

Academic Affairs Laboratory Safety Review of Physical Gifts Prior to Accepting

Purpose: To ensure the potential gift can be supported by the college and department a hazard assessment shall be conducted by a faculty or staff member of the academic college or department that will be the recipient. The Academic Affairs Director of Laboratory Safety shall provide technical support.

A faculty or staff member of an academic college or department has identified a potential gift for laboratory use or support.

Did the Dean, Department Head, or Department Chair approve the proposed gift?

Yes

No

The college or department will contact Academic Affairs Director of Laboratory Safety at 2154.

End

The Academic Affairs Director of Laboratory Safety will arrange a gift review meeting with the end users. (Additional positions may be added depending on the nature of the gift. For example, Director of Physical Plant, Radiation Safety Officer, or Animal Care Manager)

A hazard assessment on the gift, the location of the gift, and the usage of the gift will be conducted.

The Ferris Foundation will be notified gift review is occurring.

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