



*FACILITIES AND CAMPUS SERVICES
POLICIES, PROCEDURES & REGULATIONS*

ASBESTOS MANAGEMENT PROGRAM	2
REPRODUCTION CENTER.....	5
SPACE ALLOCATION POLICY.....	7

ASBESTOS MANAGEMENT PROGRAM

I. Objective

It is the objective of WCC to minimize exposure of all employees, staff, students, and contractors to airborne asbestos fibers. This Management Plan requires work practices to (1) maintain asbestos-containing material (ACM) or presumed asbestos-containing material (PACM) in good condition, (2) ensure proper clean-up of asbestos fibers, (3) prevent release of asbestos fibers, (4) monitor the condition of ACM, and (5) maintain records of ACM locations, abatements, and disposal records.

II. Policy Statement

It is a strict policy not use WCC employees to maintain, perform, conduct, remove, disturb, clean up and touch asbestos containing materials located in the facilities owned, operated, rented and leased by WCC. Certified, fully licensed and trained contracted professionals will perform all such activities mentioned. It is the intention of WCC to provide a safe and hazard free environment, and prevent employees from asbestos exposure.

Should any employee of WCC notice or encounter any damaged ACM/PACM in its facilities owned, operated, rented or leased, said employee shall notify the Assistant Superintendent of Maintenance or the EHS Manager immediately. Assistant Superintendent of Maintenance and/or the EHS Manager will assess the situation and determine the appropriate course of action to eliminate possible exposure to ACM/PACM.

It is the policy of the WCC to prohibit the use of ACM/PACM in projects or equipment being brought on-site.

III. Survey and Location of ACM/PACM

When an infrastructure upgrade is planned for a campus, building an asbestos survey is conducted of the areas and equipment that will be impacted during the construction of the upgrade. Records of the sampling and testing results are maintained at Physical Plant. If ACM is identified it must be abated by a licensed asbestos abatement contractor before work in that area can proceed. The one remaining building on campus that has not yet undergone such an upgrade is the Health Sciences Building.

IV. Informing employees of location of ACM/PACM

If ACM has been identified and an abatement is required, employees in their building are informed of the abatement process. Often times town hall meetings are held to discuss the abatement details and to answer questions.

If maintenance personnel or other employees encounter material that looks suspicious or resembles ACM, they should stop any further work in that area and notify their supervisor and the EHS Manager. The EHS Manager will arrange to have the suspicious material sampled and tested. If the material is identified as being ACM, arrangements will be made to have it abated by licensed asbestos abatement contractor. If the material is non-ACM, than the original work can proceed.

V. Training

The training of employees is imperative for those who may encounter ACM or perform duties in an area that may contain ACM. Training serves to establish proper awareness and understanding of work practices that are vital to the success of the program. Therefore, appropriate training is provided on an annual basis to ensure the O&M program success and to protect the health and safety of the persons involved.

Training requirements are defined in 29 CFR 1926.1101 and 29 CFR 1910.1001. The training shall include information concerning the location of presumed asbestos containing materials (PACM) and asbestos containing flooring materials, or flooring materials where absence of asbestos has not been certified, and the instruction in recognition of damage, deterioration, and demolition of ACM/PACM.

General awareness training will be provided annually to inform employees that may perform housekeeping and/or related tasks in an area that may contain ACM/PACM of presence and location of the ACM /PACM within the facility. Annual refresher training will be provided, thereafter. Training requirements are defined in 29 CFR 1910.1001. The contractor that provides janitorial services for the campus is responsible for assuring that their employees are receiving the proper asbestos awareness training.

General Awareness Training shall include the following information:

- Airborne Asbestos fibers present a health hazard only at certain concentrations and only when inhaled over extended periods. The mere presence of ACM/PACM **does not** represent a health hazard.
- ACM/PACM shall not be disturbed at any time.
- Report any evidence to disturbance of ACM, PACM to the Assistant Superintendent of Maintenance or the EHS Manager

VI. Exposure Monitoring

The contractor shall conduct exposure monitoring during all Class I, II and III asbestos removal or abatement projects according to the requirements set forth in 1910.1101(f).

VII. Record Keeping

All records shall be kept in accordance with the Asbestos Management Plan. The Physical Plant Department will maintain records. These records shall include but not limited to:

- The written Management Plan
- Building plans and drawings
- Asbestos Survey/Testing data
- Asbestos disposal records and manifests
- Employee Notification records

- Training records (maintained at least 1 year after termination of employment – maintained by EHS Manager)

VIII. Renovation and/or Demolition and Disposal

All projects that may include the renovation and/or demolition of material containing ACM/PACM will be performed by certified, fully licensed and trained professionals. WCC will work the contracted professional to ensure that the following proper procedures are followed:

- Notification - When required any contractor who proposes to engage in an asbestos project involving more than 260 linear feet or more than 160 square feet of asbestos or asbestos materials shall notify in writing both the EPA and the Asbestos Control Bureau of the NYS Department of Labor Division of Safety and Health.
- The written notice must be sent to the EPA at least 10 days before work begins if any quantity of asbestos material is being demolished.
- Proper handling procedures for ACM/PACM are followed for the duration of the project.

When ACM/PACM is removed from WCC property, the facility will work with contracted professionals to ensure that all material is disposed of properly at a qualified disposal site and that all required waste shipment records are obtained and maintained in compliance with regulations.

State Environmental Agency NOTIFICATION is REQUIRED prior to any DEMOLITION project even if the project does not involve the removal of asbestos.

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IX. Program Review

This program will be reviewed and updated, if necessary, on an annual basis in order to maintain compliance with OSHA and PESH and to ensure that all training and recordkeeping practices are current and appropriate. Maintenance of this program is the shared responsibility of the Maintenance Superintendent and EHS Manager.

This document is uncontrolled in printed form. The current official version of this document is posted on the EHS website

REPRODUCTION CENTER

The Reproduction Center at Westchester Community College is the central office for copy requests. We provide services to the administration, faculty and staff on-campus as well as satellite locations. Some examples of work include: syllabi, exams, class handouts, lab manuals, departmental brochures, certificates, postcards, annual appeal letters, accreditations, enrollment and recruitment letters and flyers, annual budgets, Newsletters, C2C applications, posters, WCC Hall of Fame booklet, Honors symposium flyers and certificates, etc.

Hours of Operation

8 am – 7 pm, Monday through Thursday

8 am – 4 pm on Friday

Telephone Numbers

914-606-6822; 914-606-6006

Work is accepted on a first-come, first-serve basis and numbered accordingly. The expected turnaround time is three days. The staff will make every effort to complete work as soon as possible, but during peak times please allow additional time. We respectfully request submission of Final Examinations by the Monday three weeks prior to the exam. For security reasons, we would prefer drop off. However, if sent through interoffice mail, please seal the envelope.

Copy requests can be forwarded to the Center with the proper Repro Request Forms (attached) either:

1. Electronically to REPRO@sunywcc.edu.
2. Through interoffice mail (please take into consideration additional time for receipt and delivery).
3. Or in person at the Reproduction Center located in the Physical Plant Building.

Completed work may be picked up in person at Repro, or requested for delivery to the Division Office.

Double-sided copying is standard in the Center, single-sided copying the exception.

For your convenience, “self-service” walk-up copiers are available in the Repro Center as well as Division Offices in all buildings.

Specialty Services

We offer three binding options:

1. Saddle stitching – the most common and economical binding method involving securing loose pages with staples down the middle of a folded bundle of paper. This is most effective for smaller documents up to 50 pages.
2. Tape binding – or thermal binding. Involves an adhesive tape being wrapped around the spine to hold the cover and pages together. It is affordable and best used for manuals, handbooks and guides.

3. Spiral binding or coil binding. It is affordable and allows the document to lie flat when opened. The printed pages are hole-punched and then the plastic coil is threaded through the holes. Binding document with this method is suggested for documents under 1” thick. It is also the most time-consuming option so please allow additional time for completion.

Please do not hesitate to call if you have any questions.

WESTCHESTER COMMUNITY COLLEGE

Space Allocation Policy

Policy Title: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Repealed	Space Allocation
Effective Date:	9/1/2020
Policy Statement:	<p>I. Definition and Use of College Spaces</p> <ul style="list-style-type: none">a. All physical space within County-owned facilities of Westchester Community College is the property of the County and is provided to deliver the programmatic services for which the space was designed, approved, and funded.b. All physical space leased by the County for Westchester Community College is under the purview of the college and is provided to deliver the programmatic services for which the space was designed, approved, and leased.c. Physical space and equipment are not owned, allocated, or controlled by divisions, departments, or current occupants/users. <p>II. Allocation of College Spaces</p> <ul style="list-style-type: none">a. Physical space and equipment are allocated to serve strategic needs, academic excellence, student service, and stewardship priorities established by the college.b. Physical space is assigned and reassigned in a manner which best advances college priorities.c. Thoughtful space planning must address the changing needs of the college and those whom it serves. The college values flexibility in physical space allocation to accommodate curricular and technological changes. Accordingly, physical space assignments can and will change to achieve optimal utilization and respond to emerging needs.d. Physical space needs will be evaluated on the basis of programmatic need, academic priority, and operational business plans. Generally

	<p>accepted physical space standards will be used to determine physical space needs.</p> <p>III. Authority to Allocate Space</p> <p>a. Physical space allocation procedures are transparent and affected programs and departments have the opportunity to participate; however, the ultimate responsibility for allocating physical space rests with the President of the College.</p> <p>b. Allocation of physical space is centrally monitored.</p> <p>c. The President may delegate authority to allocate work spaces, classrooms, events, and other non-permanent room assignments. This authority, which is contingent on compliance with applicable physical space guidelines and standards, is expected to provide flexibility to enable others to address the physical space need of their respective areas with speed and agility.</p>
<p>Rationale and Strategic Plan Framework and Objective:</p>	<p><u>Strategy 3: Steward Resources to Secure a Bright Future:</u> Build institutional capacity as a high-performing community-based, educational organization.</p> <ul style="list-style-type: none"> ➤ Objective 3: Foster a culture of continuous improvement and organizational effectiveness with advanced teaching, managerial, and professional practices.
<p>Impact Statement on Student Success or Operational Performance:</p>	<p>This policy provides a rational guideline for allocating space to serve strategic needs, academic excellence, student service needs, and stewardship priorities established by the College. The policy permits flexibility in physical space allocation to accommodate curricular and technological changes and to achieve optimal utilization and respond to emerging needs, taking into account programmatic needs, academic priority, operational business plans, and generally accepted physical space standards.</p>
<p>Procedures:</p>	<p>The following procedure outlines the process for handling requests for <u>new space</u> or <u>reallocating existing space for a different purpose</u>.</p> <ol style="list-style-type: none"> 1. The department identifies the space needed based on the college master plan, strategic plan, and a needs assessment. 2. The department submits the space request form to its dean/divisional VP (or President if directly reporting to her) for approval. 3. If the dean/divisional VP approves the request, the VP forwards the request to the Director of Facilities for evaluation. 4. The Director of Facilities determines if the space request involves renovation. 5. If the space allocation request requires renovation, the Director of Facilities performs a space utilization, renovation, and needs study upon the authorization of the Vice President of Administrative Services and CFO.

	<ol style="list-style-type: none"> 6. The director of physical plant, campus services & security presents the results of space/renovation evaluation to the Vice President of Administrative Services and CFO. 7. If the space/renovation request meets the policy's criteria and if the required space and sufficient funding for any needed renovation (including supplementary funding) are available, the Vice President and CFO makes a final recommendation to the President. 8. The President approves or denies the request.
Statement on Applicable Legal or Regulatory Compliance:	Space allocation must comply with generally accepted space allocation standards and applicable safety standards set by local, state, and federal law.
Statement on Risk Management or Internal Controls:	None