industrial Waste 5 Operating Permits (Permitting, Environment and Regulatory Affairs - Dade County Environmental Protection Ordinance)*
- *Grease Discharge Operating Permit (Department of Environmental Resource Management - Miami Dade County)*
- *FIU Environmental Management Policy (150.405)*
- *FIU Security in Laboratories with Special Hazards Policy (125.405)*
- *FIU University Building Code Enforcement Regulations (520.010)*
- *FIU Purchase or Receipt of Items Requiring EH&S Prior Approval (2350.060)*
- *FIU Identification of Special Handling Requirements for Proposals (2320.045)*
- *FIU Export Controls (2370.010)*
- *FIU University Golf Cart & Other Motorized Carts Safety Policy (1150.030)*
- *Upcoming - FIU “Volunteers” Policy*
- *Southern Association of Colleges & Schools (SACS) Accreditation Requirements*
- *10 CFR Parts 1-199, Nuclear Regulatory Commission*
- *29 CFR Occupational Safety & Health Administration, Department of Labor*
- *40 CFR Environmental Protection Agency*
- *49 CFR Department of Transportation*
- *21 CFR Parts 1-1299, FDA, Department of Health & Human Services*
- *21 CFR Parts 1300-1399, DEA, Department of Justice*

**C. Standard Protocol/Process:**

- *FIU EH&S University Safety Compliance Guides*  
(<http://ehs.fiu.edu/Programs/Compliance%20Guide/Pages/default.aspx>)
- *FIU Self-Inspection Good Practice Guides*  
(<http://ehs.fiu.edu/SiteCollectionDocuments/good%20practice%20guide.pdf>)
- *FIU Laboratory Safety Manual*
- *FIU Radiation Safety Manual*
- *FIU Bloodborne Pathogens Manual*
- *FIU Biological Safety Manual*
- *FIU Laser Safety Manual*
- *FIU Controlled Substances Manual*

**D. List Applicable Exclusive Contracts (if any):**

- *Chemical Waste Disposal Contractor – EQ, The Environmental Quality Company*
- *Biomedical Waste Disposal Contractor - United Medical Industries*
- *Radioactive Material Disposal Contractor - Bionomics, Inc.*
- *State University Systems (SUS) Contracts pertaining to EH&S Programs*

**E. Other Information:**

- *Hazardous Waste Biennial Report (EPA/FDEP – RCRA)*
- *NPDES Stormwater Annual Report (EPA/FDEP - Florida MSGP)*
- *Annual Alternate Fuel Report (US Department of Energy, Florida Department of Revenue)*
- *Chemical Security Assessment Tool (Department of Homeland Security - Chemical Facility Anti-Terrorism Standard)*
- *Meet the intent of Other FIU Safety Committees and EH&S Programs:*
  - *Risk Management and Workers' Compensation Programs*
  - *Institutional Biosafety Committee*
  - *Institutional Animal Care & Use Committee*

- *FIU Nanomaterial Committee*
- *Diving Control Board (AAUS & Commercial Dive Standards)*
- *Scientific Boating Safety Committee*
- *Controlled Substances Committee*
- *Hazard Communication & Laboratory Safety Standards*
- *EH&S Safety Training Program*
- *Occupational Health Program*
- *Personal Protective Equipment & Respiratory Protection Program*
- *Hazardous Material Spill/Release Reporting Requirements*

## FIU ENVIRONMENTAL HEALTH AND SAFETY

### Checklist of EH&S concerns for new construction and renovations

The purpose of this checklist is to assist FIU Facilities staff in identifying environmental and safety concerns early in the planning process. Some of the checklist items are for notification only, while others will require significant lead time to resolve (e.g. if a permit is required). Circle Yes, No, or Maybe (Not Applicable) for each question. More explanation can be provided at the end or on a separate attachment.

Return completed forms to: EH&S Director, Campus Support Complex 162.

Project Name:			
Project number:			
Facilities Contact person:		Phone:	
Anticipated project start date:			
GENERAL ISSUES			
#	Issue	Yes No Maybe	EH&S Contact
1.	Will construction disturb more than 1acre?	Yes No Maybe	
2.	Will construction disturb any of the following areas? -- University Lakes or Ponds -- Hazardous Material Storage Area -- Animal Care Facility -- Wet Laboratory Area -- Mechanical Room/Area -- Storm Water System	Yes No Maybe	
3.	Will the project cause removal of any underground petroleum storage tanks?	Yes No Maybe	
4.	Will any of the work be conducted in a flood plain?	Yes No Maybe	
5.	Will the project increase storm water runoff and/or impervious surface?	Yes No Maybe	
6.	Will the project require an addition or modification to the storm sewer system?	Yes No Maybe	
7.	Will there be a new underground petroleum storage tank?	Yes No Maybe	
8.	Will there be a new above ground petroleum storage tank?	Yes No Maybe	
9.	Will there be a new emergency generator?	Yes No Maybe	
10.	Will there be any opening burning of vegetation or other items?	Yes No Maybe	
11.	Will there be any blasting during construction?	Yes No Maybe	
NEW CONSTRUCTION			
12.	Will there be a fossil fuel heating system >1M Btu/hr?	Yes No Maybe	
13.	Will there be an incinerator?	Yes No Maybe	
14.	Will there be a discharge to the sanitary sewer system other than from toilets and sanitary plumbing?	Yes No Maybe	
15.	Will a sanitary sewer lines be accessed, changed, rerouted, or otherwise opened to access?	Yes No Maybe	
16.	Will a septic system, aerobic digester, or similar waste treatment system be installed?	Yes No Maybe	
17.	Are there any potential asbestos issues associated with connection to utilities?	Yes No Maybe	
18.	Will there be a new elevator with a hydraulic oil reservoir?	Yes No Maybe	
19.	Are there any known previous environmental issues associated with the site?	Yes No Maybe	
20.	Does the granting agency require an environmental assessment?	Yes No Maybe	

<b>PROJECTS INVOLVING RENOVATION AND/OR DEMOLITION</b>			
21.	Will existing building materials (e.g. floors, walls, pipes, ceiling materials, etc.) be disturbed? (Assessment for asbestos and lead-bearing substances is needed; also, where applicable, verify that radioactive materials not present)	Yes No Maybe	
22.	Will building materials containing painted surfaces be sent to the University clean fill instead of the City landfill?	Yes No Maybe	
23.	Will oil-filled electrical equipment be removed (e.g. transformers, capacitors, hydraulic systems, power supplies, etc.)?	Yes No Maybe	
24.	Will the project require disposal of hazardous materials (e.g. lead paint, chemicals, oil, mercury, fluorescent lamp ballasts, fluorescent lamps, batteries, smoke detectors, tritium exit signs, etc.)?	Yes No Maybe	
25.	Will project result in changed room numbers (tracking of laboratory hoods, biosafety cabinets and other equipment)?	Yes No Maybe	
26.	Will construction activities cause an impairment of the existing fire alarm or fire suppression systems?	Yes No Maybe	
27.	Will the project affect an area that is posted with a radioactive materials sign?	Yes No Maybe	
28.	Will this project affect installed shielding for radiation (e.g. walls of an x-ray room)?	Yes No Maybe	
<b>POST CONSTRUCTION USE OF FACILITY</b>			
29.	Will there be any sources of air emissions (e.g. paint booth, printing press, combustion source, etc.)?	Yes No Maybe	
30.	Will there be bulk storage (more than 55 gallons or 100 pounds) of hazardous substances (e.g. compressed or liquefied gases, sulfuric acid, petroleum products, oil, etc)	Yes No Maybe	
31.	Will there be a rinsing area for pesticide application equipment?	Yes No Maybe	
32.	Will there be any use or storage of radioactive materials?	Yes No Maybe	
33.	Will there be any ionizing radiation devices (e.g. x-ray units, accelerators, cyclotron, etc.) or non-ionizing radiation devices (MRI, NMR, large radio frequency (RF)/communication towers, industrial microwaves, etc.)?	Yes No Maybe	
34.	Will there be use of Class IIIB or Class IV lasers?	Yes No Maybe	
35.	Will there be any new laboratories with Biosafety Level 2 or 3 rating?	Yes No Maybe	
36.	Will fume hoods or building exhaust systems be moved, added or removed as a result of the project?	Yes No Maybe	
37.	Will biological safety cabinets, autoclaves, or laminar flow hoods be moved, added or removed as a result of the project?	Yes No Maybe	
38.	Will the project result in a new or remodeled food service operation?	Yes No Maybe	
39.	Will the project include the addition of a sprinkler system or fire alarm system?	Yes No Maybe	
40.	Will the project include the addition of a fire dept. Knox Box?	Yes No Maybe	

OTHER ISSUES AND COMMENTS:

\_\_\_\_\_

Print Name of person completing form

\_\_\_\_\_

Date

# FIU Property

## Standard Regulations and Process re: Third Party Design, Construction and Operations on FIU Campuses

FACILITIES	DIVISION OF INFORMATION TECHNOLOGY	ENVIRONMENTAL HEALTH AND SAFETY	EMERGENCY MANAGEMENT	UNIVERSITY POLICE DEPARTMENT	RISK MANAGEMENT/ INSURANCE	SIGNAGE MA
<b>Building Dept. Planning/Permitting</b> <a href="http://facilities.fiu.edu/planning.htm">http://facilities.fiu.edu/planning.htm</a>	<a href="http://it.fiu.edu/">http://it.fiu.edu/</a>	<a href="http://ehs.fiu.edu/Pages/default.aspx">http://ehs.fiu.edu/Pages/default.aspx</a>	<a href="http://dem.fiu.edu/">http://dem.fiu.edu/</a>	<a href="http://police.fiu.edu/">http://police.fiu.edu/</a>		<a href="http://wordpdu/ucr/about">http://wordpdu/ucr/about</a>
<b>Contact Person:</b>	<b>Contact Person:</b>	<b>Contact Person:</b>	<b>Contact Person:</b>	<b>Contact Person:</b>	<b>Contact Person:</b>	<b>Contact Pers</b>
Robert Griffith Director of Planning <a href="mailto:Robert.Griffith@fiu.edu">Robert.Griffith@fiu.edu</a> (305) 348-4090 CSC142A	Robert Grillo Vice President and CIO <a href="mailto:Robert.Grillo@fiu.edu">Robert.Grillo@fiu.edu</a> (305) 348-2738 PC507	Roger Riddlemoser Director <a href="mailto:Roger.Riddlemoser@fiu.edu">Roger.Riddlemoser@fiu.edu</a> (305) 348-6849 CSC163	Amy Aiken Director <a href="mailto:Amy.Aiken@fiu.edu">Amy.Aiken@fiu.edu</a> (305) 348-6975 PG5-210	Alexander Casas Chief of Police <a href="mailto:Alexander.Casas@fiu.edu">Alexander.Casas@fiu.edu</a> (305) 348-1657 PG5	Alexander Fals Ins. Assoc. Director <a href="mailto:Alexander.Fals@fiu.edu">Alexander.Fals@fiu.edu</a> (305) 348-6970 CSC222	Terry Witherel VP <a href="mailto:witherel@fiu.edu">witherel@fiu.edu</a> (305) 348-23 PC 519C
<b>Construction</b> <a href="http://facilities.fiu.edu/construction/Directorsoffice.htm">http://facilities.fiu.edu/construction/Directorsoffice.htm</a> <b>Contact Person:</b> Sylvia Berenguer Director <a href="mailto:berengue@fiu.edu">berengue@fiu.edu</a> (305) 348-4077 CSC238	Jorge Estay Asst. Dir. Univ. Comp. Sys. <a href="mailto:jorge.estay@fiu.edu">jorge.estay@fiu.edu</a> 305-348-6902	Wili Alvarez Asst. Director Univ. Safety Officer <a href="mailto:Wili.alvarez@fiu.edu">Wili.alvarez@fiu.edu</a> (305) 348-0170 CSC 162				
<b>Management</b> <a href="http://facilities.fiu.edu/">http://facilities.fiu.edu/</a> <b>Contact Person:</b> Nicholas Diciacco Senior Director <a href="mailto:Nicholas.Diciacco@fiu.edu">Nicholas.Diciacco@fiu.edu</a> (305) 348-4003 CSC112		Bill Youngblut Asst. Director Lab Safety Officer <a href="mailto:wyoungbl@fiu.edu">wyoungbl@fiu.edu</a> (305) 348-7835 CSC 156				
<b>Custodial</b> <a href="http://facilities.fiu.edu/">http://facilities.fiu.edu/</a>						

<p><b>Contact Person:</b> Joost Nuninga Associate Director <a href="mailto:joost.Nuninga@fiu.edu">joost.Nuninga@fiu.edu</a> (305) 348-4634 CSC1132</p>						
<p><b>Facilities IT Management Contact Person:</b> Brian Perez Assoc. Dir. Univ. Comp. Syst. <a href="mailto:brian.perez@fiu.edu">brian.perez@fiu.edu</a> 305-348-4058 CSC167</p>						
<p>5/6/2013 Meeting Follow up items</p> <p>*Needs to complete information form and email to B. Perez <a href="mailto:brian.perez@fiu.edu">brian.perez@fiu.edu</a> once completed with copy to Fleta Stamen.</p> <p><b>*Need:</b></p> <ul style="list-style-type: none"> <li>- list of any exclusive contracts applicable to private party activities</li> <li>- consider fire prevention requirements</li> <li>- ensuring operability of radios, phones, etc.</li> <li>- inputting cameras if necessary, etc.</li> <li>- providing identification badges for contractors, etc.</li> </ul>	<p>5/6/2013 Meeting Follow up items</p> <p>*Needs to complete information form and email to B. Perez <a href="mailto:brian.perez@fiu.edu">brian.perez@fiu.edu</a> once completed with copy to Fleta Stamen.</p> <p><b>*Need:</b></p> <ul style="list-style-type: none"> <li>- list of any exclusive contracts applicable to private party activities</li> <li>- evaluate FIU infrastructure and mechanism for IT connection</li> <li>- evaluate implications of private party IT and any security issues that may arise with</li> </ul>	<p>5/6/2013 Meeting Follow up items</p> <p>*Needs to complete information form and email to B. Perez <a href="mailto:brian.perez@fiu.edu">brian.perez@fiu.edu</a> once completed with copy to Fleta Stamen.</p> <p><b>*Need:</b></p> <ul style="list-style-type: none"> <li>- list of any exclusive contracts applicable to private party activities</li> </ul>	<p>5/6/2013 Meeting Follow up items</p> <p>*Needs to complete information form and email to B. Perez <a href="mailto:brian.perez@fiu.edu">brian.perez@fiu.edu</a> once completed with copy to Fleta Stamen.</p> <p><b>*Need:</b></p> <ul style="list-style-type: none"> <li>- list of any exclusive contracts applicable to private party activities</li> <li>- private party EMS contact if available</li> <li>- list of essential personnel for emergencies (e.g. hurricanes, fire, etc.)</li> <li>- Need incorporate rules, etc. re: post</li> </ul>	<p>5/6/2013 Meeting Follow up items</p> <p>*Needs to complete information form and email to B. Perez <a href="mailto:brian.perez@fiu.edu">brian.perez@fiu.edu</a> once completed with copy to Fleta Stamen.</p> <p><b>*Need:</b></p> <ul style="list-style-type: none"> <li>- list of any exclusive contracts applicable to private party activities</li> <li>- List statute re: jurisdiction of Univ. Police</li> <li>- Review implication of Clery Act and Title IX.</li> <li>- ample written notification of events</li> </ul>	<p>5/6/2013 Meeting Follow up items</p> <p>*Needs to complete information form and email to B. Perez <a href="mailto:brian.perez@fiu.edu">brian.perez@fiu.edu</a> once completed with copy to Fleta Stamen.</p> <p><b>*Need:</b></p> <ul style="list-style-type: none"> <li>- list of any exclusive contracts applicable to private party activities</li> <li>- ample written notification of events planned on campus</li> <li>- list summary of various types of insurance that may be required for different activities (design,</li> </ul>	<p>5/6/2013 Meeting Follow up items</p> <p>*Needs to complete information form and email to B. Perez <a href="mailto:brian.perez@fiu.edu">brian.perez@fiu.edu</a> once completed with copy to Fleta Stamen.</p> <p><b>*Need:</b></p> <ul style="list-style-type: none"> <li>- list of any exclusive contracts applicable to private party activities</li> <li>- ample written notification of events planned on campus</li> <li>- Minimum standard requirements</li> <li>- evaluate when private parties active</li> </ul>



<ul style="list-style-type: none"> <li>- private party contact for oversight of design, construction, etc.</li> <li>- Solid Waste disposal requirements if any.</li> <li>- private party participation in FIU recycling program</li> </ul>	<p>re: FIU IT.</p>		<p>emergencies (e.g. authority to return to campus, etc.)</p> <p>- ample written notification of events planned on campus</p>	<p>planned on campus</p>	<p>constructions, events, etc.)</p>	<p>events, etc. s included in t calendar sys and/or FIU publications</p> <p>- summary o and where e parties name logo may be the other par</p>
<p>FACILITIES</p>	<p>DIVISION OF INFORMATION TECHNOLOGY</p>	<p>ENVIRONMENTAL HEALTH AND SAFETY</p>	<p>EMERGENCY MANAGEMENT</p>	<p>UNIVERSITY POLICE DEPARTMENT</p>	<p>RISK MANAGEMENT/ INSURANCE</p>	<p>SIGNAGE MA</p>