

## **Environmental Checklist Process**

## Project Manager (PM):

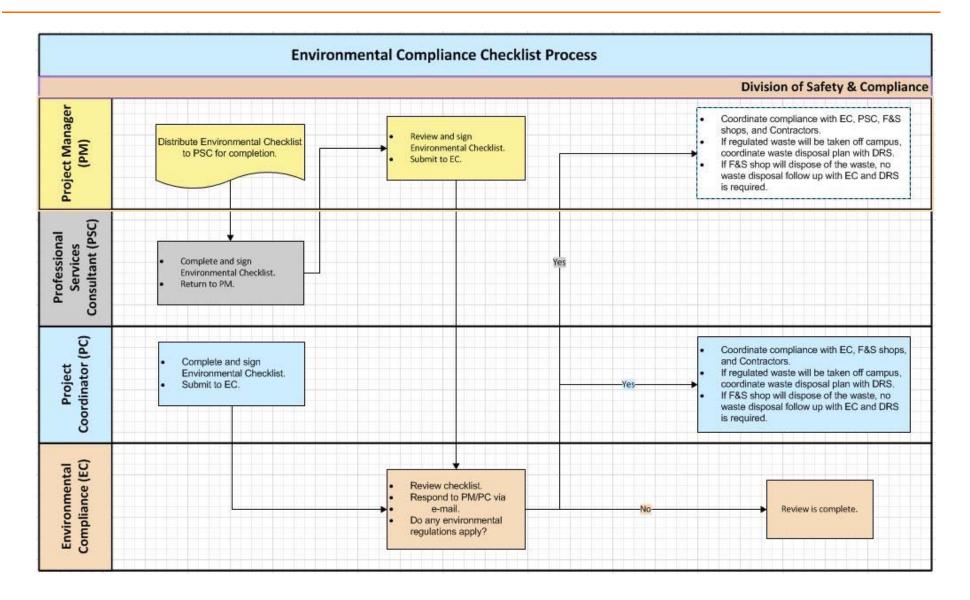
- PM distributes Environmental Checklist to Professional Service Consultant (PSC) for completion.
- 2. PSC completes, signs, and returns Checklist to PM.
- 3. PM reviews and signs Checklist and forwards to Environmental Compliance (EC).
- 4. EC reviews Environmental Checklist and advises PM on compliance issues. EC copies involved campus units on this correspondence.
- 5. PM coordinates compliance with contractor as necessary.
- If regulated waste will be taken off campus, PM coordinates waste disposal with the Division of Research Safety (DRS).
- 7. PM notifies EC when the regulated wastes taken off campus have been disposed. If an F&S shop performs waste disposal, disposal confirmation with DRS or EC is not required.

## Project Coordinator (PC):

- 1. PC completes and signs Environmental Checklist.
- 2. PC forwards completed checklist to EC.
- 3. EC reviews Checklist and coordinates compliance issues with PC. EC copies involved campus units on this correspondence.
- 4. If regulated waste will be taken off campus, PC coordinates waste disposal with DRS.
- 5. PC notifies EC when regulated wastes taken off campus have been disposed. If an F&S shop performs waste disposal, disposal confirmation with DRS or EC is not required.



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