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IU Northwest Mission
The mission of Indiana University Northwest, a regional campus of Indiana University, is to provide a high-quality and relevant education to the citizens of Northwest Indiana, the most diverse and industrialized area of the state. The institution strives to create a community dedicated to the pursuit of knowledge and intellectual development, leading to undergraduate and selected graduate degrees in the liberal arts, sciences and professional disciplines. The campus is strongly dedicated to the value of education, lifelong learning, diversity, celebration of cultures and opportunity for all, as well as to participating in the sustainable economic development of the region and of the state. Indiana University Northwest is committed to the health and well-being of the communities it serves.

Vision Statement
We are IU in Northwest Indiana, providing personal, affordable and life-changing education, to advance the social, economic and civic health of the region. Through our diverse working and learning environment, we help build lives and communities.

Values Statement
We, the students, faculty, staff, and alumni of IU Northwest, value:
Our unique identity as Indiana University in Northwest Indiana;
Academic excellence, characterized by a love of ideas and achievement in learning, discovery, creativity, and engagement;
The complete richness and dignity of the human family in all of its diversity;
Supporting aspirations of the individual and community;
The contributions of all of our constituencies;
An environment conducive for learning, self-examination, and personal growth;
Graduates prepared for life-long learning, ethical practices, successful careers, and effective citizenship;
and
Collaboration with other educational institutions, external partners, and the Northwest Indiana community.

Environmental Health & Safety Mission
The mission of the Office of Environmental Health & Safety is to augment the university academic mission by promoting and supporting a safe and healthy workplace and natural environment for Indiana University.

Through leadership, technical assistance, and training, the Office of Environmental Health & Safety will provide quality service in the development, implementation, and operation of comprehensive environmental, health, and safety programs for the protection of the university community and the natural environment.
Special Note from the Director

This summary, by no means, describes every activity that the Office of Environmental Health & Safety (EH&S) was involved with. It merely highlights the duties that were repetitive (like inspections) and major responsibilities that have data worth reporting on. There were certainly other things that captured our focus like: consulting on food service operations, participating in IU Police Department training exercises, performing OSHA and EPA-style inspections, collecting data for internal audits, managing account activities, advising on ADA concerns, tracking demolition activities, and so much more.

Unlike previous years when the campus was plagued by multiple flood events (five events in 2008 and six events in 2009) and EH&S was responding to or recovering from these emergencies, this past year has been busy with staff being equally proactive and reactive.

Two major challenges to overcome in 2012 directly related to the absence of key personnel who have a significant impact on EH&S success.

1. In early January, the Director of Police & Safety resigned from the university to take a position at another institution of higher education. When this happened, IU lost the chairperson of each of its Emergency Action Plans. Additionally, any activity related to EH&S’s WIG (Appendix B: WIG Report) was delayed until such time that a new Director of Police and Safety was hired (July) and the decision was made to move forward with co-chairpersons. For more information on the complete overhaul of the Emergency Action Plans, please see the Emergency Equipment, Planning & Response section of this summary beginning on page five.

2. Beginning in February, I was away from the campus for six weeks on FMLA. During this time, Rudy Herrera, an hourly employee, stepped up and provided essential EH&S services to the campus community.

Stormwater Management seemed to be everywhere in 2012. The year began with issues relating to permitting at the Tamarack Hall demolition site. This minor hiccup (and lessons learned for all involved) grew into the beast we, in the office, fondly refer to as the ROD (restoration of the demolition). In addition to the normal/routine activities outlined in our Storm Water Quality Management Plan (SWQMP), EH&S was busy inspecting demolition/restoration sites, attending the Indiana MS4 Annual Meeting, preparing documents for an audit, participating in an audit, developing/implementing an Illicit Discharge Detection and Elimination Plan (IDDE), collecting and reporting data in our annual report, revising our SWQMP-Part C for permit #3, and participating in a Town Hall Meeting (Lake, Porter, and LaPorte County MS4s) called by Reggie Korthals on expectations and deliverables.

Another major accomplishment in 2012 was the overhaul of the EH&S website. With the assistance of Web Technical Services, the whole format and feel of the site has changed. Now the site seems to be more user-friendly for both our internal and external clients. Positive comments have been received that indicate that information is easier to find. This project is ongoing I expect that as resources are updated, they will be made available electronically for all to access.

The University Office of Environmental Health & Safety Management (UOEHSM) continued its assist visits this year. Representatives from UOEHSM assisted with food safety inspections, LOTO procedures, laboratory safety and biosafety audits. I am truly grateful for all of those who assisted and am hopeful that this support will continue on a regular basis in the future.

I hope the information provided in this summary is of great value to those who request it. If there are any questions or comments about the content of this summary, please feel free to contact me at your earliest convenience.

Respectfully,

Kathryn Manteuffel
Environmental Health & Safety
2012 Summary

Assigned Projects (Special)

Business Continuity Plan
Continuity planning addresses the question: how can we prepare to continue operations despite those adverse events that we call disasters – or if we can't continue, how can we resume our operations rapidly and gracefully?

EH&S’s Business Continuity Plan (established in January and revised in December 2012):
- Identifies critical functions.
- Describes how we might carry on these functions under conditions of diminished resources (diminished staff, space, equipment, or IT infrastructure).
- Contains various information resources that will be needed during and after the disaster-event.
- Describes how we can prepare. A good continuity plan will identify action items: things that we can do now to lessen the impact of disaster-events and make it easier to recover.

Demolition/Renovation/Restoration Projects
There was quite a bit of demolition/renovation/restoration activity on the IU Northwest campus in 2012. EH&S provided guidance, knowledge, oversight, inspection, testing, and/or training for the following projects:
- Tamarack Hall demolition
- Restoration of the former Tamarack Hall site
- Library Conference Center lobby restroom renovation
- Medical Education renovation
- Bergland Auditorium restoration
- RedHawk Café & Little RedHawk Café renovation
- Dena’s Pub, Park Manor Apartments, and Parkview Apartments demolition

Risk Management (Office of Insurance, Loss Control & Claims)/Workers’ Compensation
At the request of Risk Management and/or Workers’ Compensation, EH&S participated in data collection related to alleged slips, trips, falls, or other similar accidents on/adjacent to campus property.

Search and Screen: Chief of Police
With the Director of Police & Safety (Chief of Police) position vacant, a Search and Screen Committee was assembled. The EH&S Director served on this committee. The committee ultimately forwarded the names of two individuals (from the over thirty who applied) on to the campus administration for final consideration.
Emergency Equipment, Planning & Response

Emergency Equipment Calibrations/Checks/Testing

*Automated External Defibrillator (AED) Inspection and Maintenance*
All six AEDs were inspected and maintained according to manufacturer’s recommendations and IU Northwest Police Department policy.

*Department-Owned Equipment*
Equipment, including but not limited to, the noise dosimeter, sound level meter and velometer, was calibrated according to the manufacturer’s recommendations.

Emergency Planning

*Emergency Action Plans (EAP)*
The purpose of the EAP is to help prepare employees for their protection and limit property loss and/or loss of life in the event of an actual or potential major disaster including (but not limited to) fires, chemical spills, tornadoes, and other threatening events.

In 2012, the 17 EAPs were consolidated into one generic plan with building-specific components incorporated by appendix (VI). This new plan was blessed by EAP Representatives during the fall semester and published at the end of 2012. Efforts are ongoing to provide information and training to staff on their responsibilities in the event of an emergency/crisis.

*Emergency Response Training for the Police*
Throughout the year, training was provided to the police on emergency response protocols. Topics covered were: areas first searched, campus fire alarm systems, building hazards, building resources, activation of the campus adverse weather alarm (outdoor warning signal), and dispatching personnel to fire alarms or other related emergency conditions.

*Fire Drills*
In 2010, EH&S began coordinating fire drills in all occupied university buildings (unlike previous years where drills were only conducted at the Child Care Center). The number of drills required (by state law) is dependent on the type of occupancy—education occupancies (Child Care Center) require monthly drills, assembly occupancies (Library/Conference Center, Moraine Student Center, Savannah Center and Theatre Northwest on Grant) require quarterly drills, and business occupancies (all other buildings not mentioned above) require annual drills. In all, 28 drills were conducted in 2012. Evacuation times were recorded and we are happy to report that in greater than 60% of the drills, the evacuation time was excellent (less than two minutes). In the remainder of the drills, the evacuation times were good (between two and four minutes).

*Tornado Alley*
Indiana University campuses participated in a statewide tornado drill on March 21st as part of Indiana’s Severe Weather Awareness Week. "Operation Stormy Weather" was designed to encourage faculty, staff and students to be prepared for the downside of spring: tornadoes and severe thunderstorms, which can include damaging winds, hail, lightning and flooding. Each campus activated a Tornado Warning Test/Drill using IU-Notify, the university’s emergency notification system, during a morning and an afternoon drill, both coinciding with the statewide drills. Messages were sent to IU faculty, staff and students across the state via e-mail, text message (SMS), social media, digital signage and website updates.
Emergency Response

_Hazardous Chemical Spill Response_
EH&S staff was contacted to assist with a chemical spill that was beyond the capabilities of department to handle. This assistance was provided to the Fine Arts Department.
Environmental Safety

Environmental Safety Program Activities

Asbestos Abatement
In winter/spring of 2012, all asbestos containing materials were abated from Tamarack Hall prior to demolition.

Asbestos Building Inspections/Sampling
Inspections/Sampling was performed on campus as part of routine duties and as part of demolition/repair activities. An outside contractor, Midwest Environmental Services, was contracted by the University Architects Office to perform sampling in Dena’s Pub, Park Manor Apartments, and Parkview Apartments.

Bed Bugs
In September 2010, following national reports of a resurgence of bed bugs in the United States, UOEHSM began focusing on training its staff on how to identify bed bugs, perform inspections, and handle reports as discretely as possible. EH&S staff was educated and it was communicated to the campus that this office would investigate to confirm the presence of bed bugs, coordinate an aggressive response, and advise the occupants of the space(s) on appropriate actions.

Hazardous Chemical Spill Response
EH&S staff was contacted to assist with a chemical spill that was beyond the capabilities of department to handle. This assistance was provided to the Fine Arts Department.

Indiana Department of Environmental Management (IDEM) Annual Manifest Summary
This summary is a required element of the hazardous waste rules. A summary of IU Northwest’s hazardous waste disposal activities was submitted to IDEM in mid-February.

SARA Title III Reporting
Notifications were provided to the State Emergency Response Commission, Lake County Emergency Planning Commission, and Gary Fire Department in mid-February. With the exception of diesel fuel, sodium chloride and transformer oil, IU Northwest stores/uses less than the reportable amounts of SARA-listed chemicals.

Spill Prevention, Control, and Countermeasure Plan (SPCC)
The SPCC was prepared pursuant to the EPA’s Oil Pollution Prevention Regulation (40CFR112). The purpose of the plan was to establish procedures and guidelines to prevent oil discharges on the IU Northwest campus. Specifically it establishes proper procedures and equipment needed to address any potential discharges of oils that could violate applicable water quality standards, cause sheen upon or discoloration of the surface of navigable water or adjoining shorelines, or cause sludge and emulsion to be deposited beneath the surface of any water body or upon any adjoining shorelines. This plan was compiled by this office in collaboration with the Physical Plant and UOEHSM. This plan was last reviewed/revised in May 2012.

Stormwater
Throughout the year, EH&S personnel complied with the requirements set forth in IU Northwest’s permit, collected data, and reported to the UOEHSM on all program activities. Here, at the end of our second permit term, EH&S developed and submitted a new Stormwater Quality Management Plan (SWQMP), Part C, to apply to our third permit term. Also, EH&S developed and implemented its Illicit Discharge Detection and Elimination (IDDE) Plan. This plan contains IU Northwest’s strategy to detect, address and eliminate illicit discharges to the MS4 conveyance system in accordance with the IU SWQMP. EH&S also completed and submitted the Rule 13-
MS4 annual report which included a description of activities that occurred from July 1, 2010 through June 30, 2012.

In May, EH&S attended the stormwater annual meeting in Indianapolis. The focus of this meeting was “MS4s Can Do More: Embracing Storm Water Compliance.” In late May the state’s MS4 Coordinator conducted a review of IU Northwest’s SWQMP, IDDE Plan and related activities. Following this review, the state’s MS4 Coordinator made a recommendation that the focus of our stormwater activities in our next permit term should be on public education, outreach, participation and involvement.

In 2012, IU Northwest did have a goal to educate the campus community, increase public participation on stormwater issues and encourage public involvement in activities that minimize or eliminate stormwater pollution. Through the development and incorporation of posters, signs, handouts, websites, stormwater surveys, storm inlet marking, and newspaper articles, IU Northwest continues its commitment to reach its public education and outreach goals. Throughout the permit term, IU Northwest collaborated with community organizations, student groups, and faculty to build relationships and to continue to show IU Northwest’s commitment to reducing stormwater pollution. Outlined below are programs and events that exemplify the strong commitment to public participation and involvement.

- During the spring of 2011, faculty/staff/students began developing a community garden on campus next to the old Child Care Center. The primary purpose of the garden is to conduct educational activities targeting students and community members. This community garden was maintained and expanded in 2012.
- The Northwest Indiana Restoration Monitoring Inventory (NIRMI) is located on the IU Northwest campus and has become a valued resource for those who have a vested interest in the booming business of ecological restoration. NIRMI was launched in 2010, and currently NIRMI is monitoring 28 sites, with more added every year. The chief director and cofounder of NIRMI is IU Northwest biology professor Dr. Avis. NIRMI consists of a core team of ecological and environmental scientists that serve various roles, as well as student stewards and interns, advisors, and a network of conservation-minded organizations and regional academic institutions situated in the south-shore coastal region of Lake Michigan. NIRMI has employed and trained students form local universities (Calumet College of St. Joseph, IU Northwest, and Valparaiso University).
- Student African American Brotherhood (SAAB) sponsored a volunteer cleanup along 35th Avenue on 04/21/12. There were 65 participants working a total of 520 hours. The cleanup focused on easements, roadside maintenance, etc.
- Dr. Cortwright incorporates teachings about his research (restoring natural areas such as the wetland north of campus) into lecture as well as lab. He has a plot of land (11 acres) that he is actively restoring.
- Dr. Argyilan incorporates teachings about watershed health issues and non-point source pollution into lecture as well as lab.
- Students have been encouraged to collaborate with the Great Lakes Innovative Stewardship Through Education Network (GLISTEN), Save the Dunes Land Trust, Shirley Heinz Conservation Fund, and NWI Restoration Monitoring Inventory on stormwater-related issues. Two students are hired each semester as GLISTEN student stewardship liaisons. During the summer, four student liaisons are partnered full time with community partners such as Save the Dunes Land Trust, Shirley Heinz Conservation Fund, and NWI Restoration Monitoring Inventory working on watershed issues. As an extension of their work, two students received grants from Louis Stokes Alliance for Minority Participation to work on watershed science. There have been a total of five poster presentations at scientific conferences including the Annual Symposium for the National Center for Science and Civic Engagement in Washington D.C.
- In April 2012, The Center for Urban and Regional Excellence sponsored a “Lunch and Learn—A Green Space for Tamarack” at IU Northwest Library Conference Center. The IU
Northwest campus and community were invited to join the meeting to hear suggestions for a green space at the former Tamarack Hall site. This project was used as a learning and service tool to teach students about being more environmentally friendly and have IU Northwest become a leader in this area in green initiatives. The green space ideas included a dry steam, pavilion and native plant life. According to the presentation, the purposed green space will have an impact on stormwater run-off in this area and can aid in teaching faculty/staff/students and the community about green projects.

- In the fall semester, students in one of Dr. Argyilan’s geology courses gave presentations to the campus community on stormwater best management practices (BMPs) and how these BMPs can be integrated on campus so that they can improve stormwater run-off.

**Stormwater Pollution Prevention Plan (SWPPP)**

A component of the Phase II Storm Water Program includes the requirement to develop and implement a plan to prevent or reduce the pollutants from municipal operations within the MS4. The development, implementation, and maintenance of the SWPPP provides IU Northwest with the tools to reduce pollutants contained in storm water discharges and complies with the requirements of the General Storm Water Permit issued by the Indiana Department of Environmental Management. The IU Northwest SWPPP was last reviewed/revised in October 2012.
Fire Safety

Fire Safety Program Activities

Amusement & Entertainment Permits
In 2010, EH&S was volunteered by Risk Management to participate in the state inspection and following through on all requirements to obtain the appropriate permits. IU Northwest continues to require Amusement and Entertainment permits for select venues on campus including: Library Conference Center 105 A-C, Bergland Auditorium, and Savannah Center Gymnasium. Additionally, the Theatre Northwest (located at 3660 Grant St.) requires a permit.

Automatic Fire Suppression Systems
All systems were biannually (May & November) serviced and inspected.
- 1.5-gallon Ansul Wet Chemical System (Library/Conference Center)
- 3-gallon PyroChem Wet Chemical System (Moraine Student Center)
- 4-gallon Range Guard Wet Chemical System (Moraine Student Center)

Backflow Prevention Device Inspection/Maintenance (Fire Suppression Systems)
All backflow prevention and check valves tied to the fire suppression systems in Dunes Medical/Professional Building, Marram Hall, Savannah Center, and Sycamore Hall were tested in May.

Child Care Center Fire Evacuation/Safety Plan
In compliance with sections 404, 405, 406, and 408 of the International Fire Code (IFC), an evacuation/safety plan was maintained for the IU Northwest Child Care Center. This plan includes information on the following: reporting fire or other emergencies; life safety strategies and procedures for notifying, relocating, or evacuating occupants; rescue/medical duties; site plans; fire drill records and plans; fire safety training; fire hazards, system/equipment maintenance, fuel hazard control, and critical operation employees; and methods of obtaining additional information. This plan was retired in July 2012 when the Child Care Center closed.

Fire Alarm Systems Testing and Repairs
100% of the accessible fire alarm points on the IU Northwest campus were tested. All smoke detectors were also cleaned. The following table itemizes the types of devices tested.

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annunciators</td>
<td>8</td>
</tr>
<tr>
<td>Audio/Visuals</td>
<td>216</td>
</tr>
<tr>
<td>Beam Detectors</td>
<td>4</td>
</tr>
<tr>
<td>Bells</td>
<td>2</td>
</tr>
<tr>
<td>Control Panels</td>
<td>17</td>
</tr>
<tr>
<td>Door Closers</td>
<td>30</td>
</tr>
<tr>
<td>Duct Smoke Detectors</td>
<td>44</td>
</tr>
<tr>
<td>Heat Detectors</td>
<td>72</td>
</tr>
<tr>
<td>Horns</td>
<td>82</td>
</tr>
<tr>
<td>Pull Stations</td>
<td>140</td>
</tr>
<tr>
<td>Smoke Detectors</td>
<td>413</td>
</tr>
<tr>
<td>Sprinkler Flow Alarm</td>
<td>15</td>
</tr>
<tr>
<td>Sprinkler Tamper Alarm</td>
<td>30</td>
</tr>
<tr>
<td>Strobes/Visuals</td>
<td>112</td>
</tr>
<tr>
<td><strong>EQUIPMENT TOTAL</strong></td>
<td><strong>1185</strong></td>
</tr>
</tbody>
</table>
Fire Department Connections
The fire department connections were visually inspected for debris and/or corrosion.
- Dunes Medical/Professional Building (Sprinkler Supports)
- Hawthorn Hall (Standpipes)
- Marram Hall (Sprinkler Supports)
- Savannah Center (Sprinkler Supports)
- Sycamore Hall (Sprinkler Supports)

Fire Drills
In 2010, EH&S began coordinating fire drills in all occupied university buildings (unlike previous years where drills were only conducted at the Child Care Center). The number of drills required (by state law) is dependent on the type of occupancy—education occupancies (Child Care Center) require monthly drills, assembly occupancies (Library/Conference Center, Moraine Student Center, Savannah Center and Theatre Northwest on Grant) require quarterly drills, and business occupancies (all other buildings not mentioned above) require annual drills. In all, 28 drills were conducted in 2012. Evacuation times were recorded and we are happy to report that in greater than 60% of the drills, the evacuation time was excellent (less than two minutes). In the remainder of the drills, the evacuation times were good (between two and four minutes).

Fire Extinguishers
294 fire extinguishers were visually inspected on a monthly basis.

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Purpose Dry Chemical</td>
<td>240</td>
</tr>
<tr>
<td>Carbon Dioxide</td>
<td>50</td>
</tr>
<tr>
<td>Halon</td>
<td>3</td>
</tr>
<tr>
<td>Wet Chemical (A/K)</td>
<td>1</td>
</tr>
</tbody>
</table>

Fire Hydrants
All accessible IU Northwest owned hydrants were inspected and flowed.

Fire Pumps
The fire pumps in both the Dunes Medical/Professional Building and Savannah Center were inspected on a quarterly basis. The annual fire pump test was completed in the Dunes Medical/Professional Building and Savannah Center in July.

Fire Safety/Fire Extinguisher Training
Fire safety/fire extinguisher training sessions were provided to IU Northwest faculty, staff, and students either as a stand-alone class or as part of IU Northwest’s Hazard Communication Program, Laboratory Chemical Safety Plan, and/or Fire Prevention During Welding, Cutting and Other Hot Work Plan training sessions.

Hot Work Permit Issuance
12 hot work permits were issued by EH&S staff.

In-ground Sectional Valve Inspection
An annual inspection of the in-ground sectional valves (campus-wide) did not occur in 2012. Inspections are expected to resume in 2013.

Kitchen Range Hood Cleaning
The kitchen range hoods and associated ventilation ducts were steam-cleaned according to the following schedule.
- Moraine Kitchen: April, August and December 2012
- Moraine Serving Line: April, August and December 2012
- Library Conference Center Kitchen: July 2012
Life Safety/Equipment Maps
Life Safety/Emergency Equipment Maps for the IU Northwest campus were first developed and distributed to the Gary Fire Department in September of 2005. These maps complement IU Northwest’s Pre-Fire Plan and provide emergency responders with floor plans outlining the locations of fire hose cabinets, fire alarm panels, fire department connections, standpipes, sprinkler control valves, electrical disconnect switches, gas isolation valves, emergency generators, and fire pumps. As maps are updated, they are provided to emergency responders.

Pre-Fire Plan
This plan provides guidance to emergency responders and is based on the collective experiences of those involved in the planning process, known and existing conditions, the relation of cause and effect, and reasonable expectancy. This document should complement standard operating procedures by increasing the ground commander’s knowledge of complex occupancies and special risk. This plan was last reviewed/revised in June 2012.

Sprinkler System/Flow Alarm Testing
The water flow and tamper alarms were tested along with all other fire alarm points during the annual inspection in the following sprinklered buildings: Dunes Medical/Professional Building, Marram Hall, Savannah Center and Sycamore Hall. In the Arts on Grant facility, the water flow and tamper alarms were tested in the fall when the rest of The Village properties were inspected by McDaniel.
Government Agency Inspections

Inspections/Requests from Federal, State, or Local Government Agencies

**Air Quality Inspections**
3/01/12: Gary Department of Environmental Affairs (at Tamarack Demolition site)

**Amusement & Entertainment Permits**
In 2010, EH&S was volunteered by Risk Management to participate in the state inspection and following through on all requirements to obtain the appropriate permits. IU Northwest continues to require Amusement and Entertainment permits for select venues on campus including: Library Conference Center 105 A-C, Bergland Auditorium, and Savannah Center Gymnasium. Additionally, the Theatre Northwest (located at 3660 Grant St.) requires a permit.

**Food Service Inspections**
Inspections of the food service operations (RedHawk Café, Little RedHawk Café, Library/Conference Center kitchen, and Child Care Center kitchen) occurred three times in 2012. Representatives from the UOEHSM were the lead investigators for all three rounds of inspections.

**Stormwater Inspections**
3/20/12: IDEM (as a result of City of Gary’s complaints)
3/27/12: IDEM (“On-Site Evaluation for Erosion and Sediment Control”)
Laboratory Safety

Laboratory Safety Program Activities

*Biosafety Assist Visit*
In August, UOEHSM staff completed a biosafety inspection of the Biology Department laboratories with BL1 materials in use. Additionally, courtesy inspections were performed in IUSM-Northwest laboratories with BL1 and BL2 materials in use.

*Hazardous Chemical Spill Response*
EH&S staff was contacted to assist with a chemical spill that was beyond the capabilities of department to handle. This assistance was provided to the Fine Arts Department.

*Laboratory Safety Audits/Evaluations*
In August, UOEHSM staff completed formal laboratory audits/evaluations in all of the laboratories, prep rooms, and storerooms on campus.

*Ventilation Hood Testing*
The face velocities of the chemical ventilation hoods were tested during the laboratory safety audits. Any hood that was not drawing sufficient flow (or in some cases too much flow) was reported to the laboratory supervisor and Physical Plant for repair.
Occupational Safety

Occupational Safety Program Activities

Asbestos Building Inspections/Sampling
Inspections/Sampling was performed on campus as part of routine duties and as part of demolition/repair activities. An outside contractor, Midwest Environmental Services, was contracted by the University Architects Office to perform sampling in Dena’s Pub, Park Manor Apartments, and Parkview Apartments.

Confined Space Monitoring
Monitoring was provided and permits issued for two entry events.

Ergonomics
Throughout the year, the department consulted on ergonomic issues when requested.

Indoor Air Quality Complaints/Investigations
Seven separate indoor air quality complaint events were registered with the department (although each event may have had multiple complaints and/or individuals to follow-up with). All indoor air quality complaints were investigated. In many cases, the source of the problem was suspected to be environmental and little could be done to remedy an individual’s sensitivity to such.

Throughout the year, complaints related to water intrusion events were reported in the Dunes Medical/Professional Building (situation is being investigated by ARSEE Engineers in cooperation with the University Architects Office and Construction Management). Each of these complaints was appropriately forwarded to Physical Plant and/or Construction Management staff.

<table>
<thead>
<tr>
<th>Date</th>
<th>Building</th>
<th>Source/Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/2012</td>
<td>Portage Site</td>
<td>Sewage backup</td>
</tr>
<tr>
<td>2/8/2012</td>
<td>N/A (vehicle)</td>
<td>Fresh air/cabin pressure</td>
</tr>
<tr>
<td>3/21/2012</td>
<td>Dunes Medical/Professional Building</td>
<td>Chemical odor</td>
</tr>
<tr>
<td>8/14/2012</td>
<td>Hawthorn Hall</td>
<td>Mold allergies</td>
</tr>
<tr>
<td>9/6/2012</td>
<td>Hawthorn Hall</td>
<td>Dust allergies</td>
</tr>
<tr>
<td>10/17/2012</td>
<td>Physical Plant</td>
<td>Dust allergies and chemical odor</td>
</tr>
<tr>
<td>11/2/2012</td>
<td>Marram Hall</td>
<td>Sewer gas odor</td>
</tr>
</tbody>
</table>
Programs, Policies, Plans and Guides

Development, Implementation, Review, Revision, Training and Issuance of Related Permits

_Arc Flash/Electrical Safety_  
This program centered on providing information and resources on the NFPA 70E guidelines (electrical) and equipment that may be necessary to perform jobs safely.

_Asbestos Awareness_  
This program applies to the communication and training on asbestos-related issues (from maintenance to sampling).

_Automated External Defibrillator Policy (IUNPD Policy)_  
This policy outlines the responsibilities, medical control, authorized AED users, equipment, location of AEDs, training, equipment check-out/in procedure and readiness verification, medical response documentation, equipment/program maintenance, and post-event review for the AED program.

_Bloodborne Pathogens/Exposure Control Plan_  
This plan applies to all IU Northwest employees, including part-time, temporary, probationary, and employed students who may, as part of their jobs, come into contact with persons, unconditioned primate animals, or items that are infectious or potentially infectious for blood borne pathogens.

- 64 individuals participated in training sessions offered.
- This plan is available for viewing online at [http://www.iun.edu/ehs/docs/BBPECP.pdf](http://www.iun.edu/ehs/docs/BBPECP.pdf).

_Bomb Threat Policy (IUNPD Policy)_  
This policy outlines the procedure for handling bomb threats on the IU Northwest campus.

_Confined Space Policy (Permit Entry Written Program)_  
This policy applies to all employees who (as part of their job) may need to enter permit or non-permit required confined spaces. A confined space has limited or restricted means on entry or exit, is large enough for an employee to enter and perform assigned work, and is not designed for continuous occupancy by the employee. These spaces may include, but are not limited to, sewer manholes, underground vaults, tanks, hoppers, pits and diked areas, vessels, crawl spaces, and silos.

- Monitoring was provided and permits issued for two entry events.
- All known confined spaces (other than air handling units and manholes) were labeled or relabeled in 2012.
CPR/AED for the Professional Rescuer
This program provides those with a duty to act (professional rescuers) the skills needed to respond appropriately to breathing and cardiac emergencies. This includes the use of an automated external defibrillator (AED) to care for a victim of cardiac arrest.

Emergency Action Plans (EAP)
The purpose of the EAP is to help prepare employees for their protection and limit property loss and/or loss of life in the event of an actual or potential major disaster including (but not limited to) fires, chemical spills, tornadoes, and other threatening events.

In 2012, the 17 EAPs were consolidated into one generic plan with building-specific components incorporated by appendix (VI). This new plan was blessed by EAP Representatives during the fall semester and published at the end of 2012. Efforts are ongoing to provide information and training to staff on their responsibilities in the event of an emergency/crisis.

- 47 individuals participated in the training sessions offered.
- This plan is available for viewing online at http://www.iun.edu/ehs/docs/EAP%202012%20BASE.pdf.

Fall Protection Program (UOEHSM Program)
This program applies to all Indiana University employees whose work duties require them to work at heights greater than six feet above a surface below. It includes employees working on raised surfaces with unprotected or unguarded sides and those working near holes or openings. It does not apply to workers on scaffolds or ladders.

Fire Prevention and Safety
This program is centered on providing information about fires, how to prevent them, appropriate responses to fire alarms, and instruction on the use of portable fire extinguishers.

- Two orientation sessions were provided for new Dental Education students in the fall.
- One orientation session was provided to new faculty in the fall.
- Components of this program are included in Hazard Communication Program, Laboratory Chemical Safety Plan, and Fire Prevention During Welding, Cutting and Other Hot Work Plan training sessions.

Fire Prevention During Welding, Cutting and Other Hot Work Plan (formerly the Cutting & Welding Policy)
This plan provides guidance for all persons, including outside contractors, who manage, supervise, and perform hot work. Implementation of this plan will prevent the loss of life and property from fire or explosion as a result of hot work operations on the IU Northwest campus. Hot work permits (HWPs) are required for any temporary operation involving open flames or producing heat and/or sparks.

- 12 hot work permits were issued in 2012.
- This policy is available for viewing online at http://www.iun.edu/ehs/docs/HWP2005.pdf.

Hand Safety
This program is centered on providing information on the common causes of injuries to the hands, the impact of those injuries, proper use of tools and machinery, and the selection and use of personal protective equipment.
**Hazard Communication Program**
This program applies to the identification and communication of chemical hazards found in the workplace and provides resources for employee safety and health protection.
- 27 individuals participated in the training sessions offered.
- This program is available for viewing online at [http://www.iun.edu/ehs/docs/HCP2005.pdf](http://www.iun.edu/ehs/docs/HCP2005.pdf).

**Hazardous Waste Management Guide**
This guide provides guidance to students, staff and faculty on the safe and economical management of hazardous waste(s).
- This guide is available for viewing online at [http://www.iun.edu/ehs/docs/HWMG.pdf](http://www.iun.edu/ehs/docs/HWMG.pdf).

**Hearing Protection Program**
This program provides those in high-risk groups with information about how hearing loss occurs, what kinds of noises cause damage, and how to prevent hearing loss on the job.
- 27 individuals participated in the training sessions offered.
- This program is available for viewing online at [http://www.iun.edu/ehs/docs/HCP-2012.pdf](http://www.iun.edu/ehs/docs/HCP-2012.pdf).

**Illicit Discharge Detection and Elimination Plan (IDDE)**
EH&S developed and implemented its IDDE Plan in May 2012. This plan contains IU Northwest’s strategy to detect, address and eliminate illicit discharges to the MS4 conveyance system in accordance with the IU SWQMP.

**Laboratory Chemical Safety Plan (UOEHSM Plan)**
This plan applies to all employees who may work in laboratories where hazardous chemicals are stored/used.
- 43 individuals participated in the training sessions offered.
- This plan is available for viewing online at [http://www.ehs.iu.edu/docs/Laboratory-Chemical-Safety-Plan.pdf](http://www.ehs.iu.edu/docs/Laboratory-Chemical-Safety-Plan.pdf).

**Ladder Safety**
This program is centered on providing information and resources on the dos and don’ts of using ladders safely and what all is involved in performing inspections on such equipment.

**Lockout/Tagout Program**
The program applies to the IU Northwest employees (and its contractors) for their protection from hazards associated with the unexpected energization or start-up of machines or equipment, or release of stored energy.
- This program is available for viewing online at [http://www.iun.edu/ehs/docs/LOTO2010.pdf](http://www.iun.edu/ehs/docs/LOTO2010.pdf).

**OSHA Review/Proactive Approach to Safety**
This program is centered on providing information on the history of on-the-job safety, how to recognize hazards, the safety responsibilities of each and every worker, and preventing needless illnesses and injuries.

**Pre-Fire Plan**
This plan provides guidance to emergency responders and is based on the collective experiences of those involved in the planning process, known and existing conditions, the relation of cause and effect, and reasonable expectancy. This document should complement standard operating procedures by increasing the ground commander’s knowledge of complex occupancies and special risk. This plan was last reviewed/revised in June 2012.
Policy for Food Service at Temporary Events Open to the Public
This policy applies to events that are either open to the public or are otherwise not “internal events,” and where food service is planned.

- This policy is available for viewing online at http://www.iun.edu/ehs/docs/Food_Service_at_Temporary_Events.pdf.

Power Tool Safety
This program is centered on providing information and resources on the dos and don’ts of using power tools safely and what all is involved in performing inspections on such equipment.

Respiratory Protection Program
This program was developed to ensure that key employees are fit and prepared for respirator use. This program is mandatory for all employees that are exposed to contaminants at or above OSHA allowable limits. This plan was last reviewed/revised in June 2012.

- This program is available for viewing online at http://www.iun.edu/ehs/docs/RPP-2012.pdf.

Spill Prevention, Control, and Countermeasure Plan (SPCC)
The SPCC was prepared pursuant to the EPA’s Oil Pollution Prevention Regulation (40CFR112). The purpose of the plan was to establish procedures and guidelines to prevent oil discharges on the IU Northwest campus. Specifically it establishes proper procedures and equipment needed to address any potential discharges of oils that could violate applicable water quality standards, cause sheen upon or discoloration of the surface of navigable water or adjoining shorelines, or cause sludge and emulsion to be deposited beneath the surface of any water body or upon any adjoining shorelines. This plan was last reviewed/revised in May 2012.

Stormwater Pollution Prevention Plan (SWPPP)
A component of the Phase II Storm Water Program includes the requirement to develop and implement a plan to prevent or reduce the pollutants from municipal operations within the MS4. The development, implementation, and maintenance of the Storm Water Pollution Prevention Plan (SWPPP) provides IU Northwest with the tools to reduce pollutants contained in storm water discharges and complies with the requirements of the General Storm Water Permit issued by the Indiana Department of Environmental Management. IU Northwest’s SWPPP was last reviewed/revised in October 2012.

Stormwater Quality Management Plan (SWQMP)
The SWQMP includes best management practices (BMPs) for each of the six minimum control measures (public education and outreach on storm water impacts, public participation/involvement, illicit discharge detection and elimination, construction site storm water runoff control, post-construction storm water management in new development/redevelopment, pollution prevention/good housekeeping for municipal operations), measurable goals for each minimum control measure, estimated months and years in which actions to implement each measure will be undertaken (including interim milestones and frequency), and the mapping of storm water conveyance systems. Elements of this plan are implemented by EH&S, Physical Plant, and Police Departments. EH&S developed a new SWQMP-Part C in October 2012.

- 8 individuals participated in the training sessions offered.
Voluntary Programs

In addition to the Occupational Safety and Health Administration/Act (OSHA), Environmental Protection Agency (EPA), and Fire Code required or suggested programs, the university is committed to providing education and information on a wide range of safety and health issues. Supplemental programs that have been established and encouraged to succeed include the following.

*Chemical Safety and/or Universal Precautions Instruction*
These programs parallel the OSHA-required training for employees and are presented at a student level. Programs were presented within the Dental, Education, and Medical Education curricula and were offered to all divisions.

*Household Battery Recycling Program*
In cooperation with the Lake Michigan Districts Household Hazardous Waste Program (LMDHHWP), IU Northwest has established a household battery recycling program. This program helps keep harmful common battery heavy metals (such as cadmium, silver, and mercury) out of landfills. If inappropriately disposed of or managed, heavy metals (like the ones listed above) can contaminate the soil, surface water and groundwater. By recycling our batteries, we can help prevent these harmful substances from endangering our environment. From November 22, 2011 through April 13, 2012, IU Northwest collected approximately 130 pounds to be recycled by the LMDHHWP.

*Household Hazardous Waste Disposal*
From time to time, local communities sponsor household hazardous waste programs where residents are invited to bring their household hazardous wastes—motor oil and other car care products, painting supplies, herbicides, pesticides, batteries, etc.—to a collection site where the materials are sorted and packed for shipment to safe disposal facilities. Lake, LaPorte, and Porter Counties participate in such programs. Materials were distributed throughout the year advertising the availability of these community resources.

*Orientation*
Orientation programs were presented to the Dental Assisting and Dental Hygiene students during their orientation days. Additionally, EH&S staff participated in the New Faculty Orientation sessions as well. Topics ranged from campus safety to fire safety.

*Partners for Clean Air*
IU Northwest is a member of this voluntary coalition providing information to its students, staff, and faculty on the hazardous effects of elevated ozone concentrations. As ozone action days were declared, the university community was informed and given suggestions on how we all can minimize the harmful ozone levels in our living and working environments.
Appendix A: Personnel

Rodolfo (Rudy) Herrera
Specialist
Office of Environmental Health & Safety
IU Northwest

Rodolfo Herrera joined the staff of the Office of Environmental Health & Safety in March 2010. He earned a Bachelor of Science in Chemistry from IU Northwest in 2008. He worked as both a Chemistry Lab Aid and Chemistry Lab Instructor before joining EH&S.

He was highly recommended by Chemistry Department faculty to fill a temporary part-time position as Laboratory Safety Assistant (March through June 2010) offered by the Office of Environmental Health & Safety. The primary role of this part-time position was to assist laboratory departments in compliance with federal, state, local, and university regulations/policies. This position evolved into a newly created part-time position as the Environmental Health & Safety Specialist (July 2010 through June 2011). In July 2011, the position was offered full-time hours. The primary role of this position is to assist the Director of Environmental Health & Safety in completing tasks assigned to the Office of Environmental Health & Safety. Duties include those responsibilities from the temporary position (Laboratory Safety Assistant) plus the periodic inspection of fire and life safety equipment and implementation and oversight of the NPDES Phase II Stormwater Rule requirements.

Training/Seminars/Workshops Attended in 2012

**Active Shooter: What You Can Do**

**Hazardous Materials Transportation**
TRADEBE (06-14-2012)

**Hazardous Waste Management**
TRADEBE (06-14-2012)

**Hazardous Waste Operations & Emergency Response**
National Environmental Trainers, Inc. (multiple dates with completion on 03-12-2012)

**Health & Medical Planning Workshop**
City of Gary Health Department (12-13-2012)

**Kuali Financial System: KFS High-Level Overview**
Financial Management Services (11-01-2012)

**MS4s Can Do More: Embracing Storm Water Compliance Workshop**
- Greening Local Codes & Ordinances
- Monitoring Construction Projects: Focus on MS4 Owned & Operated Projects
- Stormwater Public Education & Outreach – What is New?
US EPA Region 5 Update (05-17-2012)

2012 Indiana MS4 Annual Meeting
Indiana Department of Environmental Management
NIPSCO Energy Symposium 2012
Refuse, Reduce, Reuse, Recycle
Renewable Power Options

NIPSCO

SARA Webinar
Indiana Department of Environmental Management

Previous Supplemental Training
FedEx Office
FedEx

Hazardous Materials Transportation
TRADEBE/Pollution Control Industries

Hazardous Waste Management
TRADEBE/Pollution Control Industries

Safe Transport of Division 6.2
Infectious Substances, Biological Specimens
Dry Ice and Related Materials
Saf-T-Pak, Inc.

Stormwater Management Workshop
Various
Kathryn Manteuffel
Director
Office of Environmental Health & Safety
IU Northwest

Kathryn Manteuffel joined the staff of IU Northwest in March of 1995. She earned a Bachelor of Science in Environmental Health from Purdue University in 1993 with majors in two distinct, yet related, disciplines: Industrial Hygiene (Occupational Safety & Health) and Health Physics (Radiation Safety). In 1999, she earned a Masters in Business Administration from IU Northwest.

**Certifications/Licenses**

- American Red Cross Instructor
  - Authorized to instruct CPR/AED for Professional Rescuer and Health Care Providers, First Aid/CPR/AED (Workplace/Community) and Bloodborne Pathogens Training: Preventing Disease Transmission courses
  - Received a Certificate of Appreciation in 2010 for recognition of eight years of volunteer service as an instructor
- Asbestos Building Inspector
  - Licensed (by Indiana Department of Environmental Management) as an Asbestos Building Inspector in the State of Indiana
- Certified Food Safety Manager
  - Certified as a food safety manager and recognized nationally by the Registry of Food Safety Professionals

**University Committee Memberships**

- Campus Climate Initiative: Classroom Renovation Task Force—active 2000-2002
- Chemical Hygiene Committee (IU-wide)—active since 2008
- Crisis Communications Management Team—active since 2002
- Crisis Management Team—active since 2007
- Emergency Communications Task Force—active 2007
- Emergency Notification System RFP—active since 2011
- Emergency Preparedness Planning Team—active 2006
- Event Notification System (IU Notify) Task Force—active since 2007
- Facilities Planning Committee—active since 2008
- Health and Wellness Clinic Committee—active 2002-2003
- Influenza A H1N1 Task Force—active 2009
- Outstanding Staff (Employee Recognition) Awards Committee—active 2009
- Search and Screen: Chief of Police—active 2012
- Staff Support Services Priorities Committee—active 2002
- Strategic Planning Committee Outcome 5: Introduction of Non-Academic Programs—active 2003-2004
- Sustainability Committee—active since 2010
- Traffic Safety Campaign Task Force—active since 2010
- Workplace Violence Committee—active 2001

**Local Community Committee Memberships**

- City of Gary Emergency Operations Planning Team

**Professional Community Committee Memberships**

- AIHce2010, Distance Learning Focus Group
Professional Memberships
• American Conference of Governmental Industrial Hygienists (ACGIH)-member since 1991
• American Industrial Hygiene Association (AIHA)-member since 1995
• Health Physics Society (HPS)-member since 1993
• Indiana Chapter of the American Industrial Hygiene Association (AIHA-Indiana)-member since 1991
• National Fire Protection Association (NFPA)-member since 1996
• National Fire Protection Association (NFPA)-Education Section-member since 1996

Training/Seminars/Workshops Attended in 2012
Active Shooter: What You Can Do

Asbestos Building Inspector (Refresher)
Occupational Training Services (10-08-2012)

Kuali Financial System: EPIC
Financial Management Services (11-16-2012)

Kuali Financial System: KFS High-Level Overview
Hands on Balance Inquires
Disbursement Vouchers
General Error Corrections, Cash Receipts
Distribution of Income, Internal Billings
Financial Management Services (11-01-2012)

MS4s Can Do More: Embracing
Storm Water Compliance Workshop
Illicit Discharge Compliance & Enforcement
Greening Local Codes & Ordinances
Monitoring Construction Projects: Focus on MS4 Owned & Operated Projects
US EPA Region 5 Update
2012 Indiana MS4 Annual Meeting
Indiana Department of Environmental Management (05-17-2012)

NIPSCO Energy Symposium 2012
Refuse, Reduce, Reuse, Recycle Renewable Power Options
NIPSCO (10-10-2012)

Performance Management Process
IU Training & Organizational Development (10-31-2012)

RAVE Transition Training
IU Emergency Management and Continuity (07-17-2012)
Previous Supplemental Training

4 Disciplines of Execution
IU Northwest Human Resources & IU Office of Institutional Research
(01-22-2009)

A Contract with Our Future
AIHce2010, Robert F. Kennedy, Jr.
(05-24-2010)

Adobe Acrobat Connect
IU Northwest Information Technology
(10-30-2009)

Adult CPR
American Red Cross-Monroe County Chapter
(11-13-2002)

Advanced Connections
Building a Service Culture
IU Training & Organizational Development
(06-29-2001)
Polishing Daily Service Skills
(07-20-2001)
Meeting Service Challenges
(08-08-2001)

AED Essentials
American Red Cross-Porter County Chapter
(05-07-2003)

American Red Cross Instructor Training
American Red Cross-Porter County Chapter
(04-23, 04-30, 05-07-2003)

Americans with Disabilities Act
IU Office of Affirmative Action
(04-13-2006) and (10-30-2009)

AP/Purchasing System-Disbursement Voucher Processing Refresher
IU Financial Management Services
(08-05-2004)

Asbestos Building Inspector (Refresher)
Occupational Training Services
(Annually 1995-2012)

Asbestos Update: Still a Hazard after All These Years
AIHce2010
(05-26-2010)

Bomb/Suspicious Package Incidents-First Responder
Bureau of Alcohol, Tobacco and Firearms
(11-22-1999)

Common Sense Approach to Occupational Health
Correct Construction
St. Mary Medical Center
(04-25-1997)

Communities in Motion Workshop:
Phase II Storm Water Rule 13
MCM-Public Education & Outreach
MCM-Public Participation/Involvement
Northwestern Indiana Regional Planning Commission
(04-24-2002)
**Confined Space Entry & Rescue**  
Hobart Fire Department  
(05-08-1996)

**CPR/AED for the Professional Rescuer**  
American Red Cross-Porter County Chapter  
(03-22-2005)

**CPR/AED for Professional Rescuers and Health Care Providers Instructor Update**  
American Red Cross  
(12-13-2011)

**CPR/AED for the Professional Rescuer Update**  
American Red Cross-Porter County Chapter  
(12-20, 12-31-2006)

**DOT Awareness and Security**  
University Office of Environmental Health & Safety Management  
(10-15-2009)

**Electronic Invoicing & Procurement Center (EPIC)**  
IUPUI Purchasing Services  
(09-29-2005)

**Emergency Management Planning Session**  
Gary Emergency Management Division  
(06-12/13-2000)

**Emergency Preparedness**  
IU Office of Risk Management  
(11-11-2008)

**Environmental Health & Safety Retreat**  
IU Office of Environmental Health & Safety Management  
(08-14/15-2001) and  
(11-01-2006)

**Environmental Law and Regulations for IHs**  
AIHce2011, Neil A. Feldscher  
(05-15-2011)

**Equal Employment Opportunity/Affirmative Action**  
IU Office of Affirmative Action  
(04-13-2006), (10-30-2008)  
and (10-14-2010)

**Ergo 101**  
AIHce2011, Jerome J. Congleton  
(05-14-2011)

**Ergonomics**  
NOVACARE  
(08-14-1996)

**Executive Seminar: Prevention of, Response to, and Recovery from Campus Emergencies**  
National Center for Biomedical Research and Training,  
Academy of Counter-Terrorist Training,  
Louisiana State University  
(01-25/26-2010)

**Facilities Information Management System Tools-Facility Manager for Fire**  
Brady/Tiscor  
(06-26-2007), (05-02/03-2006)

**Failure Is Not an Option**  
AIHce2011, Gene Kranz  
(05-16-2011)
Family Medical Leave Act
IU Human Resources Services
(11-17-2005)

FedEx Office
FedEx
(08-09-2011)

Financial Information System Transaction Processing
IU Northwest Accounting Services
(03-09-2007)

First Aid
American Red Cross-Monroe County Chapter
(11-13-2002)

First Aid/CPR/AED Instructor Update
American Red Cross
(08-05-2011)

FM: Interact
IU Bureau of Facilities Programming & Utilization
(06-26-2007)

Green Chemistry: A Strategic Opportunity for Industrial Hygiene
AIHce2011, Michael P. Wilson
(05-17-2011)

Green Construction Practices: Integrating Occupational Safety and Health
AIHce2010
(05-24-2010)

Hazardous Materials Transportation
TRADEBE/Pollution Control Industries
(04-16-2008) and (05-13-2010)

Hazardous Waste Management
TRADEBE/Pollution Control Industries
(04-16-2008) and (05-13-2010)

IAPPA Environmental Compliance & Workplace Safety Workshop
IU Physical Plant
IU Office of Environmental Health & Safety Management
(06-19-2001)

ICS for Single Resources and Initial Action Incidents
FEMA/U.S. Department of Homeland Security (IS 200)
(09-02/03-2006)

If I’m Teaching, Why Aren’t They Learning? How to Provide World Class Training That Works
AIHce2010, Klane’s Education Information Hub, LLC
(05-22-2010)

Indiana University Safety Training Database
IU Office of Environmental Health & Safety Management
(11-02-2004)

Introduction to Continuity of Operations Planning for Pandemic Influenza
FEMA/U.S. Department of Homeland Security (IS 520)
(10-05-2009)

Institutionalizing Sustainability: From the Ground Up
Ball State University
(04-16-2010)
Introduction to Mold and Mold Remediation  
For Environmental and Public Health Professionals  
U.S. Environmental Protection Agency  
(10-26-2006)

Introduction to the Incident Command System  
FEMA/U.S. Department of Homeland Security (IS 100)  
(07-12/13-2006)

IU Notify  
University Information Technology Services  
(11-16-2008)

Lay Responder First Aid and CPR/AED Update  
American Red Cross-Porter County Chapter  
(07-25, 07-31, 08-01-2006)

Leadership Development Series  
LEADERSHIP  
Great Leaders*Great Teams*Great Results  
IU Organizational Development  
(01-30, 02-13, 02-27, 03-13, 04-10, 04-24-2009)

Leading by Student-Centered Principles  
IU Northwest External Consultant  
(11-29-2001)

National Incident Management System (NIMS)  
FEMA/U.S. Department of Homeland Security (IS 800)  
(09-03-2006)

National Registry of Food Safety Professionals  
Certified Food Safety Manager  
IU Office of Environmental Health & Safety Management  
(03-07/08-2008)

National Response Framework (NRF)  
FEMA/U.S. Department of Homeland Security (IS 800.B)  
(04-29-2008)

National Response Plan (NRP)  
FEMA/U.S. Department of Homeland Security (IS 700)  
(09-04-2006)

New Frontiers in Science and Practice  
AIHee2010, David Michaels (OSHA) and John M. Howard (NIOSH)  
(05-25-2010)

NPDES Proposed Phase II Requirements  
Indiana Department of Environmental Management  
(04-02-2002)

Office Procedures & Policies Manual Workshop  
IU Organizational Development  
(08-07-2009)

On-Site Emergency Response Planning & Compliance for Business, Industry, Manufacturing and Government Officials  
Lake County Local Emergency Planning Committee  
Illinois Safety Council  
(04-27-2006)

OSHA: Guidelines, Violations & Recordables  
Indiana OSHA  
(03-20-1996)
OSHA: Initiatives, Challenges, Directions
AIHce2011, David Michaels (05-18-2011)

Pandemic Flu Public Information Series: Are You Prepared?
American Red Cross and OSHA (02-06-2007)

Preventing Disease Transmission
American Red Cross-Porter County Chapter (05-07-2003)

Preventing Disease Transmission-
Bloodborne Pathogens Training Update
American Red Cross-Porter County Chapter (11-16-2003)

Preventing Sexual Harassment
IU Office of Affirmative Action (04-14-2006), (10-31-2008)
and (10-15-2010)

Preventing Sexual Harassment
New Media Learning, LLC (10-30-2003), (10-22-2007)
and (10-16-2009)

Professional Development Workshops
Building Bridges (02-05-2003)
Managing Across Age Groups (02-05-2003)
The ‘EQ’ Leader (04-01-2003)
IU Training & Organizational Development

Revenue Processing
Oncourse (08-02-2011)

Safe Transport of Division 6.2
Infectious Substances, Biological Specimens
Dry Ice and Related Materials
Saf-T-Pak, Inc. (10-18-2011)

Safety Culture and Motivation
AIHce2010 (05-26-2010)

Shipping Infectious Substances & Diagnostic Specimens
Saf-T-Pak, Inc. (01-20-2006) and (03-24-2008)

Stewardship/Sustainability/Green
AIHce2010 (05-25-2010)

Stormwater Management Workshop
Various (04-01-2011)

Storm Water (Rule 13) Rulemaking Videoconference
Indiana Department of Environmental Management (01-24-2002)

Systems Thinking
IU Northwest External Consultant (12-03-2002)
TaskMaster for Fire & Safety
Using the Task and Route Builders (06-24-2004)
Using the Report Catalog (08-19-2004)
Tools, Troubleshooting and User-Defined Support (11-22-2004)

Brady/TISCOR

The Labor Movement: Building Health and Safety on the Job (05-25-2010)
AIHce2010, Cecil Edward Roberts, Jr.

The National Preparedness Workshop
NFPA 1600: Standard on Disaster/Emergency Management & Business Continuity Programs (06-13/14-2005)
National Fire Protection Association

Time Management in an Age of Turbulence (05-23-2010)
AIHce2010, Jeff Davidson

Travel Management Training-Enterprise Rent-a-Car & Hotel Reservations (11-01-2007)
IU Travel Management Services

Unintended Consequences: Occupant Exposures in Green Buildings (05-26-2010)
AIHce2010

IU Northwest Information Technology

Worker Fatigue Risk Management: Applying New Standards to Improve H&S (05-14-2011)
AIHce2011, Bill Sirois

Workers Compensation as it Affects the Spine (11-02-1999)
St. Mary Medical Center
Appendix B: WIG Report

In 2009, all departments/offices under the umbrella of the Office for Administration participated in 4 Disciplines of Execution training. During this training, we learned the importance of developing wildly important goals, acting on lead measures, keeping a scoreboard, and creating accountability. Following the training, each unit then developed its own wildly important goal(s). Below you will find the WIG and Lead Measures for 2012.

<table>
<thead>
<tr>
<th>Assist in improving the overall safety and well-being of the campus community/environment by increasing the time spent on emergency planning/preparedness activities from 140 hours (2011 estimate) to 350 hours in calendar year 2012. This represents a 150% increase.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lead Measure:</strong> Work with individuals responsible for filling Emergency Action Plan representative vacancies to fill coverage gaps by March 31, 2012.</td>
</tr>
<tr>
<td><strong>Lead Measure:</strong> Provide training opportunities for newly assigned and existing Emergency Action Plan representatives and distribute resources to new representatives by June 30, 2012.</td>
</tr>
<tr>
<td><strong>Lead Measure:</strong> Work with emergency planners and Emergency Action Plan representatives to review/revise emergency resources so that they are more user-friendly and develop ideas on ways to improve response rates during drills by September 30, 2012.</td>
</tr>
<tr>
<td><strong>Lead Measure:</strong> Once plan(s) has (have) been revised, employees will be notified and expected to become familiar with changes. Work with departmental supervisors to ensure documentation of employee acknowledgement of training and/or familiarity with EAP components exists by December 31, 2012.</td>
</tr>
</tbody>
</table>

I am happy to report that EH&S exceeded its goal of 350 hours. A total of 413 hours were spent on improving the overall safety and well-being of the campus community/environment by increasing the time spent on emergency planning/preparedness activities. To accomplish this goal, EH&S focused on four lead measures. However, due to the Director of EH&S being away from the campus on FMLA for six weeks and the unexpected (at the time the WIG was created) departure of the EAP chairperson, these lead measures were completed mainly during the 3rd and 4th quarters of 2012.
A breakdown of the activities and hours spent can be found in the table below.

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drills</td>
<td>57</td>
<td>Fire and tornado drills</td>
</tr>
<tr>
<td>Emergency Action Plans</td>
<td>221</td>
<td>Overhaul of campus EAPs and training</td>
</tr>
<tr>
<td>Meetings</td>
<td>29</td>
<td>Crisis Management Team, Disaster Resistant University, Health and Medical Planning Workshop, campus phone signage</td>
</tr>
<tr>
<td>Programs, Policies, Plans and Guides reviewed/revised</td>
<td>47</td>
<td>Areas First Searched, Quick Guide, Weather Policy</td>
</tr>
<tr>
<td>Training</td>
<td>40</td>
<td>HAZWOPER</td>
</tr>
<tr>
<td>Web</td>
<td>19</td>
<td>RAVE and other web resources</td>
</tr>
</tbody>
</table>

Below you will find the proposed WIG and Lead Measures for 2013.

**Assist in improving the overall safety and well-being of the campus community/environment by committing to increase professional development for office staff and training opportunities for Emergency Action Plan Representatives by at least 30%.

**Lead Measure:** Commit to and participate in a minimum of 40 hours of Environmental Health & Safety related professional development (workshops, technical sessions, and/or training) by each EH&S staff member by December 31, 2013. This represents a 30% increase over 2012.

**Lead Measure:** Commit to provide a minimum of six training opportunities for Emergency Action Plan Representatives (or other emergency responders) on CPR/AED/First Aid by December 31, 2013. Zero CPR/AED/First Aid sessions were provided by EH&S in 2012.

**Importance of this WIG to campus community:**
Organizations that take a proactive approach to safety are perceived to be more caring of their communities and environment. This perception can contribute to attracting and retaining quality faculty, staff, and students.

An increase in awareness of safety issues can lead to a decrease in accidents and incidents and an increase in productivity. This increase in productivity can allow more time for the academic and academic support services to recruit, educate, and retain quality students.