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1. Introduction

The purpose of the Environmental, Health and Safety Compliance Assessment Program (EHSCAP) is the review of remote and campus research facilities under Cornell Agriculture and Life Science (CALS) College, The College of Veterinary Medicine, Facilities Services and Cornell University buildings for both environmental and safety related issues. The EHSCAP review group is made up with personnel from Environmental Health and Safety Office, CALS, CVM, Facility Directors and the appropriate facility operations manager.

2. Objectives and Metrics

The goals of the Environmental Health and Safety Office are to establish safe and compliant working environment both interior of the facility and surrounding area(s) outside of the facility. EH&S works to ensure additional safety and regulatory compliance and an enhancement of services.

The EH&S Occupational Health and Safety Group reviews chemical labeling and storage, electrical safety, safe storage of material, machine guarding, Hazard Communication program requirements, general safety requirements, compressed gas storage, battery charging areas, OFPC related issues and other hazardous materials. EH&S Environmental Group also reviews bulk chemical storage, wastewater, air emissions, solid waste, and other various environmental compliance issues. CALS Occupational and Environmental Safety and Health reviews areas of pesticide storage and compliance issues.

3. Applicability

The EHSCAP program reviews compliance related topics to the environment and the personnel that use about 60 facilities under 16 different departments within CALS and approximately 50 facilities under 4 different departments within Cornell University.

4. Roles and Responsibilities

Cornell Agriculture and Life Sciences College

CALS provides personnel to attend ECAP review acts as liaison with facility manager, addresses pesticide compliance. Provide assistance with performing corrective actions to achieve compliance or recommendations.

Environmental Health and Safety

Environmental Health and Safety provides the personnel to address specific issues that may need to be addressed after the facility review. EH&S sets up the facility review date and sends out EH&S questionnaire to the facility manager and attends the facility review closes the process with a compliance report.
**EH&S Research Safety Group**

The Research Safety Group provides lead and back-up personnel to attend the ECAP review, closes the process with a report, and follows up with any health and safety issues.

**Cornell College of Veterinary Medicine, Facility Services**

CVM and FS provide personnel to attend EHSCAP review acting as liaisons with facility director, and operations managers. Provide assistance with performing corrective actions to achieve compliance or recommendations.

5. **Requirements**

Identify both the roles of the program administrator within Risk Management & Public Safety, as well as the roles of individuals on campus that implement the program in their operations. Use role titles to describe responsibilities. For example:

5.1 **Program Manager**

The Program Manager has overall responsibility for the program…including:

- Identifying and communicating legal, regulatory and policy requirements associated with the program

5.1.1 **Questionnaire**

- Barb English sends out EH&S questionnaire to the scheduled facility manager, the facility assessment and site visit is scheduled, and the returned questionnaire is reviewed.

5.2 **Building Coordinator**

The Building Coordinator’s responsibilities include:

- Implement the program in the building(s) under their responsibility

5.2.1 **Completed Assessment**

The assessment is completed, reports are written and emailed out to department manager(s), department chair, facility manager(s), counsel, Director of EH&S and respective program administrators.

6. **Training**

*This section is intentionally left blank.*

7. **Records and Document Control**

EH&S ECAP reports are stored on the server.
8. Definitions

The **CALS** refers to Cornell Agriculture and Life Science College.

**ECAP** refers to Environmental Compliance Assessment Program.

**EH&S** refers to Department of Environmental Health and Safety

**Hazardous Materials** refers to Carcinogens/Mutagens; Toxic Chemicals; Toxic Gases; Explosive Chemicals; or Other Hazardous Materials.

9. References

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