



UNIVERSITY AT ALBANY

State University of New York

EH&S CHECKLIST FOR CONTRACTORS

The purpose of this checklist is to assist University Environmental Health and Safety personnel in assessing contractor compliance with all federal, state and local regulations and University at Albany’s policies that address occupational and environmental health and safety. This checklist must be completed before the project begins by the general contractor and submitted to:

**University at Albany - EH&S Office
1400 Washington Ave - Chemistry B72
Albany, NY 12222**

Attention: EH&S Office or EHS@albany.edu

The Environmental Health & Safety (EH&S) staff is available, with advance notice, to attend a safety coordination meeting to assist the contractor in the completion of this checklist.

It is the contractor’s responsibility to provide the appropriate personal protective equipment (PPE) and all safety-related equipment for their employees, including but not limited to hard hats, safety glasses, face shields and gloves.

Project Title and Number:	
Project Location:	
Project Dates:	
University’s Project Manager and Phone Number:	
General Contractor’s Name and Phone Number:	
Project Monitor’s Name and Phone Number	
General Contractor’s Signature and Date:	

Electronic copies can be found at <http://www.albany.edu/ehs/forms.shtml>.

Please provide a separate copy for the project files.

Thank you.

CHECK ALL THAT APPLY:

YES	NO	N/A	<u>LOCKOUT/TAGOUT:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the project involves lockout and/or tagout, all work shall be done in accordance with OSHA standard 29 CFR 1910.147 “Control of Hazardous Energy.” The contractor should review the University’s LOTO Policy at https://www.albany.edu/ehs/pdf/LOTOPolicy2015.pdf
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor is responsible for providing their own equipment, such as locks and tags for their employees. The contractor shall be familiar with the appearance of the University’s locks and tags (usually purple).

YES	NO	N/A	<u>ELECTRICAL SAFETY:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the project necessitates work on energized electrical systems, all work shall be done in strict accordance with NFPA 70E “Standard for Electrical Safety Requirements for Employee Workplaces”. (Please note: working on de-energized equipment should be the goal whenever possible.)

YES	NO	N/A	<u>CONFINED SPACE ENTRY:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If entry into a confined space is required by the contractor as part of the scope of the project, the contractor must have a formal CSE program in accordance with OSHA 1910.146.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor must have the necessary equipment to safely enter a permitted confined space, such as an air monitor and retrieval equipment. (All permit confined space entries on campus must be logged in with the Power Plant at 442-3444 prior to entry.) If the contractor is planning on entering any confined spaces as part of their project, they should contact the EH&S Office for information on any known hazards in the spaces.

YES	NO	N/A	<u>HOT WORK:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the contractor will be performing any hot work (e.g. welding, cutting, brazing) during the project, the contractor must be given a copy of the University’s Hot Work Policy for Work performed by Contractors and must abide by such policy. Contractors must use the University at Albany’s Hot Work Permit. https://www.albany.edu/ehs/pdf/HW2018Contractors.pdf

YES	NO	N/A	<u>EXCAVATION WORK:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excavation work must be conducted in accordance with OSHA 29 CFR Parts 1926.650 through 1926.652. The contractor shall provide all of the equipment necessary to safely excavate. (Please note: Excavations greater than 20 feet deep must have a protective system(s) designed by a professional engineer.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor shall ensure that all open excavations are secured from unauthorized access. The contractor shall ensure that the appropriate UA personnel have access to the site in the event of an emergency.

CHECK ALL THAT APPLY:

YES	NO	N/A	<u>CUSHMAN, ELECTRIC CARTS & OTHER TUNNEL VEHICLES:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will the contractor be using any vehicles in the Tunnel? The use of gas powered vehicles in the Tunnel must first be approved by the EH&S Office.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If so, has the contractor been given a copy of the University’s “Requirements and Safety Guidelines for Operators of Electric Carts”? Contractors must follow these guidelines. https://www.albany.edu/ehs/pdf/CushmanPolicy2017.pdf

YES	NO	N/A	<u>FALL PROTECTION:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the project involves roof work, have the roofing components been tested for any potential Asbestos Containing Materials (ACM)?*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor must have a formal fall protection program in accordance with OSHA requirements, if the scope of the project involves work on any height higher than 6 feet. The contractor’s employees must have the necessary fall protection equipment to safely perform the tasks required by the scope of the project.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If scaffolding is to be used, a scaffold competent person must be present on the job site, whenever scaffolding is being erected or dismantled. The contractor will ensure that the scaffolding is secured to prevent public access. The contractor shall ensure that the appropriate UA personnel have access to the site in the event of an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the contractor has to get project materials onto the roof, this must be handled in accordance with the University policy of advance notification to EH&S, Parking Management, UPD and building occupants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If materials are to be removed from the roof, a chute or crane must be used, along with the appropriate area being cordoned off for pedestrian safety.

YES	NO	N/A	<u>COMPRESSED GAS CYLINDERS:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will this project require the use of any compressed gas cylinders?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If so, the contractor agrees to safely securing these cylinders to prevent an accident.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractors agree to have all gas cylinders appropriately labeled and possess all certifications regarding cylinder integrity.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractors will dispose of all gas unwanted cylinders in accordance with federal, state and local rules and regulations and University at Albany’s policies (<i>see Hazardous Waste section below</i>).

***FOR ASBESTOS SEE THE ATTACHED ASBESTOS CONTRACTOR CHECKLIST-APPENDIX 1.**

CHECK ALL THAT APPLY:

YES	NO	N/A	<u>LEAD BASED PAINT:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will paint be disturbed during this project?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, the consultants/designers/contractors agrees to have the paint tested for lead (and PCB) content.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor agrees to share the test results with the University and EH&S.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If results are positive for lead content (>5.0 mg/l), the contractor agrees to follow all federal, state and local rules and regulations and University at Albany's policies in handling this material.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor also agrees to dispose of this lead based paint and debris in accordance with all federal, state and local rules and regulations and University at Albany's policies (<i>see Hazardous Waste section below</i>). Before final disposal of the lead based paint, it must be tested for PCBs.

YES	NO	N/A	<u>PCBs IN CAULK:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will caulk be disturbed during this project?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, the project consultants/designers/contractors agrees to have the caulk tested for PCB content before any work is to be performed. Contact EH&S for guidance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor agrees to share the test results with the University and EH&S.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If results are positive for PCB content (>50 ppm), the contractor agrees to follow all federal, state and local rules and regulations and University at Albany's policies in handling this material.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor also agrees to dispose of all PCBs and PCB debris in accordance with all federal, state and local rules and regulations and University at Albany's policies (<i>see Hazardous Waste section below</i>).

YES	NO	N/A	<u>CHEMICALS:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will this project require the use of chemical(s) or products containing chemicals on University property?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If YES, the contractor(s) agrees to provide the University with a list of all the chemicals/products to be used, as well as all Safety Data Sheets (SDS) before using the chemical(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have copies of all the SDS been provided to both the project manager and EH&S?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agrees to review all of the SDS and is familiar with the hazards associated with the use of the chemical(s). If odors are expected during the project, contractor agrees appropriate measures will be taken to minimize the effect on building occupants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upon completion of the project, the contractor(s) will make the appropriate arrangements to have all un-used chemicals disposed in accordance with all federal, state and local rules and regulations and University at Albany's policies (<i>see Hazardous Waste section below</i>).

CHECK ALL THAT APPLY:

YES	NO	N/A	<u>HAZARDOUS WASTE (not asbestos):</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will this project generate any “hazardous waste(s)”?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As the “generator,” the contractor(s) is responsible for the identification of potentially hazardous waste and agrees to notify EH&S of what hazardous waste(s) will be generated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agrees to contact EH&S, if they require assistance in this hazardous waste identification process.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agrees not to transport any hazardous waste(s) off of University property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agrees to properly label and store all hazardous and non-hazardous waste(s) in approved containers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agrees to hire an approved NYS Department of Environmental Conservation hazardous waste contractor to dispose of all waste(s) in accordance with all federal, state and local rules and regulations and University at Albany’s policies. http://www.albany.edu/ehs/Hazardouswaste.shtml
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s), in coordination with the Project Monitor, agrees to schedule a pick up time and date with the approved hazardous waste vendor and also agrees to provide EH&S with a 7-day advance notice prior to the pickup time and date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agrees to allow only EH&S staff to sign all proper shipping and disposal documents (Hazardous Waste, Non-Hazardous Waste Manifests, Bill of Lading, Land Disposal Restriction (LDRs) forms, etc.) Contact the EH&S Office for the appropriate procedures for handling waste profiles.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agree that all costs associated with hazardous waste disposal are the sole responsibility of the contractor(s), unless otherwise specified in the contract**.

***THE UNIVERSITY REQUESTS THAT LEAD CONTENT BE DETERMINED BY US EPA TCLP TEST METHODS AND THAT THE RESULTS ARE PROVIDED IN “mg/l”.**

THE UNIVERSITY REQUESTS THAT PCB CONCENTRATION BE DETERMINED BY US EPA SW-846 METHODS AND THAT THE RESULTS ARE PROVIDED IN “ppm”.

****ALL WASTE(S) MUST BE DISPOSED OF IN ACCORDANCE WITH THE UNIVERSITY @ ALBANY’S POLICY, WHICH STATES THAT THE WASTE(S) MUST BE INCINERATED.**

EVEN THOUGH THE LAW MAY ALLOW FOR CERTAIN WASTE STREAMS TO BE LAND FILLED, LAND FILLING IS NOT PERMITTED.

Additional details can be found at:

<http://www.epa.gov/epawaste/hazard/index.htm>

<http://www.dec.ny.gov/chemical/8486.html>

<http://www.albany.edu/ehs/Hazardouswaste.shtml>

CHECK ALL THAT APPLY:

YES	NO	N/A	<u>UNIVERSAL WASTE:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will this project generate any “universal waste(s)”*?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As the “generator,” the contractor(s) is responsible for the identification of universal waste(s) and agrees to notify EH&S of what universal waste(s) is generated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agrees to contact EH&S, if they require assistance in this universal waste identification process. Broken bulbs containing mercury are considered hazardous waste, not universal waste.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agrees not to transport any universal waste(s) off of University property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agrees to properly label and store all universal waste(s) in approved containers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agrees to hire an approved NYS Department of Environmental Conservation universal waste contractor to dispose of all waste(s) in accordance with all federal, state and local rules and regulations and University at Albany’s policies. http://www.albany.edu/ehs/Hazardouswaste.shtml
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agrees to schedule a pick up time and date with the approved universal waste vendor and provide EH&S with a 7-day advance notice prior to the pickup time and date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agrees to allow only EH&S staff to sign all proper shipping and disposal documents (Hazardous Waste, Non-Hazardous Waste Manifests, Bill of Lading, etc...).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor(s) agree that all costs associated with universal waste(s) disposal are the sole responsibility of the contractor(s), unless otherwise specified in the contract.

***UNIVERSAL WASTE = ANY USED LIGHT BULBS, BATTERIES, BALLASTS (PCB AND NON-PCB) AND CERTAIN MERCURY CONTAINING DEVICES.**

CHECK ALL THAT APPLY:

YES	NO	N/A	<u>WASTE VENDOR’S DOCUMENTS:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor agrees to have waste “profiled” per the vendor’s specifications. (Profiling is providing analytical data to describe what the waste is.) Project Monitor agrees to sign profile.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor agrees to provide copies of NYSDEC Part 364 Waste Transporter Permits and Certificate of Liability Insurance for the transporter.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor agrees to provide EH&S copies of the Treatment, Storage and Disposal Facility’s (TSDF) operational permits.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractor agrees to provide a scanned copy of the shipping documents (Uniform Hazardous Waste Manifest, Non-Hazardous Waste Manifest, Bill of Lading, Land Disposal Restriction forms, etc...) to EH&S for review prior to scheduling a ship date.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Once all of the documents have been provide, reviewed and approved by EH&S, contractor agrees to schedule a ship time and date with the waste vendor.

University at Albany Checklist for Asbestos Project Contractors

PROJECT TITLE AND NUMBER:	
PROJECT LOCATION:	
PROJECT DATES:	
UNIVERSITY'S PROJECT MANAGER AND PHONE NUMBER:	
GENERAL CONTRACTOR'S NAME AND PHONE NUMBER:	
CONTRACTOR'S SIGNATURE AND DATE:	

YES	NO	N/A	<u>ASBESTOS:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The project area should be inspected for any potential Asbestos Containing Material (ACM) before any work begins. Any results of sampling of suspect materials will be shared with the University, EH&S and the contractor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If prior sampling of any project area has already been done, these results will be shared with the contractor as requested.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The contractor and his employees should be aware of asbestos hazard recognition methods.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the project will result in an asbestos abatement and the generation of asbestos waste, the documents listed below must be submitted to the Project Manager before the project begins, as the project progresses and at the completion of the project.*

***Submittals required before the Project begins:**

YES	NO	N/A	<u>SUBMITTALS:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Asbestos Handling License
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of Asbestos Handlers Certificates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of "Notice to Building Occupants"
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Notification to NYS Dept. of Labor (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Notification to EPA (if applicable)

***Submittals required as the Project progresses and at completion:**

YES	NO	N/A	<u>SUBMITTALS:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of all air monitoring results
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of original Asbestos Waste Manifests - Must be sent to EH&S at Chemistry B-73
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies of Waste Transporter Permits

CHECK ALL THAT APPLY:

YES	NO	N/A	<u>CAMPUS IMPACT:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will this project generate any noise, odor or dust?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If so, will appropriate steps be taken to minimize the above and have building occupants been notified?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will the air quality in any building be affected by this project and if so, will steps be taken to minimize their effect?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will parking and building access be affected?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have Parking Management, UPD, EH&S and building occupants been notified?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If necessary, have alternate evacuation routes been established and the appropriate signage posted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will pedestrian and vehicular movement be affected?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have Parking Management, UPD, EH&S and building occupants been notified and has the safety of the pedestrians and vehicles been provided for?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will this project disrupt any utilities and, if so, will the Plant and building occupants be notified?

• Project Comments/Notes:	

REVIEWED BY:	SIGNATURE & DATE:
• University Project Manager(s):	

To be completed by EH&S:

Date Received by EH&S:	
Date Reviewed by EH&S:	
EH&S Signature and Date:	