

**SCOPE OF WORK**

That Contractor, shall exert its best efforts to perform in a manner satisfactory to the State Board, the following services:

1. The Contractor will provide a minimum of three days of service annually (unless fewer visits are requested by the college) to each of the 58 colleges for the following purposes:
  - A. Upon request, the emphasis of one visit shall be to assist with the maintenance of the annual inventory of chemicals and hazardous materials. A limited audit of the Material Safety Data Sheets (MSDS) files against the hazardous material inventory to ensure compliance will be conducted. This audit will include surveying directors, supervisors and employees to ensure knowledge of the Hazard Communication program. The Contractor will inform the college of any missing MSDSs or other deficiencies required by the regulations, provide update MSDS procedures and advise on the proper storage\_location per applicable regulations. The Contractor will audit the colleges' environmental and safety compliance programs & documentation, conduct safety audits of the college facilities and test fume hoods at least once per contract year. The focus of the first series of visits will be to assure regulatory compliance and to assist in the minimal implementation of safety and environmental programs applicable to individual campuses. The Contractor will schedule visits and make personnel assignments in order to make the least impact on campus activities and meet regulatory requirements.
  - B. The Contractor shall follow-up previous audit findings during the subsequent campus visits. Issues still in non-compliant status will be addressed in an interim status report. The theme of the services will be to pursue the desires of the individual campus after regulatory requirements are accomplished. The next level of activity will provide consultative and training assistance in various areas or fields that will be beneficial to the college. The college's designated coordinator, in consultation with the Contractor, will select the advanced areas or fields to be pursued. (See Appendix C - Additional Possible Training)
2. To provide training on the Hazard Communication, Bloodborne Pathogen and Chemical Hygiene Standards, the Contractor will furnish training programs, and develop instructor presentations that can be used by either the college or the Contractor. These videos and programs shall be updated for refresher training and/or new employees by October 1<sup>st</sup>. Additionally, the Contractor will identify at each college other safety and environmental topics which require initial and annual training. The Contractor will provide video, web-based, or instructor training for these identified topics. This training on the identified topics may be conducted as

part of either visit. The college's designated coordinator shall identify the employees who need training, notify the employees of the scheduled training, make a training room available to the Contractor and ensure the employees are present for the training.

3. The Contractor will continually provide updates to the environmental and safety compliance programs applicable to each individual college as required by specific regulations. The Contractor will discuss with each college representative the implementation requirements of each of the plans. The Contractor may as a focus of one of the visits assist the college with the development or implementation of other required procedures or plans such as permit required confined space, lock out/tag out, emergency preparedness, etc.
4. The Contractor shall prepare annual updates of SARA Title III, Tier II reports. These reports should be sent to the college's coordinator with a form letter to be signed by the college and forwarded to the governing entity. The Contractor shall include with these reports instructions and addresses of entities to which the reports are to be mailed.
5. The Contractor will assist with the development of safety policies and procedures for the community colleges. Priorities will be based upon issues and results found in previous assessments.
6. The Contractor shall maintain a web page pertinent to this contract for use by the community colleges. This web page, among other things, shall provide a place for the Contractor to post newsworthy items of interest.
7. The Contractor shall evaluate and inform each college of requirements for hazardous waste for each facility owned or used by the college. Determine and advise colleges of which chemicals need disposal as required. Most colleges are conditionally exempt small quantity generators, but some may be small quantity generators. For those colleges who do not have an EPA identification number, the Contractor will assist them in obtaining one. The Contractor shall provide information, as needed to colleges on hazardous waste transportation and disposal services. The Contractor will assist colleges with the minimization or reduction in the use of hazardous waste by providing assistance with lists of alternative cleaners or non-hazardous solvents that may be used. **Disposal costs are not a part of this contract.**
8. The Contractor, within the funds available and as time permits, shall provide additional training in other areas identified by the colleges.
9. The Contractor will participate in the Association of Community College Facility Operators' semi-annual (ACCFO) meetings, as requested, and provide training on a relevant environmental, safety, or health topic.

10. Where requested, the Contractor can assist the colleges with advanced environmental and/or safety services such as ISO 14001 Environmental Management Systems or NC OSHA's Carolina Star Voluntary Protection Programs.

### Other

The Contractor will make colleges aware, on a timely basis, of new regulations, which are applicable to the colleges. The college, subject to their consent and contingent upon following prescribed state purchasing laws and regulations, will assume costs for services other than those described in this contract.

### Training and Training Materials

The Contractor, as needed, will assist the college in accessing available trainers and training materials. This assistance can include conducting the actual employee safety training or "train the trainer" preparations to develop on-campus safety training opportunities to train new employees or those who missed the initial training. Training materials and lesson plans will be provided at no cost and submitted electronically. Training materials that cannot be sent electronically will be shipped and provided at cost. The Contractor can obtain some training materials at a volume discount and pass the savings on to the individual campus.

The Contractor shall provide a legal copy of all training materials (i.e. videotapes, published materials, etc.) used by or developed by the Contractor. The college will use these training materials for the training of new employees, those who missed the initial training, or students. The cost of these materials is included in the contract price.

### Campus Visits

All campus visits will be scheduled with the college's coordinator. The Contractor will check in with the college's coordinator or their designee prior to beginning the visit. Upon the conclusion of the visit and prior to leaving the campus, the Contractor will submit a brief checklist of tasks performed during that visit to the college's coordinator or their designee. The coordinator will sign the list, thereby acknowledging the visit. The Contractor will leave a copy of the signed list as a "draft" of the final report.

### Status Reports

Following the visit, the Contractor will send each college's coordinator a more detailed status report. These reports will list the tasks that were accomplished along with findings, regulatory references and recommendations, and shall be submitted to the college's coordinator within 21 calendar days after each visit.

## Safety and Identification

When visiting a community college campus, the Contractor's employees will be required to dress in a neat and professional manner, conduct him or herself in a professional manner and use proper personal protective equipment. The Contractor's employees will wear an identification badge during all campus visits.