



University of New Haven

POLICIES AND PROCEDURES

Policy Title:

Construction Safety & Environmental Management Plan

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Responsible Official: Associate VP of Public Safety & Administrative Services

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1.0 INTRODUCTION

1.1 PURPOSE

The purpose of the University of New Haven (the University) Construction Safety and Environmental Program is to inform the University Project managers of and ensure that all Contractors are responsible for performing work in conformance with all environmental health and safety laws, regulations and University Standards.

1.2 SCOPE

Contractors and University personnel are responsible for conforming to the provisions of the University Construction Safety and Environmental Management Plan, which has been prepared for the protection and safety of the University students, faculty, staff, neighbors and property.

1.3 APPLICATION

This plan applies to Contractors working for the University, including, but not limited to the following:

- Construction Managers
- General Contractors
- Inspection Contractors
- Service Contractors
- Sub-Contractors

This program also applies to task specific Contractors that are approved for specific contracted work at the University. Task specific contractors include the following:

- Asbestos Abatement Contractors
- Hazardous Waste Hauling Contractors
- Underground Storage Tank Removal and Fuel Hauling Contractors
- Mold Remediation Contractors
- Industrial Hygiene Consultants
- Lead Abatement Contractors

This plan applies to University personnel including Construction Managers, Facilities Personnel, Planners, Project Managers or personnel who otherwise oversee, or direct work being performed by Contractors.

This program applies to any property management company and their contractors and subcontractors who are working on University owned property.

1.4 SITE DESCRIPTION

The University campus consists of numerous buildings over an 82-acre campus located in West Haven, Connecticut. The main campus is shown on the Campus Map, included in Appendix A. The University has a variety of off-campus sites including the graduate business program campus in Orange, CT, which includes a 70,000-square-foot facility on 47 acres. Storage of oil

on-site of the main campus includes eight oil above ground storage tanks and eleven steel containers containing hydraulic oil for elevators. Facility systems on the interior of University buildings are connected to the municipal sewer system. Runoff from exterior impermeable surfaces is directed to the campus storm water drainage system. Exterior permeable surfaces drain to the underlying soil and groundwater matrix. The University's storm water drainage system consists of a series of storm water catch basins located throughout the campus that drain to the West Haven storm sewer system and eventually to Long Island Sound.

2.0 DEFINITIONS

AST - Aboveground Storage Tank

CFC Containing Units - Contain any ozone depleting refrigerants including, but not limited to, Chlorofluorocarbons (CFCs) and Hydro-chlorofluorocarbons (HCFC).

CGA - Compressed Gas Association

Confined Space - A space that (1) is large enough and configured in a way that an employee can enter and perform assigned work; (2) Has limited or restricted means for entry or exit (e.g. tanks, vessels, silos, storage bins, hoppers, vaults and pits); and (3) Is not designed for continuous human occupancy.

Contractor - Non-University personnel who have been hired to perform services for the University.

DEEP - Department of Energy and Environmental Protection

DPH - Connecticut Department of Public Health

DOT - Department of Transportation

EPA - Environmental Protection Agency

Fuel Burning Equipment - Units that include, but are not limited to, boilers, hot water heaters, emergency generators and kilns.

Hazardous Substance - Any substance or chemical that poses a physical hazard or health hazard which has the ability to produce adverse effects on the health and safety of humans. In this Plan, the terms hazardous chemical and hazardous material are synonymous with hazardous substance.

HVAC - Heating Ventilation and Air Conditioning

Hot Work - A temporary operation involving open flames, or which produces heat and/or sparks (e.g. brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing, welding and the use of heat guns.

Laser - Light Amplified by Stimulated Emission of Radiation

NFPA - National Fire Protection Association

OSHA - Occupational Safety and Health Administration

PCBs - Polychlorinated biphenyls

Permit-Required Confined Space - As defined in OSHA 29 CFR 1910: a confined space that has one or more of the following characteristics: (1) Contains or has a potential to contain a hazardous atmosphere; (2) Contains a material that has the potential for engulfing an entrant;

(3) Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or (4) Contains any other recognized serious safety or health hazard.

Powder Actuated Fastening Tool - A tool or machine that utilizes an explosive charge to drive a stud.

Project Manager - Refers to the University Project Manager, Construction Manager, Engineer, Planner, or other University staff who oversee or direct work being performed by Contractors.

Public - Refers to University faculty, staff and students not associated with the construction project, as well as non-University related individuals such as neighbors, pedestrians and passersby.

PPE - Personnel Protective Equipment

PPM - Parts Per Million

RSR - Remediation Standard Regulation

SPCC - Spill Prevention Control and Countermeasures

Task Specific Contractors - Contractors that provide services that require specialized skills, licensed or training, but also require specific approval from the University.

TSCA - Toxic Substances Control Act

UST - Underground Storage Tank

3.0 PROCEDURES

3.1 EMERGENCY PROCEDURES

Police, fire or medical emergencies related to construction projects at the University may be reported to the local emergency agency (i.e., 911) or as specified in the Contractor's own safety manual/emergency plan. In addition, police, fire or medical emergencies related to construction projects at the University must be reported to a University response coordinator.

3.2 EMERGENCY COORDINATORS

Primary On-Site Emergency Response Coordinator:

Louis Annino Jr. , Associate Vice President of Facilities

(Work).....(203) 932.7153

(Cell).....(203) 627.3573

(Email)..... mlannino@newhaven.edu

Alternate On-Site Emergency Response Coordinators:

Richard Rutherford, Director of Facilities

(Work).....(203) 479.4993

(Cell)..... (203) 410.4972

(Email)..... rrutherford@newhaven.edu

Alternate On-Site Emergency Response Coordinator:

Ronald Quagliani, Associate Vice President of Public Safety and Administrative Services

(Work).....(203) 932.7147

(Cell).....(203) 627.8562

(Email)..... rquagliani@newhaven.edu

3.3 ENVIRONMENTAL MANAGEMENT PROCEDURES

The University of New Haven has developed an Environmental Checklist to assist Project Managers and Contractors in complying with the requirements of the Environmental Management Plan. The Environmental Checklist is located in Appendix B. The Environmental Checklist must be completed by the Construction Manager or Contractor for each project and submitted to the University prior to the start of work and will be included as part of the contract documentation. If changes in the work affect the status of the Environmental Checklist, the Construction manager is responsible for updating the University as changes are made. The Environmental Checklist can be submitted electronically to Ron Quagliani rquagliani@newhaven.edu or delivered to the campus security building at 300 Boston Post Road.

3.4 BASIC EXPECTATIONS FOR CONTRACTOR PERSONNEL

The University has basic expectations for Contractor Personnel. The following list contains several reasons for temporary or permanent removal of a Contractor and/or its employee(s) from the University.

- Deliberate violation of safety or security rules.
- Possession or use of alcoholic beverages or illegal drugs not prescribed by a physician.
- Possession of explosives, firearms, ammunition and/or other weapons.
- Destruction of property, without proper written permission, of any property belonging to the University, the property owner/resident, employee or other contractor’s employees.
- Illegal dumping, handling or disposal of hazardous materials.
- Harassing, threatening, impeding, intimidating or interfering with an inspector, security officer or the University employee, student, designated representative or the public.

- Unauthorized blocking emergency exits or using emergency exits other than for emergencies.
- Unauthorized tampering or disabling of fire prevention, detection or suppression equipment.
- Unauthorized removal or destruction of a safety barricade, handrail, guardrail, warning sign, fall protection or other warning devices intended to protect the University faculty, staff, students, property or the public.
- Performing any laboratory analysis of samples collected from the University owned property.

3.5 WEAPONS POLICY FOR CONTRACTORS

The University maintains a weapons policy that applies to employees, students, contractors, vendors and any visitors. This policy applies to any University premise and/or in any building under University control including branch campuses, satellite locations (including University non-U.S. locations) and vehicles located on University property. Contractors must comply with the University weapons policy, which can be viewed on the University website (<http://www.newhaven.edu/student-life/police/clery-disclosure/policies/firearms-weapons-explosives/>). Any work which requires the use of powder actuated nail guns, insulator knives with blades greater than 4" and/or explosives for excavating rock or building, must have approval obtained from the Project Manager prior to mobilizing the equipment or supplies to any University property.

3.6 SAFETY PERMITS AND APPROVAL PROCEDURES

There are specific work permits and approvals that must be obtained prior to starting certain potentially hazardous activities. Contractors must obtain approval from the Project Manager prior to performing the following activities. These requests from contractors shall be supported with a completed job hazard analysis (Appendix C):

- Performing hot work (see Section 5.0).
- Working in confined space on campus (see Section 6.0).
- Working with compressed air or gas (see Section 10.0).
- Working with or impacting suspect asbestos-containing materials (see Section 11.0).
- Working with or impacting suspect lead paint coated surfaces (see Section 12.0).
- Working on suspect PCB containing building materials (see Section 13.0).
- Working on electrical, steam, high temperature hot water, chilled water systems or other energized systems.
- Working on heating, ventilation or air conditioning equipment.
- Working on security systems.
- Performing any indoor air quality sampling.
- Installing any air monitoring equipment on University Property.
- Shipping of hazardous waste (including waste oil and lead-containing materials)
- Performing any sub-surface, excavation, trenching or dewatering operations.
- Modifying an egress pathway.
- Using propane powered engine indoors. Use of gas or diesel engines indoors is prohibited.
- Shut down of any utilities.

- Working on fire detection or suppression systems.
- Working on a public or University roadway.
- Working with any other hazardous materials.

3.7 SITE SAFETY AND SECURITY

It is the responsibility of the Contractor for ensuring work areas are completely secured at all times. Exterior work sites shall be secured by fully encompassing physical barriers that are appropriate for the work site location (e.g. fences, barricades, safety markers, tape barriers, blinker lights). All machinery, equipment and hoisting/staging areas must be maintained with a physical barrier. All open holes, manholes, trenches or excavations must be covered and/or guarded by a railing system, unless someone is actively working in the space. All personnel working within the site boundaries must wear appropriate PPE as necessary. All work areas must be secured during off work hours to prevent unauthorized access. Work being conducted on a public roadway must be approved by the Project Manager. The Contractor is responsible for contacting the city and coordinating all arrangements for police details, flaggers and/or street closures. The Contractor must ensure the proper way-finding signage is in place to direct both vehicular and pedestrian traffic safely around and through the work area.

3.8 HOUSEKEEPING FOR CONSTRUCTION AREAS

The Contractor is responsible for ensuring and maintaining good housekeeping while at the University. Work areas must be kept neat, clean, orderly and free of excess trash and debris. Walkways, stairs, and exits must never be blocked and must remain free of a tripping hazard. Work must never be performed over the heads of people, and tools or equipment must not be kept overhead. Materials that are stored or actively being used on elevated surfaces (i.e., roofs) must be secured by the Contractor at all times.

3.9 CONSTRUCTION IN OCCUPIED BUILDINGS

Construction in occupied buildings requires additional safeguards to eliminate exposures and complaints from occupants. Particulates and dust from demolition, sanding and other construction activities must be controlled by containment and negative air ventilation systems. Similar controls must be utilized for similar odorous activities (e.g. carpet adhesive, painting, welding and coatings). Particulates and dust control of all buildings also must be controlled to prevent the contamination of HVAC systems. The Contractor is responsible for ensuring that the HVAC system in the work area is turned off and sealed to prevent contamination. Negative air ventilation systems must have appropriate filtration and be exhausted outside the building.

3.10 CONSTRUCTION IN RESEARCH FACILITIES

Construction in research and laboratory facilities requires additional safety precautions to ensure worker safety and that all hazardous materials impacted by laboratory renovation are handled and disposed of safely and in accordance with all federal, state and local laws and regulations. Prior to any renovation or demolition activities, laboratories must be decommissioned by an approved Task Specific Contractor. The Contractor shall perform a survey to identify any residual hazardous substances on surfaces and hazardous building materials (e.g., asbestos, PCB light ballasts, mercury containing devices, duct work, sink traps etc.). Any hazardous building materials identified must be abated or decontaminated by a licensed contractor. All hazardous

waste must be removed from the area prior to construction activities. These may include biological (biologic safety cabinets and biosafety level labs), radiological (radioactive materials), nanomaterial, and chemical (fume hoods and associated ductwork, lab wastewater piping) hazards. If any hazardous materials are uncovered during construction activities, all work shall stop immediately, and the Project Manager shall be notified.

4.0 PERSONAL PROTECTIVE EQUIPMENT FOR CONTRACTORS

Contractors are responsible for following the requirements of OSHA (OSHA 29 CFR 1910.132), the University's PPE Policy and supplying their employees with the appropriate PPE. According to the University's policy, protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices and protective shields and barriers, shall be provided, used and maintained in a sanitary and reliable condition whenever it is necessary by reason of hazards, of process or environment, chemical hazards, biological hazards, radiological or mechanical hazards encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact. At all times a contractor shall wear a hard hat, safety glasses and, when working outside, high visibility clothing.

5.0 HOT WORK

Contractors must notify the Facilities Department a minimum of 24 hours in advance of proposed hot work. Hot work may only begin once a Hot Work Permit has been issued by the Manager of Facility Operations. Each hot work permit obtained at the University must be signed by either the Director of Facilities; Manager of Maintenance Operations or designee and also signed by the Associate Vice President of Public Safety & Administrative Services or designee. The University has a written Hot Work Policy and Procedure developed in accordance with OSHA regulations. All Contractors performing hot work must review and comply with the University's Hot Work Policy and Procedure. A copy of the hot work policy must be obtained from the Project Manager.

6.0 CONFINED SPACES

Contractors are responsible for following the requirements of OSHA's Confined Space Standards when entering confined spaces, including permit-required confined spaces as described in 29 CFR 1910.146. The Contractor is responsible for developing, implementing and maintaining their own Confined Space Entry Program, including training for staff, use of an entry permit and provisions for emergency rescue as it applies to the work of the contract. Advanced notice to the Project Manager of an entry is always required before entering a confined space. The Contractor must provide the Project Manager with the following:

- The exact location of the confined space.
- The time of entry and approximate entry duration.
- The names of trained attendants and entrants.
- The time the entry is complete, and all entrants are safely out.
- A description of any hazards confronted or created in the space.

7.0 FALL PROTECTION

Contractors are responsible for following the requirements of OSHA's Fall Protection Standards described in 29 CFR Subpart M - Fall Protection and University protocols when working on elevated surfaces. Elevated surfaces include, but are not limited to, ramps, runways, excavations, hoist areas, holes, formwork and reinforcing steel, leading edge work, unprotected sides and edges, overhand bricklaying and related work, roofing work, precast concrete erection, wall openings, residential construction and other walking/working surfaces. The OSHA standard sets a uniform threshold height of 6 feet and above needing consistent protection. The Contractor must protect their employees from fall hazards and falling objects whenever an affected employee is 6 feet or more above a lower level.

8.0 SCAFFOLDING

Contractors are responsible for following the requirements of OSHA's Scaffolding Standards (OSHA 29 CFR 1926.451) and University protocols when working with scaffolding. Contractors are responsible for utilizing qualified persons to design scaffolding and erect/move/dismantle scaffolding under the supervision of a competent person, which may require the hiring of a professional engineer for more complex projects. Contractors are required to provide adequate anchorage, foundation, bracing, pinning, support, access, working surface, fall protection and training for employees working on suspended scaffolding. Contractors are required to provide fall protection for employees erecting or dismantling supported scaffolds. Contractors are responsible for ensuring that the scaffolding is inspected daily by the construction manager.

9.0 EXCAVATION

Contractors are responsible for following the requirements of OSHA's Excavation Requirements (OSHA 29 CFR 1926.650, 1926.651 and 1926.652). Prior to the start of any excavation, the contractor is responsible for identifying and informing all applicable utilities that excavation work is being performed. The Contractor is required to contact Call Before You Dig at 811 or 1-800-922-4455 and any other utility that cannot be contacted by Call Before You Dig. Contractors must be aware that Call Before You Dig will not cover work on private property, including University property, except when they interface with other utilities. University and private utilities must be identified by the Project Manager prior to excavation by contacting Butch Rector, the Manager of Facilities Operations and Mario Pierce, Director of Space Management and Technical Service to obtain an underground site plan. Contractors must provide Call Before You Dig confirmation numbers and an underground site plan to the Project Manager prior to the start of any excavation. The Contractor must ensure that adequate work areas around all excavations are provided and remain in compliance with the requirements of Site Safety and Security (Section 3.6). The Contractor is responsible for ensuring that equipment operators carry the required licenses and have the necessary training to operate the equipment onsite. If dewatering is necessary, the Contractor must notify the Project Manager prior to excavation for environmental compliance assistance (see Section 11.3).

9.1 TRENCHING AND SLOPE

A Trench, as defined by OSHA, means a narrow excavation (in relation to its length) made

below the surface of the ground. Generally, the depth is greater than the width, measured at the bottom, and is not greater than 15 feet. Entering a trench must be done so with the utilization of a trench box. A trench box is a structure that is able to withstand the forces imposed on it by a cave-in and thereby protect employees within the structure. Trench boxes can be permanent structures or be portable and moved along as work progresses.

Sloping, as defined by OSHA, means a method of protecting employees from cave-ins by excavating to form sides of an excavation that are inclined away from the excavation to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads. The Contractor must ensure there is adequate slope during excavation to prevent cave-ins.

9.2 SOIL MANAGEMENT

Urban soils are often contaminated with lead, arsenic and polynuclear aromatic hydrocarbons (PAHs), and can be naturally occurring or can result from the deposition of hazardous materials used in fill (e.g. coal ash, leaded gasoline, lead paint). The soil disturbed may have these contaminants at concentrations above the regulatory levels set by the DEEP RSRs. The identification, removal, management and movement of contaminated soils is a time consuming and costly effort. The Project Manager will work with University Environmental Health and Safety Staff and an Environmental Consultant in the early planning portion of a project involving contaminated soil or potentially contaminated soil to ensure the regulatory requirements are met while meeting the project timeline. The applicability of soil re-use will be determined by the Environmental Consultant based on all state and federal regulations. Contaminated soils kept onsite during construction must remain covered at all times to prevent migration by wind or run-off from precipitation. Care must be taken not to track contaminated soil from the construction site during loading and transportation activities. The Contractor is responsible for characterizing the soil for proper disposal and maintaining all disposal documentation. All characterization documentation will be retained with the project records.

9.3 STORMWATER AND DEWATERING ACTIVITIES

The Connecticut DEEP requires general permits (DEP-WPED-GP-015) for all discharges of storm water and dewatering wastewater from construction activities which results in the disturbance of one (1) or more total acres of land on a site, regardless of project phasing. Construction projects with a total disturbed area of between one (1) and five (5); the Contractor must adhere to the erosion and sediment control land use regulations of the town or municipality. No registration of the general permit shall be required if the town receives and provides a written approval of the Contractor's erosion and sediment control measures and follows its guidelines. If no review is conducted by the town, the Contractor must register and comply with the guidelines written on the permit. For construction projects with a total disturbed area of greater than five (5) acres, registration is required to be submitted in order for the discharges to be authorized by the general permit.

10.0 COMPRESSED GAS CYLINDERS

Compressed gases can pose a severe hazard to University faculty, staff, students and the

public. Contractors must follow all OSHA, CGA, applicable NFPA and University guidelines for compressed gas storage and use. THE UNIVERSITY has a written compressed gas policy and procedure in accordance with OSHA standards 29 CFR 1910.101, which also referenced regulations as they pertain to the DOT Regulations 49 CFR 171-179, DOT Hazardous Materials Regulations 14 CFR 103 and the CGA guidelines. A copy of the University policy may be obtained from the Project Manager.

11.0 ASBESTOS CONTAINING MATERIALS

Below is a list of common ACMs that must be assumed to contain asbestos until tested and proven otherwise. This list does not include all materials that are ACM.

Suspect Asbestos Containing Materials		
Floor Tiles	Pipe Insulation	Joint Compound
Mastic	Cove Base	Lab Hoods/Benches
Wallboard	Cerement Pipes	Roofing Shingles/Felt/Tar
Acoustical Plaster	Ceiling Tiles	Insulation
Textured Paints/Coatings	Base Flashing	Elevator Brake Shoes
Fire Blankets/Curtains/Doors	Spackling Compounds	Adhesives
Fireproofing Materials	Vinyl Sheet Flooring	Electrical Wiring Insulation

The Contractor shall not sweep, dust, vacuum, or mop dust or debris that is the product of a suspect containing material. The contractor shall not pick up or throw away any suspect asbestos containing waste or trash. If a material that is suspected to be containing asbestos is disturbed and becomes airborne, the Contractor shall immediately notify the Project Manager who will in turn notify the Director of Safety. Any suspected asbestos containing material that is observed by the Contractor to be crushed, ripped, broken or in any way damaged should be reported to the Project Manager immediately. Contractors must immediately convey any newly discovered information about the presence, location and quantity of asbestos containing or presumed asbestos containing materials.

11.1 ASBESTOS INSPECTION

An asbestos inspection must be performed prior to the start of work that may disturb suspect building materials. The sampling will be performed by a certified asbestos inspector. Under the direction of the Project Manager, the Inspection Contractor shall perform an asbestos inspection on suspect material within the defined scope of work. The Inspection Contractor shall maintain certification to perform sampling and prepare a report describing the inspection results, detailing the locations inspected locations of both ACM and Non-ACM and the quantity of ACM identified. The inspection report must be submitted to the Project Manager. The Project manager must perform a thorough review of the report prior to proceeding with the project.

11.2 ASBESTOS INSPECTION REQUIREMENTS

Under the direction of the Project Manager, the Inspection Contractor shall perform an asbestos inspection on suspect material within the defined scope of work. The Inspection Contractor shall maintain certification to perform sampling and prepare a report describing the inspection results, detailing the locations inspected locations of both ACM and Non-ACM and the quantity

of ACM identified. The inspection report must be submitted to the Project Manager. The Project manager must perform a thorough review of the report prior to proceeding with the project.

11.3 ASBESTOS ABATEMENT REQUIREMENTS

Abatement shall be conducted in accordance with the requirements as provided in the asbestos inspection report or an abatement plan by a licensed asbestos abatement contractor. All Contractors must review and be familiar with the asbestos inspection report and asbestos abatement plans. A 10-day notification of asbestos abatement must be submitted to the Connecticut Department of Public Health prior to the start of work. The asbestos abatement contractor must perform all OSHA required personnel air monitoring. The abatement contractor must coordinate waste shipment with Environmental Health and Safety. The abatement contractor is required to provide waste shipment records to the State. The abatement contractor is responsible for ensuring visual inspections and clearance air samples are performed at the completion of abatement activities, and it is their duty to authorize re-entry once acceptable air clearance samples have been received.

11.4 ASBESTOS PROJECT COMPLETION REQUIREMENTS

Upon project completion, all analytical results, inspection reports, 10-day notifications, abatement plans and air clearance results, including any amendments, shall be submitted to the Project Manager for recordkeeping purposes. All project completion documents shall be retained within the project records.

12.0 LEAD MANAGEMENT PROCEDURES

The Contractor shall assume that any painted surface they come into contact with is coated with lead-based paint in buildings older than 1978, unless the Project Manager provides a specific lead-paint inspection for the area of work. Contractors should not perform any intrusive, dust-generating work on painted surfaces, such as drilling, cutting, brazing, scraping, demolition, etc., unless the surface has been confirmed to be non-lead, or unless such work is part of the contracted work, and they are specifically trained to do so.

12.1 LEAD PAINT INSPECTION REQUIREMENTS

Any construction where suspect lead-based paint is to be disturbed requires a lead inspection by a trained and certified Lead Consultant. The inspection shall identify lead paint coated surfaces and measure toxic levels of lead-based paint in the work area. The Lead Consultant shall work with the Project Manager to develop and implement a sampling plan to appropriately characterize all material to be impacted. All findings shall be provided to the University in a Lead Inspection Report or Abatement Plan. A comprehensive lead inspection shall typically be performed using an X-ray Fluorescence Analyzer (XRF) for lead in paint testing. The XRF is designed to identify lead in all layers of paint.

12.2 LEAD PAINT ABATEMENT REQUIREMENTS

Abatement shall be conducted in accordance with requirements provided in the lead inspection report or abatement plan. The Contractor is responsible for developing, implementing and

maintaining a Lead Exposure Program in accordance with OSHA standards. The Contractor shall ensure that its Lead Exposure Program meets all of the requirements of OSHA, DEEP and the DPH.

12.3 CHARACTERIZATION OF LEAD CONTAMINATED WASTE

Characterization of lead contaminated waste must be performed using the Toxic Characterization Leaching Procedure (TCLP) analytical method. Lead contaminated materials can be characterized by utilizing two different approaches. Pre-characterization sampling of impacted materials can take place at the beginning of the project. This enables segregation of waste that is considered hazardous from other non-hazardous wastes. Alternatively, lead contaminated debris can be sampled at the end of the project, after all of the lead contaminated material has been collected. Regardless of the approach, representative samples of all materials, including substrate, must be taken to determine the proper disposal of the material. Materials exhibiting a TCLP result with a lead concentration of less than 5.0 mg/L can be disposed of as non-hazardous waste. Alternatively, materials exhibiting a TCLP result with a lead concentration greater than 5.0 mg/L must be disposed of as hazardous waste. All analytical results will be submitted to the Project Manager for review, in consultation with University Environmental Health and Safety staff before disposal can take place. All hazardous waste must be stored, labeled and contained in compliance with all Federal and State regulations. Waste documents will be retained with the project records.

13.0 PCB CONTAINING BUILDING MATERIALS

Buildings that were constructed or renovated from 1950 to 1978 may contain PCBs in building materials at levels in excess of the EPA TSCA regulatory exclusion threshold of 50 ppm. Building materials containing PCBs are regulated by the EPA under TSCA, 40 CFR § 761. Materials containing PCBs at concentrations equal to or greater than (\geq) 50 ppm are considered an 'unauthorized use'. It is important to note that building material containing concentrations of PCBs below 50 ppm must meet the definition of *excluded PCB product* to be exempt from TSCA waste management requirements. Improper management of PCB contaminated building materials represents significant liabilities and violations which may result in substantial penalties. The TSCA does not require testing of building materials. Any sampling, analysis or testing of building materials or air for PCB analysis requires prior authorization from the University Project Manager.

13.1 BUILDING ASSESSMENT AND MATERIAL INVENTORY

Prior to building renovation, demolition or construction, an inspection to assess the condition of and to inventory suspected building materials should be conducted. Items to be inspected include caulking, glazing and florescent light ballasts. Inspections looking for deteriorated, flaking or peeling caulk should be conducted. For exterior caulking, ensure there are no fragments in the vicinity of deteriorated materials. Light fixtures must be examined for the presence of unlabeled or leaking ballasts or staining either from the previous ballast or unlabeled ballast. Additionally, transformers, electrical equipment, capacitors, switches, oil-based paints and adhesives have been found to contain PCBs.

It shall be assumed that suspect building materials contain PCBs, unless appropriate sample

analysis results indicate otherwise. When it is known or suspected that PCB containing caulk is to be disturbed, protective work practices must be used to prevent exposure to workers, building occupants and the environment. When assessment activities have identified TSCA regulated materials (≥ 50 ppm bulk product or remedial waste) comprehensive response actions are required to be conducted in accordance with 40 CFR 761.61. Comprehensive response actions may require engaging an Environmental Contractor. Comprehensive response action will be designed to address site-specific requirements and associated waste and risk management in a cost-effective manner. Conceptually, the following generalizes the process which should be followed:

1. In the planning phase, evaluate alternatives to disturbance of building materials.
2. Assume that PCBs are present in the caulk and other building materials, and plan to inspect and test in consultation with the University Project Manager and University Environmental Health and Safety staff.
3. Engage an experienced Environmental Contractor to develop remediation alternatives and impacts. The consultant's report should explain regulatory-required actions and provide cost estimates, disposal options, and timelines to implement each alternative.

If regulated levels of PCBs (≥ 50 ppm) are found in PCB bulk product:

1. Determine whether the project will proceed as planned or will be altered to minimize impacts, costs or schedules.
2. Consider the need for an internal communications plan for occupants.
3. Seek the assistance of an experienced Environmental Contractor, as needed.

The Project Manager and Environmental Contractor should be consulted prior to any testing, and in all related health, safety and environmental matters, including disposal of materials. If PCBs are present in intact or deteriorated caulk at levels of 50 ppm or greater, removal and proper disposal is required.

Remedial activities related to suspect or known PCB containing materials should be documented as to the location(s) and extent of removal of materials and response actions. All laboratory analysis reports should be maintained. Daily field notes and photographs of the work areas should be collected throughout the project. All documentation shall be retained with the project records.

14.0 HAZARDOUS WASTE MANAGEMENT

All waste generated by the contractor is waste owned and managed by the University. The Contractor must notify the Project Manager, who will in turn notify University Environmental Health and Safety Staff when hazardous waste is generated. Hazardous wastes include, but are not limited to, waste oil, contaminated fuels, lead contaminated paint or debris, spent products, spill clean-up materials, used solvents, and unusable products. University Environmental Health and Safety Staff shall review the weight of the waste material to verify the University generator status is correct. At no time shall hazardous waste be disposed of in chutes, dumpsters, drains, pipes or any similar waste outlets. The Contractor shall not, under any circumstances, transport waste off University Property, unless specifically hired to serve such

a purpose. Only a properly trained University representative may sign hazardous waste shipping documents. All waste documents shall be retained on file in the Associate Vice President of Public Safety and Administrative Services Office.

Universal waste, including batteries, fluorescent tubes, lighting ballasts and mercury containing switches, must also be collected and stored in compliance with federal and state requirements (see Section 15.0). The Contractor must notify the Project Manager when universal waste is generated. The Contractor shall not abandon products or otherwise leave products on campus unless specifically requested by the University Project Manager.

14.1 HAZARDOUS WASTE STORAGE

When storing hazardous waste, all containers must meet all applicable DOT requirements. Liquid waste must be stored in liquid rated drums. Solid waste may be stored in drums, cubic yard boxes or roll-off containers. Solid waste stored in cubic yard boxes must first be containerized in a 6-mil poly liner, and the box must be secured to a pallet. Roll-offs may only be used for solid material and shall have a 6-mil poly liner. Roll-offs must be covered to protect the waste from contact with rainwater. All waste storage containers must remain closed and secured except when adding materials to the container. All containers must be labeled as soon as the material is considered a waste. The contractor must contact the Project Manager to obtain waste labels. Drums must be labeled with one label secured to the top $\frac{3}{4}$ of the drum, and the drum must be stored so that the labels are easily visible at all times. For cubic yard boxes, two labels must be attached on opposite sides of the container to the top $\frac{3}{4}$ of the box. The box must be stored so that the labels are easily visible at all times. All labels must have the words "Hazardous Waste", the contents of the container, the start date of accumulation and the applicable hazard class (e.g. flammable, toxic, corrosive). Waste containers must be stored in an area approved by the Project Manager and shall not be moved from the approved site without his or her permission.

15.0 UNIVERSAL WASTE MANAGEMENT

The five waste streams that can be managed as universal waste in Connecticut include batteries, mercury containing devices, lamps, used electronics and pesticides. The Contractor is responsible for containerizing these materials and is responsible for the containers. The Contractor must notify the Project Manager when universal waste is generated. Universal waste batteries (each battery) or a container in which the batteries are contained must be labeled with a Universal Waste label with the contents identified and the date when the batteries were first added to the container. All mercury containing devices must be contained in a closed container and labeled with a Universal Waste label with the contents identified and the date when the devices were first added to the container. Universal waste lamps (each lamp) or a container in which the lamps are contained must be labeled with a Universal Waste label with the contents identified and the date when the lamps were first added to the container. Universal waste used electronics (each piece of equipment) or a container, package or pallet in which the used electronics are contained must be labeled with a Universal Waste label with the contents identified and the date when the electronics were first added to the container. A container of unused pesticide products must be labeled clearly with the label that was on the product when purchased and a Universal Waste label with the contents identified and the date when the product became waste.

16.0 RADIOACTIVE CONTAINING DEVICES

Radioactive containing devices are commonly found in life safety devices including self-luminous exit signs and ionizing smoke detectors. These devices must be properly managed to ensure compliance with state and federal regulations.

16.1 SELF-LUMINOUS EXIT SIGNS

A self-luminous exit sign is a non-electrical device that uses radioactive tritium gas to produce light. The production and distribution of self-luminous signs is licensed by the U.S. Nuclear Regulatory Commission because they contain significant amounts of radioactive material. To ensure compliance with state and federal regulations is maintained, the University must be aware of the locations of these signs. Tritium exit signs cannot be installed or replaced on University properties without proper approval, in writing, by the University. If discovered during renovation projects, these signs must be collected by the University at the time of their removal for proper disposal. If a sign is damaged or found damaged during construction, the University's project manager must be contacted immediately.

16.2 IONIZING SMOKE DETECTORS

Ionizing smoke detectors contain Americium-214 (AM-214), a synthetic isotope which emits both alpha and gamma rays. If the smoke detector remains intact, the material poses little threat; however, if a detector is broken-open, it can present a health hazard. For this reason, the Connecticut DEEP strongly encourages proper management and disposal for these devices. If smoke detectors are installed or removed during renovation or construction projects, the University must be notified for evaluation and approval of their intended use, or to make a determination of proper disposal methods if they are removed. If a smoke detector is damaged or found damaged during construction or renovation work, the University must be notified.

17.0 ELECTRICAL BALLASTS

Electrical light ballasts manufactured prior to 1980 can contain polychlorinated biphenyls (PCBs) and are considered hazardous material. Spent light ballasts containing PCBs must be handled as hazardous waste. Ballasts that do not contain PCBs will state "No PCBs" on the ballast product label. If there is no information on the label regarding PCBs the ballast must be considered PCB containing. For better management practices and cost saving, PCB and non-PCB ballasts must be segregated during removal activities. Separate containers should be established for PCB and non-PCB ballasts and labeled appropriately. The Contractor must work with the Project Manager and University Environmental Health and Safety for disposal of electrical ballasts.

18.0 OIL CONTAINING EQUIPMENT

The installation or removal of any oil-containing equipment that contains fifty-five (55) gallons or more of any type of oil triggers the requirement to update the University's SPCC plan (see Section 18.3). The Contractor must notify the Project Manager of any changes to oil containing equipment. Waste oil and oil-contaminated debris are considered hazardous waste in Connecticut. Contractors are responsible for complying with all state and federal requirements

for waste oil and oil-contaminated debris.

18.1 UST AND AST REMOVAL

UST and AST removal must be performed in conjunction with an Environmental Contractor and must be performed in compliance with all state and federal regulations. The Environmental Contractor shall ensure that all analytical test methods used to characterize UST and AST closures are adequate to detect potential contaminants and having reporting limits below the criteria identified in the RSRs. If contaminated soil, contaminated ground water, or free product as a liquid or vapor is observed onsite or is detected by sample analysis, the CT DEEP Emergency Response Unit must be notified immediately at (860) 424-3338 and corrective action in accordance with Section 22a-449(d)-106 of the Underground Storage Tank Regulations must be undertaken. That section requires cleanup “to the satisfaction of the commissioner”, which means in accordance with the CT RSRs.

18.2 SPCC PLAN

The University’s SPCC program establishes University-wide procedures for the prevention and detection of spills and/or releases of oil or hazardous materials. The University’s SPCC Plan must be reviewed by the Contractor and Project Manager prior to the start of a project. Based on the amount of oil that the contractor will bring onsite, the Contractor shall have available equipment (e.g. secondary containment pallets, adsorbent pads, absorbent booms, speedy-dry) that is suitable and sufficient to control a potential spill/release of petroleum products used during the project. The Contractor and the Project Manager are responsible for identifying environmental conveyances (e.g. sumps, storm/floor drains, etc.) and adequately minimizing spill potential to these areas. The Contractor is responsible for the proper storage of all petroleum products to prevent spills. The Contractor must use appropriate protective procedures such as secondary containment, overflow protection, employee training, and other measures as part of activities involving the use, storage or handling of petroleum products or hazardous materials at the University.

19.0 MOLD PREVENTION AND REMEDIATION

The University maintains a written Mold Response and Remediation Plan that will be made available to the Contractors if mold is observed. When mold is expected, Contractors must safely investigate and evaluate mold and moisture problems to prevent exposures and minimize spreading mold spores. If mold, excess moisture or releases of water resulting in saturated building materials in interior areas occurs, they must be reported to the Project Manager immediately, identifying the presence, location and quantity of mold-contaminated materials. The Contractor shall not disturb moldy materials unless such activities are part of the contracted work and the contractor is listed as an approved mold remediation contractor in the Task Specific Contractors list. Mold requires moisture to grow, so any sources of excess moisture (e.g. leaky plumbing, ceilings or walls) must be repaired. Eliminating all mold growth and mold spores in the indoor environment is impossible; however, mold growth can be controlled indoors by controlling moisture indoors. A copy of the Mold Response and Remediation Plan may be obtained from the Project Manager.

20.0 PROJECT CONCLUSION

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At the conclusion of a project, it is the responsibility of the Project Manager to ensure all project files are secured and maintained in a project folder (e.g. asbestos inspection results, lead inspection results, 10-day notification, clearance results, waste manifests). Completed project folders shall be retained in the University's project records maintained within facilities. Completed folders must be organized by building, floor and project name. All Contractors are responsible for providing all project files at the completion of each project.

Appendix A - University of New Haven Construction Environmental Checklist



University of New Haven

Environmental Checklist

This Environmental Checklist provides a reference checklist for Project Managers to identify specific environmental requirements and provide guidance on how to manage the requirement. This Environmental Checklist does not encompass all environmental health and safety, OSHA, EPA CT DEEP, or CT DPH requirements during construction projects. Please forward this completed checklist to Ron Quagliani rquagliani@newhaven.edu or deliver it to the campus security building at 300 Boston Post Road.

Project Name: _____

Project Manager: _____

Project Location: _____

Contractor(s): _____

Project Start Date: _____

Project End Date: _____

Project Scope:

1. Asbestos Containing Materials

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	Yes	No	Required Activities
Has an asbestos survey been performed for the building materials that will be impacted by the scope of your project?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , review survey before proceeding to identify all asbestos containing materials to be impacted. If no , hire an approved inspection contractor to perform an asbestos inspection.
Will the project include impacting any asbestos containing building materials?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , asbestos must be abated by an approved abatement contractor following a 10-working day notification to the CT DPH. All other Contractors shall not disturb, damage, or otherwise handle any suspect asbestos material. All inspection reports, 10-day notification forms, air sampling results and waste shipment records must be submitted to the UNH Project Manager for recordkeeping. If no , forward all sampling results to the UNH Project Manager for recordkeeping.
2. Lead Containing Materials			
	Yes	No	Required Activities
Does the scope of work involve impacting or removing painted surfaces in a property built before 1978?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , hire an approved inspection contractor to perform a lead in paint inspection. If no , no further action is necessary.
Does the scope of work involve impacting or removing surfaces with lead containing paint?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , lead paint abatement shall be conducted by an abatement contractor in accordance with the requirements provided in the lead inspection report or abatement plan. If no , no further action is necessary.
Will the project generate lead painted debris?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , perform TCLP sampling to determine if debris shall be considered hazardous waste. If no , no further action is necessary.
3. PCB Containing Building Materials			
	Yes	No	Required Activities
Will the scope of work disturb suspect PCB material?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , determine if the project can be modified to avoid PCB materials. If no , no further action is necessary.
Can the project be modified to avoid disturbance of PCB materials?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , coordinate with the project manager to complete the project modifications. If no , complete comprehensive response actions.
4. Hazardous Waste Management			
	Yes	No	Required Activities
Will the project be generating any hazardous waste (e.g. waste oils, adhesives, paints)?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , ensure that all waste is collected and stored in compliance with federal and state requirements. The transport and disposal of waste must be completed by UNH approved vendors in coordination with EH&S. All waste manifests must be signed by DOT trained personnel. If no , no further action is required.
5. Universal Waste			
Batteries	Yes	No	Required Activities
Will the project generate any waste batteries?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , batteries shall be handled to remain intact. Batteries must be stored in closed containers, labeled with a Universal Waste label with the contents identified and the date when the batteries were first added to the container. Batteries must be stored indoors and cannot be disposed of with regular trash. Disposal of batteries must

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			be completed by UNH approved vendors in coordination with EH&S. If no , no further action is necessary.
Fluorescent Bulbs	Yes	No	Required Activities
Will the project generate waste fluorescent bulbs?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , fluorescent bulbs must be handled so that they remain unbroken. Bulbs must be stored indoors in cardboard boxes and labeled with a Universal Waste Label with the contents identified and the date when the bulbs were first added to the container. Bulbs cannot be disposed of with regular trash. If no , no further action is necessary.
Will the project generate any waste mercury containing devices (e.g., mercury switches, thermostats etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , devices shall be handled so that they remain unbroken and stored indoors in closed containers, labeled with a Universal Waste label with the contents identified and the date when the devices were first added to the container. Mercury containing devices cannot be disposed of with regular trash. If mercury containing devices break or leak, contact the UNH project manager immediately. Broken devices must be handled as hazardous waste. If no , no further action is necessary.
6. Electrical Ballasts			
	Yes	No	Required Activities
Will the project generate waste electrical light ballasts?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , collect and separate UNLABELED ballasts from non-PCB ballasts. Separate containers should be established for each type of ballast and labeled appropriately. Ballast cannot be disposed of with regular trash. If no , no further action is necessary.
7. Oil Containing Equipment			
	Yes	No	Required Activities
Will the project include removing any Underground Storage Tanks (USTs)?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , a Notification for Underground Storage Tanks form must be submitted to the CT DEEP within 30 days of permanent closure. This applies to both identified USTs and unknown USTs discovered during excavation. Contact the Project Manager as soon as a previously unknown UST is discovered. If no , no further action is necessary.
	Yes	No	Required Activities
Will the project include installing Underground Storage Tanks?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , the tank must follow the regulations described in the CT Underground Storage Tank Regulations Sections 22a-449(d)-1 and Sections 22a-449(d) 101-113. If no , no further action is necessary.
Will the project include removing or installing any Aboveground Storage Tanks (ASTs)?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , AST must have: <ul style="list-style-type: none"> • Secondary containment greater than or equal to 110% of the tank capacity; • A minimum of a 3-gallon spill bucket at the fill pipe; • The tank capacity and type of fuel identified on the tank near the fill pipe; • All fuel lines will be protected by secondary containment Tanks must be added/removed from the SPCC plan. If no , no further action is necessary.

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Will the project be adding or removing any equipment that contains 55 gallons or more of oil (e.g. elevators, transformers, switches)?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , all oil containing equipment with a capacity of 55 gallons, or more is subject to the Federal Oil Spill Prevention. Additions and subtractions must be made to the SPCC plan through coordination with the Project Manager. Oil from equipment being removed must be tested for PCBs before disposal. If no , no further action is necessary.
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8. Soils

	Yes	No	Required Activities
Will the project include the excavation of any soil at UNH property?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , Contractors shall not sample or remove any soils off-site without prior approval from the UNH Project Manager. The Project Manager must work with an Environmental Contractor involving contaminated soil or potentially contaminated soil to meet regulatory guidelines. Impacted soil kept onsite must remain covered at all times. If no , no further action is necessary.
Will the project include the addition of any fill material at UNH property?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , the Contractor shall be responsible for providing clean fill. All volumes and the origin of the soil shall be documented. If no , no further action is necessary.

9. Stormwater

	Yes	No	Required Activities
Will the project disturb more than one (1) acre of land?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , the project is required to get a Stormwater Discharge permit from the CT DEEP (DEP-WPED-GP-015). If no , no formal actions required, however runoff controls should be put in place to limit runoff (e.g. hay bales).

10. Radiation Safety

	Yes	No	Required Activities
Will the project include removing exit signs that contain tritium as their power source?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , contact the Project Manager and work with the disposal contractor to ensure proper radiation safety and disposal procedures are followed. If no , no further action is necessary.
Will the project be considering the installation of any exit signs that contain tritium as their power source?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , contact the Project Manager for approval and coordinate the installation of the signs. If no , no further action is necessary.
Will the project involve removing any smoke detectors that contain Americium-214, or any other radioactive isotope, used in the detector element?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , contact the Project Manager and disposal contractor to ensure proper radiation safety and procedures are followed. If no , no further action is necessary.
Will the project involve installing any smoke detectors that contain Americium-214, or any other radioactive isotope, used in the detector element?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , contact the Project Manager for approval and coordinate the installation of the smoke detectors. If no , no further action is necessary.

11. Laboratory Space

	Yes	No	Required Activities
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Construction Safety & Environmental Management Plan

Will the project include renovation or demolition of laboratory space?	<input type="checkbox"/>	<input type="checkbox"/>	If yes , the Contractor shall confirm clearance of hazardous materials (chemical, fume hood duct work, lab wastewater piping, etc.) from the Project Manager. If no , no further action is necessary.
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Appendix B

See MyCharger website for Campus Map

[University of New Haven Interactive Campus Map \(concept3d.com\)](http://concept3d.com)

Appendix C

See MyCharger Workplace Safety Page for Job Hazard Analysis Template

**** Copy and paste URL listed below into browser ****

https://mycharger.newhaven.edu/documents/10354/652069/University+of+New+Haven_Appendix+B+Process+Hazard+Analysis+Form.pdf/d9908151-dedf-4826-b86e-c94ec30fdb9a