

***Project Manager (PM):***

1. 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.
6. 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.

## Environmental Checklist Process

