

The purpose of the Policy Scope Statement is to guide the development of an Institute policy by providing a summary of the proposed policy and ensuring that those who may be affected by the policy are identified, considered, and consulted.

Policy Working Title: Institute Council on Environmental Health and Safety Policy

Policy Owner (Administrative Unit or Faculty Governance Body Responsible for Policy): EHS

Policy Contact or Champion: Mark Demyanek, AVP, EHS / Facilities Management

Date: September 3, 2013

1. Reason for Policy

The purpose of the Institute Council on Environmental Health and Safety Policy is to establish and authorize an Institute-wide Environmental Health and Safety (EHS) oversight council and committee structure, with appropriate faculty representation, to formulate, recommend, review and update EHS programs, policies and procedures.

2. Consistency with Strategic Goals, Other Institute Policies, and Related External Documents

The Institute Council on Environmental Health and Safety (IC-EHS) Policy aligns directly with Georgia Tech's strategic goals #1 (Be among the Most Highly Respected Technology-Focused Learning Institutions in the World), #2 (Sustain and Enhance Excellence in Scholarship and Research, and #3 (Relentlessly Pursue Institutional Effectiveness). In addition, it provides the interdepartmental organizational structure through which the recently promulgated Laboratory Safety Manual Policy may be implemented, monitored and amended as necessary.

3. Policy Summary

The IC-EHS Policy has been established to reduce institutional risk; enhance academic, research and administrative partnerships; strengthen EHS accountability; and address unmet operational needs. The IC-EHS Policy describes the make-up and operational authority of the IC-EHS and the other Georgia Tech EHS-related committees. The IC-EHS is an oversight group charged with coordinating EHS Policy development and evaluating the recommendations of other Institute EHS committees.

4. Georgia Tech Community Members Affected by this Policy

Faculty, staff, students, campus visitors, contractors.

5. Stakeholders to Consult in Developing This Policy

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- General Faculty Assembly / Executive Board
 - Graduate Education and Faculty Affairs
 - Provost
 - GTRC
 - Research Integrity Assurance
 - GTRI
 - Dean of Students
 - EVP, Research
 - EVP, Administration and Finance
 - College of Architecture
 - College of Computing
- Ron Bohlander, Secretary of the Faculty
Susan Cozzens, Vice Provost
Jennifer Herazy, Asst. Vice Provost
Jilda Garton, VP for Research
Barbara Henry, Director, Research Integrity
Bob McGrath, Director, GTRI
John Stein, Asst. VP for Student Affairs
Monique Tavares, Asst. VP for Research
JulieAnne Williamson, Asst. VP for A&F
Eric Trevena, Assistant Dean for A&F
Ronald Arkin, Associate Dean for Research

- College of Engineering Stephen DeWeerth, Associate Dean for Research and Innovation
- Ivan Allen College Janet Murray, Associate Dean for Research and Faculty Affairs
- Scheller College of Business Sri Narasimhan, Senior Associate Dean
- College of Sciences Evans Harrell, Associate Dean

Policy Owner: (Check One) **Recommends** **With Reservation***

| Full Name | Title | Electronic Signature (GT User ID) | Date |
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*Include summary of reservations regarding this proposed policy as attachment.

Please submit completed Scope Statement to Policy Specialist: policylibrary@gatech.edu



Institute Council on Environmental Health and Safety Policy

Type of Policy: Administrative

Effective Date:

Policy Owner: Office of Environmental Health and Safety

Policy Contact: Mark Demyanek, Assistant Vice President, Environmental Health and Safety /
Facilities Management

mark.demyanek@ehs.gatech.edu

1. Reason for Policy

Georgia Tech is committed to providing a safe, secure and healthy environment for all faculty, staff, students and visitors; and conducting its research and educational programs in compliance with applicable environmental health and safety (EHS) laws and regulations, including research funding partner and Board of Regents guidelines and policies.

In 2005, a peer review of Georgia Tech's EHS programs and processes was conducted by an outside team of EHS experts from other major research universities. The review team recommended changes to further improve EHS accountability, reduce institutional risk, enhance academic and administrative partnership opportunities, and address unmet operational needs. A primary recommendation was to establish a campus-wide oversight council and several other EHS-focused committees, with appropriate faculty representation, for the purpose of formulating and updating Georgia Tech EHS programs, policies, committees and compliance procedures.

Based on this recommendation, the Provost and Vice President for Academic Affairs and the Senior Vice President for Administration and Finance established the Institute Council on Environmental Health and Safety (IC-EHS) in 2006. The IC-EHS is an oversight group charged with coordinating EHS policy development and assessing recommendations of other Institute EHS committees.

This policy codifies the charge of the IC-EHS in overseeing the establishment of EHS policies, procedures, and committees for Georgia Tech, as well as the faculty and staff support role of the EHS Office in education, monitoring and enforcement of those policies and procedures.

2. Policy Statement

The IC-EHS is charged with formulating and updating Georgia Tech's EHS programs, policies, committees and compliance procedures.

The IC-EHS will be chaired by a faculty member and will maintain appropriate faculty representation. The IC-EHS reports through the Office of the President to the Provost and Executive Vice President for Academic Affairs and the Executive Vice President for Administration and Finance.

The IC-EHS ensures that the other EHS committees have clear and well documented charges, role definitions, reporting structure, membership assignment processes, and inter-relationships among the committees.

The IC-EHS utilizes the Administrative Policy development process for approval of Institute policy where necessary.

Roles and responsibilities of the IC-EHS include developing and implementing EHS policies and providing related information to Georgia Tech schools, departments, laboratories and centers regarding compliance matters including chemical, biological, radiological, environmental, occupational health and safety issues. The IC-EHS assesses the effectiveness of these policies, programs and procedures and the risks associated with non-performance and/or non-compliance. The IC-EHS has the authority to recommend disciplinary actions, in accordance with Institute procedures, for any students, staff or faculty who fail to maintain a safe workplace, fail to perform their work in a safe and compliant manner or who knowingly or willfully disregards safety requirements at Georgia Tech.

3. Scope

All Georgia Tech faculty, staff, students, campus visitors, laboratories, colleges, schools, offices, and departments are subject to this Institute policy.

4. Procedures

| 4.1 Institute Council on Environmental Health and Safety | |
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| Membership | The IC-EHS Chair is appointed by the President, in consultation with the Executive Leadership Team and the Assistant Vice President of EHS. Membership of the IC-EHS is comprised of the Chairs of the other Institute EHS-related committees and compliance-related departments including: The Institutional Animal Care and Use Committee (IACUC), Radiation Safety Committee (RSC), Institute Biosafety Committee (IBC), Biological Materials Safeguards Committee (BMSC), the Occupational Health and Safety Committee (OHSC) and the Chemical and Environmental Safety Committee (CESC). Other departments with standing appointments to the IC-EHS include Legal Affairs, Georgia Tech Research Corporation (GTRC) / Office of Research Compliance Assurance, Stamps Student Health Services and the Office of Human Resources. |
| Reporting | The IC-EHS reports through the Office of the President to the Provost, the Executive Vice-President for Research, and Executive Vice President for Academic Affairs and the Executive Vice President for Administration and Finance. |

4.2 EH&S Committees

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| Membership | The Chemical and Environmental Safety Committee (CESC) advises EHS and the IC-EHS on policies and procedures regarding the safe acquisition, storage, use and disposal of chemicals in Georgia Tech facilities. The Committee considers, evaluates and recommends policies and procedures regarding laboratory safety and chemical hygiene plans. The CESC reviews chemical research protocols for compliance with sponsor agency requirements, federal / state laws and Georgia Tech policies and procedures. The Chair of the CESC is appointed by the Provost, Executive Vice President for Research and the Executive Vice President for Finance and Administration. CESC members are nominated and appointed by the Chair, in consultation with the Assistant Vice President of EHS, and are selected in a manner to ensure adequate representation across schools and departments. |
| Occupational Health and Safety Committee (OHSC) | The Occupational Health and Safety Committee (OHSC) develops policy recommendations and procedures to ensure Institute workplace health and safety. The OHSC is the oversight committee for the Georgia Tech Occupational Health Program, established primarily for workers engaged in research, teaching, or other activities using animal models, research using human blood, tissues, or other products, biological materials, pathogenic organisms, toxins, select agents, chemicals and other hazardous materials or specialized equipment. The OHSC advises EHS and the IC-EHS on the implementation and administration of the Occupational Health and Safety Program. The OHSC will periodically review the program for compliance and effectiveness and provide recommendations to the Assistant Vice President of EHS to enhance program effectiveness. The Chair of the OHSC is appointed by the Provost, Executive Vice President for Research and the Executive Vice President for Finance and Administration. OHSC members are nominated and appointed by the Chair, in consultation with the Assistant Vice President of EHS, and are selected in a manner to ensure adequate representation across schools and departments. |
| Radiation Safety Committee (RSC) | The Radiation Safety Committee (RSC) is responsible for overseeing and maintaining the health and safety standards associated with the use of radioactive materials and radiation generating devices at Georgia Tech. The RSC meets quarterly, at a minimum, to review proposed experiments and tests utilizing radioactive material, radiation-generating equipment and all the other types of ionizing radiation at Georgia Tech. The RSC also reviews incidents associated with potential radioactive material spills and/or exposures. RSC members are appointed by the |

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| | President and serve three-year terms. (http://www.ors.gatech.edu) |
| Laser Safety Committee (LSC) | The Laser Safety Committee (LSC) establishes and maintains safety policies, procedures and guidance regarding the use of class 3B and 4 lasers at Georgia Tech. The LSC meets semi-annually and considers and advises EHS and the IC-EHS on programs and policies regarding the safe and compliant use of class 3B and 4 Lasers at Georgia Tech. The Chair of the LSC is nominated by LSC members. LSC members are nominated and appointed by the Chair, in consultation with the Georgia Tech Laser Safety Officer and the Assistant Vice President of EHS. |
| Biological Materials Safeguards Committee (BMSC) | The Biological Materials Safeguards Committee (BMSC) is responsible for reviewing and approving all applications for research, teaching, and training that involve the use of biological materials (except rDNA) including but not limited to pathogenic organisms (including CDC select agents), etiological agents, infectious and non-infectious materials, and certain human samples and ensuring that the proposed activities comply with the federal regulations governing them. The BMSC generally reviews proposals via email, but holds in-person meetings, as needed. The BMSC's work is coordinated by the EHS Biosafety Officer, who is also the "Responsible Official" for CDC select agents and toxins. The BMSC reviews protocols to ensure the safety of personnel working with these materials and that laboratory practices conform to federal and state regulations. The BMSC reviews policies and procedures for biotechnology at Georgia Tech and advises departments and individual researchers regarding compliance methodologies. The Chair of the BMSC is appointed by the Provost, Executive Vice President for Research and the Executive Vice President for Finance and Administration. BMSC members are nominated and appointed by the Chair, in consultation with the Assistant Vice President of EHS, and are selected in a manner to ensure adequate representation across schools and departments which use biological materials. |
| | <u>Other Committees With EHS Involvement – Administered Through the Office of Research Integrity Assurance:</u> |
| Institutional Biosafety Committee for rDNA (IBC) | The Institutional Biosafety Committee for rDNA (IBC) is responsible for reviewing all applications for research, teaching, and training that involve the use of recombinant DNA and ensuring that the proposed activities comply with the federal regulations governing them. The IBC has the responsibility and authority to review, approve, disapprove, or require changes in research activities involving recombinant DNA materials. The IBC holds meetings as needed to review protocols. Georgia Tech's IBC is registered with the National Institutes of Health (NIH) Office of |

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| | <p>Biotechnology Activities (OBA). The EHS Biosafety Officer is a member of the IBC and works closely with them on protocol review and laboratory activities. Committee membership is structured in accordance with federal requirements; members are appointed by the Executive Vice President for Research. (http://researchintegrity.gatech.edu/about-ibc/).</p> |
| <p>Institutional Animal Care and Use Committee (IACUC)</p> | <p>The Institutional Animal Care and Use Committee (IACUC) is charged with reviewing all faculty-, staff-, or student-proposed use of animals, regardless of where the work is performed or source of funding, if any. The IACUC focuses on the humane use and treatment of animals utilized in research at Georgia Tech. This committee regularly inspects and monitors the animal care and use program to ensure that all components are in compliance with regulations and guidelines outlined in the federal Animal Welfare Act. Georgia Tech animal facilities are registered with the U.S. Department of Agriculture. The IACUC meets monthly, or as needed, to review research proposals/protocols which involve vertebrate animals. Georgia Tech's Animal Welfare Assurance is approved by the Department of Health and Human Services. Committee membership is structured in accordance with federal requirements; members are appointed by the Vice President for Research, who also serves as the Institutional Official for matters related to animal subjects (http://researchintegrity.gatech.edu/about-iacuc/).</p> |

| <h3>4.3 EH&S Office</h3> | |
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| <p>Mission</p> | <p>The mission of the EHS Office is to develop and provide training programs, technical assistance, compliance oversight, consultation, and specialized services to the Georgia Tech community in the following areas:</p> <ul style="list-style-type: none"> • Chemical / Laboratory Safety • Biological Materials / Biological Laboratory Safety • Hazardous Materials Management / Emergency Response • Fire and Life Safety • Radiological Materials and Radiation-Producing Equipment Safety • General (Physical) Safety • Environmental Assessment and Compliance <p>It is the goal of EHS to enhance Georgia Tech's mission by providing high-quality and value-added service in each of these areas to assist the Institute in meeting its public health, safety and environmental protection responsibilities. This is vital in maintaining a safe, healthful and regulatory-compliant learning, living and working environment for all personnel, for preserving</p> |

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| | the integrity of research activities, and for facilitating the overall growth of the institution. |
| Reporting | The Georgia Tech EHS Office reports administratively through the department of Facilities Management, with “dotted-line” reporting responsibility to the Executive Leadership Team. |
| Education | Education and training programs are provided in each of the areas indicated above under Mission. |
| Enforcement | <p>EHS is responsible for guiding and assisting the Institute community in meeting its public health, safety, environmental protection and compliance responsibilities. EHS shall assist PIs and laboratory users in determining and following safe practices; coordinating safety activities; providing education in safety; investigating accidents and incidents in laboratories and chemical incidents campus wide; conducting lab inspections and verifying proper operation of lab safety equipment and systems. While lab safety programs are most effective when lab groups self-monitor and enforce the rules, EHS is also responsible for monitoring and verifying compliance with state and federal safety regulations and Georgia Tech lab safety policies. EHS is also responsible for collecting and analyzing Institute-wide data regarding accidents, injuries, illnesses and property damage incidents to identify trends and recommend appropriate corrective actions.</p> <p>In cases of imminent danger to life and health of persons in a laboratory and/or to others nearby, EHS is authorized to take appropriate action including but not limited to stopping work, closing the laboratory, and evacuating laboratories or buildings.</p> <p>Refer also to section 6 below.</p> |

5. Responsibilities

Institute Council on Environmental Health and Safety.

- a. The IC-EHS serves as a forum in which overlapping and joint areas of concern of various EHS committees are reviewed and clarified, and where individual committee jurisdictional questions are resolved.
- b. The IC-EHS is responsible for identification of new EHS matters that may emerge as new activities at Georgia Tech are undertaken and as new technologies develop or old ones change direction. In instances where such new activities do not fall within the purview of an existing EHS committee, the IC-EHS may expand the area of concern of an existing committee or recommend the creation of a new committee.

5.1.Environmental Health and Safety Committees

- a. EHS-focused committees formulate and update Georgia Tech EHS programs, policies, and compliance procedures.

5.2.Office of Environmental Health and Safety

- a. EHS is responsible for guiding and assisting the Institute community in meeting its public health, safety, environmental protection and compliance responsibilities.
- b. EHS shall assist PIs and laboratory users in determining and following safe practices; coordinating safety activities; providing education in safety; investigating accidents and incidents in laboratories and chemical incidents campus wide; conducting lab inspections and verifying proper operation of lab safety equipment and systems.

6. Enforcement

Any Georgia Tech student, faculty or staff member who fails to meet their responsibilities for safe conduct of work in laboratories or who knowingly and willfully disregards safety procedures will be held accountable and will be subject to disciplinary action in accordance with Institute procedures.

In addition, any visitors using Georgia Tech laboratories who fail to meet their responsibilities for safe conduct of work or knowingly and willfully disregard safety procedures or fail to comply with direct safety instructions from their Georgia Tech faculty sponsor, EHS or emergency response personnel regarding emergencies or evacuations will be held accountable and subject to loss of privileges to use Georgia Tech laboratory facilities. (NOTE: “visitors” may include contractors, visiting scholars and other non-Georgia Tech personnel)

An additional method for reporting suspected instances of noncompliance with this policy is to visit Georgia Tech’s *EthicsPoint*, a secure and confidential reporting system, at: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

7. Related Information

| Resource | Link |
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| Georgia Tech or BOR Policy | http://www.ehs.gatech.edu/EHS_Policy_Statement.pdf |
| Federal or State Law Regulation or Standard | US EPA, NRC, Ga Dept. of Labor, etc. |
| Lab Safety Manual | http://www.policylibrary.gatech.edu/files/Lab%20Safety%20Manual%2015%20May%202013.pdf |
| EHS Committees | http://www.ehs.gatech.edu/committees.pdf |

8. Policy History

| Revision Date | Author | Description |
|---------------|-------------------------------|-------------------------------|
| 05-17-2006 | Provost / EVP Admin & Finance | New policy |
| XX-XX-XXXX | EH&S Office | Policy update & clarification |