

SHERM Department
(Safety Health Environmental and Risk Management)
Requirements for Contractors

		Complete	N/A	Comments
Air Emissions	Permit to Install evaluation for new equipment ---Contact SHERM if permit to install is needed List any applicable exemptions			
Asbestos	Reviewed the Building Survey for possible locations of asbestos Only properly trained and licensed personnel can conduct abatement Work will only take place when the FSU 3rd party Industrial Hygiene contractor is present FSU's 3rd party Industrial Hygiene contractor must take a picture of all manifests before leaving FSU property All completed asbestos manifests must be returned within 45 days to SHERM at: FSU SHERM Dept. 420 Oak St PRK 153 Big Rapids, MI 49307 If suspect material is identified, work must stop immediately and notify FSU PM All new building and construction materials must be 100% asbestos free Asbestos 10 day notice filed			
Chemicals	SDS's must be on-site for all hazardous chemicals Flammable chemicals must be stored appropriately Do not dispose any chemicals to the ground, storm drains,sinks, toilets or floor drains Chemicals containers must be kept closed, labeled and in good condition (no cracks/leaks) Chemicals in quantity's of 55 gal or larger must be reported to SHERM and stored in secondary containment Report any spills to FSU PM No mercury containing products used Chemical quantities that exceed threshold planning quantities established by SARA must be approved by SHERM prior to being on-site			
Inspections	Notify FSU PM of any regulatory inspectors the are on site			
Lead	Only properly trained personnel can disturb lead containing materials Paint must be sampled for lead, cadmium and chromium before disturbing Use only FSU approved paints			
Oil	Secondary containment must be provided for all oil Amount of oil (transformers) on site must be reported to FSU PM			
Refrigerants	No venting of CFC's, HCFC's or alternate refrigerants to the atmosphere			
Risk Mgmt	Meets all FSU Insurance Coverage Recommendations			
Safety	Must have a site safety plan Must have designated site safety personnel Comply with all MIOSHA laws			
Soil	Any suspicious soil or buried debris (odors, sheen, piping, tanks, etc) must be reported to FSU PM Soil erosion and sedimentation permit obtained and posted if required			
Storm Drains & SWPPP	Follow SWPPP (Storm Water Pollution Prevention Program) regulations No discharge to storm drains Report any spills to a storm drain to FSU PM			
Vapor Intrusion	The need for a vapor intrusion system was reviewed and/or installed			
Waste	No burning of any waste Medical waste must be disposed of properly through the contractors medical waste program--not is FSU trash Liquid Industrial By-Product must be disposed of according to Michigan law Hazardous Waste must be disposed of according to Michigan/Federal law Universal Waste--ie: bulbs, batteries, mercury containing devices, consumer electronics, antifreeze must be disposed of properly according to Michigan law PCB waste must be disposed of properly per TSCA rules Paint waste must be properly disposed of according to Michigan law All waste disposal sites must be pre-approved by SHERM Manifests and shipping documents must list FSU as the generator (Request MID# through FSU PM) Only DOT certified personnel can sign a hazardous manifest All manifests and shipping documents must be returned within 45 days to SHERM at: FSU SHERM Dept. 420 Oak St PRK 153 Big Rapids, MI 49307			
Wetlands	No disturbing wetlands without the proper permits			

Project Name: _____

Contractor: _____

Print: _____ Signature: _____

Title: _____ Date: _____