October 23, 2008

TO: Deans, Vice Presidents, Vice Provosts and Major Unit Heads

RE: Environmental Health and Safety Policies

Dear Colleagues:

The Institute Council on Environmental Health and Safety (IC-EHS) was established at Georgia Tech last year to serve as a forum for development, implementation and integration of policies and procedures related to chemical, biological, radiological and occupational health and safety issues affecting the Institute’s academic and research enterprises. The IC-EHS is chaired by Dr. Ronald Rousseau, Chair of the School of Chemical and Biomolecular Engineering, and is comprised of principle investigators, faculty, and staff representing the major institutional departments.

Recently, the IC-EHS approved two important policies and recommended they be adopted institute-wide. We concur with their recommendation. The first document is the overall Georgia Tech Environmental Health and Safety Policy – which articulates the institution’s core principles and guiding philosophy in EHS matters. This policy statement creates the foundation for the various programs and procedures we must follow to prevent work-related injuries and illnesses, protect the environment, and remain in compliance with state and federal laws.

The second policy approved by the IC-EHS deals with chemical and gas inventory management. With approximately 1300 labs and well over 100,000 chemical containers / gas cylinders on campus, inventory management is critical to our institution’s and our employee’s safety and security. For the past several years, Georgia Tech has made a significant investment in the Chematix™ web-based chemical tracking system. The EHS Department has trained faculty members, researchers, staff, and students and has worked with them to get their inventories properly accounted for. However, there are still compliance gaps that need to be addressed.
It is our expectation that you will give your personal attention to these EHS policies and communicate their importance throughout your departments. As the overall EHS Policy states, safety, preservation of the environment, and regulatory compliance are the “responsibility of every faculty member, staff employee student and visitor at Georgia Tech.”

Thank you for your commitment to this ideal.

Sincerely,

Mark Allen
Senior Vice Provost
Research and Innovation

Steven G. Swant
Executive Vice President
Administration & Finance
GEORGIA INSTITUTE OF TECHNOLOGY
ENVIRONMENTAL HEALTH AND SAFETY POLICY
August 2008

POLICY
Georgia Institute of Technology is committed to:

- Providing a safe, secure and healthy environment for all faculty, staff, students, and visitors;
- Conducting its research and educational programs in compliance with applicable environmental health and safety laws and regulations; and
- Demonstrating leadership in pollution prevention, waste reduction and the judicious use of resources for protection of human health, safety and the environment.

GUIDING PRINCIPLES
Good environmental health and safety practices, including compliance, are the responsibility of every faculty member, staff employee, student and visitor at Georgia Tech. This responsibility cannot be transferred or delegated.

Georgia Tech shall make all reasonable efforts to:

- protect the health and safety of faculty, staff, students, visitors, and the surrounding community;
- provide safe workplaces - academic, research and administrative;
- provide information and training to faculty, staff, students and visitors about potential environmental, health and safety hazards;
- develop and promote the adoption of environmental health and safety best practices;
- identify and correct environmental health and safety hazards, and encourage the reporting of hazards and safety-related incidents;
- work cooperatively with the City of Atlanta, the State of Georgia and regulatory agencies to promote a safe and healthy environment; and
- comply with applicable environmental health and safety laws, regulations and consensus standards.

IMPLEMENTING AUTHORITY
The Georgia Tech Institute Council for Environmental Health and Safety is the principal implementing authority for this policy. The Council shall adopt, implement and integrate policies and procedures as developed by compliance oversight and other environmental health and safety committees at Georgia Tech.
The Georgia Tech Office of Environmental Health and Safety is responsible for providing technical guidance, oversight, consultation, training and specialized services to assist the Institute community in meeting its public health, safety and environmental protection responsibilities.

GEORGIA INSTITUTE OF TECHNOLOGY
CHEMICAL INVENTORY MANAGEMENT POLICY

August 2008

Chemical Inventory Management Policy Statement:

The Georgia Institute of Technology is committed to the safe and effective management of chemical and gas inventories in all of its academic programs, research activities and support operations.

To accomplish this, the Institute has procured and implemented the CHEMATIX™ system. CHEMATIX™ is a web-based tool which enables labs, schools, and departments to procure, manage, and maintain chemical and gas inventories safely.

Every Georgia Tech lab, school, department, support activity, and affiliated operation where chemicals and gases are used and stored shall use CHEMATIX™ for inventory control, semi-annual reconciliation, and maintenance.

The Georgia Tech Environmental Health and Safety Office shall provide training, technical guidance, consultation, and support services on the CHEMATIX™ system.