

Administrative and Educational Support Report

Environmental Health & Safety

Annual Action Plan Annual Assessment Report

June 2006 – May 2007



Annual Action Plan: June 1, 2006–May 31, 2007

Unit: Department of Environmental Health and Safety

UTPA Mission: The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master’s and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

Division: Business Affairs **Unit Head:** Richard Costello

Unit Mission: The Mission of the Department of Environment Health and Safety (EH&S) is to ensure a safe and healthy work environment for faculty, staff, and students, to promote work practices that do not harm the environment, comply with any and all rules and regulations pertaining to occupational health and safety and the environment, and to protect University resources through sound administration of the University’s insurance coverage.

University Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Division Objective: Support student well being in selected areas

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Improve customer service to stakeholders in Academic Affairs. (1)	<ul style="list-style-type: none"> • Seamlessly integrate EH&S related instruction with normal classroom instruction. • Develop more efficient methods for treatment and disposal of 	<ul style="list-style-type: none"> • Number of persons and number of classes trained in laboratory safety. 	90% or higher coverage of individuals trained compared to those requiring the training.	None

Annual Action Plan June 1, 2006–May 31, 2007

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
	<p>laboratory related waste streams.</p>	<ul style="list-style-type: none"> Customer satisfaction with collection of laboratory related waste disposal. 	<ul style="list-style-type: none"> Customer Survey completed by May 31, 2007 to determine whether DEHS met established service level performance criteria (to establish benchmark-first time survey conducted). 	
<p>Support Physical Plant (PP) in providing the campus community with a safe and comfortable work/learning environment. (2)</p>	<ul style="list-style-type: none"> Coordinate with FP&C to facilitate a more comprehensive perspective for decision makers in evaluating and prioritizing campus wide construction related initiatives. Coordinate with M&O for better facilities related management of indoor air quality related issues. Partner with PP to identify and facilitate a comprehensive training program for IAQ. 	<ul style="list-style-type: none"> Number of customer related complaints associated with health conditions related to construction activities. Number of IAQ related complaints associated with maintenance issues. Extent of gaps identified. Number of people trained in identified gap areas. 	<p>Reduction of complaints in '06-07 as reported on comparative graph beginning with '04 data.</p> <p>Reduction of complaints in '06-'07 as reported on comparative graph beginning with '04 data.</p> <p>Documented identification of training gaps for IAQ by December 2006.</p> <p>90% or higher training coverage of individuals working in identified gap areas by May 31, 2007.</p>	<p>None</p>

Annual Action Plan June 1, 2006–May 31, 2007

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07

University Goal:

Become an outstanding research institution, emphasizing collaborative partnerships and entrepreneurship.

Division Objective:

Develop and support skill sets necessary to support the needs of a research institution.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Establish system to ensure compliance with approval requirements for radioactive material, rDNA, and infectious biological agents that will meet the need of growing research in this area.	Streamline processes to facilitate approval process. Engage principal investigators in compliance with the process.	Level of compliance with approval process.	Number of non-compliant research projects discovered through lab inspections and communications with lab staff ending May 31, 2007 (benchmark-first time statistics collected; ideally this should be zero).	None

University Goal:

Enhance UTPA's engagement with the community to meet challenges and maximize opportunities.

Division Objective(s):

Improve relationship with the Rio Grande Valley community.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
----------------	-----------------------------------------	---------------------------------------	----------------------------------------------------------------	------------------------------

Annual Action Plan June 1, 2006–May 31, 2007

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
Improve coordination with City of Edinburg in environmental, infrastructure and emergency related issues. (8)	<ul style="list-style-type: none"> Together with PP, conduct routine meetings with respective city departments to discuss infrastructure related issues. Conduct routine emergency response drills with City of Edinburg Fire and Police Department. 	<ul style="list-style-type: none"> Number of meetings conducted with City of Edinburg. Number of routine emergency response drill conducted with City of Edinburg Fire and Police department. 	6 meetings or more per year with City of Edinburg officials. 3 fire drills per year (one per semester).	None

University Goal:

Optimize institutional effectiveness and efficiency consistent with high quality organizational standards.

Division Objective:

Identify and provide staff professional development opportunities in and outside of the Division.

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
----------------	-----------------------------------------	---------------------------------------	----------------------------------------------------------------	------------------------------

Annual Action Plan June 1, 2006–May 31, 2007

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY07
<p>Provide a loyal dedicated staff through professional development and training activities. (13)</p>	<ul style="list-style-type: none"> • Support staff training relevant to programs, especially safety issues related to the new academic research areas through: <ul style="list-style-type: none"> ❖ Attainment of professional related certifications (CHMM, RSO, CSP, CIH) ❖ Rotation of staff through different safety programs. • Support policies that promote the attainment of continuing education (BA, BS, MS, MPH, PhD). 	<ul style="list-style-type: none"> • Level of engagement of staff in defined developmental plan appropriate for each employee. 	<p>By May 31, 2007, existence of defined developmental plan appropriate for each employee that meets the needs of evolving safety issues coming with the growth of the University's research. Developmental plans to include certifications, staff rotation (including successful handoff of responsibilities), and attainment of continuing education.</p>	<p>None</p>



Annual Action Plan: June 1, 2006–May 31, 2007

Unit: Department of Environmental Health and Safety

UTPA Mission: The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic, and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, master's and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

Division: Business Affairs **Unit Head:** Richard Costello

Unit Mission: The Mission of the Department of Environment Health and Safety (EH&S) is to ensure a safe and healthy work environment for faculty, staff, and students, to promote work practices that do not harm the environment, comply with any and all rules and regulations pertaining to occupational health and safety and the environment, and to protect University resources through sound administration of the University's insurance coverage.

University Goal: Provide students with a quality educational experience that enables them to complete their educational goals in a timely fashion.

Division Objective: Support student well being in selected areas

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Improve customer service to stakeholders in Academic Affairs. (1)	Number of persons and number of classes trained in laboratory safety.	90% or higher coverage of individuals trained compared to those requiring the training.	98% if persons required to be trained were trained.	Will work on "in-house" video for greater coverage of upper level class. Diameter to be increased.

Annual Action Plan June 1, 2006–May 31, 2007

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
	Customer satisfaction with collection of laboratory related waste disposal.	Customer Survey completed by May 31, 2007 to determine whether DEHS met established service level performance criteria (to establish benchmark-first time survey conducted).	Survey written.	No changes at this time.
Support Physical Plant (PP) in providing the campus community with a safe and comfortable work/learning environment. (2)	<p>Number of customer related complaints associated with health conditions related to construction activities.</p> <p>Number of IAQ related complaints associated with maintenance issues.</p> <p>Extent of gaps identified.</p>	<p>Reduction of complaints in '06-07 as reported on comparative graph beginning with '04 data.</p> <p>Reduction of complaints in '06-'07 as reported on comparative graph beginning with '04 data.</p> <p>Documented identification of training gaps for IAQ by December 2006.</p>	<p>"Significant reduction - registered 0 complaints related to construction were reported in FY07.</p> <p>FY05 - 36 FY06 - 8 FY07 - 0 (as of May 31) "</p> <p>"Number of complaints has only increased by 1; 14 complaints related to maintenance activities were reported in FY07.</p> <p>FY05 - 24 FY06 - 13 FY07 - 14 (as of May 31) "</p> <p>"Training gaps have been identified and documented as follows: *Required by state law-85% trained *Required by OSHA-56% trained</p>	<p>No changes at this time.</p> <p>Graph is not applicable - should be resolved maintenance related complaints.</p> <p>No changes at this time.</p>

Annual Action Plan June 1, 2006–May 31, 2007

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
	Number of people trained in identified gap areas.	90% or higher training coverage of individuals working in identified gap areas by May 31, 2007.	*Best management practice- 56% trained 66% of physical plant trained "	

University Goal:

Become an outstanding research institution, emphasizing collaborative partnerships and entrepreneurship.

Division Objective:

Develop and support skill sets necessary to support the needs of a research institution.

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Establish system to ensure compliance with approval requirements for radioactive material, rDNA, and infectious biological agents that will meet the need of growing research in this area.	Level of compliance with approval process.	Number of non-compliant research projects discovered through lab inspections and communications with lab staff ending May 31, 2007 (benchmark- first time statistics collected; ideally this should be zero).	Through routine inspections it was determined that there were no non-compliant studies.	Work on putting information on OSRP web page.

University Goal:

Enhance UTPA's engagement with the community to meet challenges and maximize opportunities.

Division

Improve relationship with the Rio Grande Valley community.

Annual Action Plan June 1, 2006–May 31, 2007

Objective(s):

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Improve coordination with City of Edinburg in environmental, infrastructure and emergency related issues. (8)	<p>Number of meetings conducted with City of Edinburg.</p> <p>Number of routine emergency response drill conducted with City of Edinburg Fire and Police department.</p>	<p>6 meetings or more per year with City of Edinburg officials.</p> <p>3 fire drills per year (one per semester).</p>	<p>"Met with City of Edinburg four times to discuss storm water, lighting issues.</p> <p>Conducted four fire drills in conjunction with City of Edinburg Fire Department "</p>	Reduce meeting required to 6 times annual.

University Goal:	Optimize institutional effectiveness and efficiency consistent with high quality organizational standards.
Division Objective:	Identify and provide staff professional development opportunities in and outside of the Division.

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
Provide a loyal dedicated staff through professional development and training activities. (13)	Level of engagement of staff in defined developmental plan appropriate for each employee.	By May 31, 2007, existence of defined developmental plan appropriate for each employee that meets the needs of evolving safety issues coming with the growth of the University's research. Developmental plans to	Developmental plans for each employee has been established. Staff was rotated to take advantage of relative employee strengths.	No changes at this time.

Annual Action Plan June 1, 2006–May 31, 2007

Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	Assessment Results (Use actual data to describe annual performance)	Use of Results (What change was made?)
		include certifications, staff rotation (including successful handoff of responsibilities), and attainment of continuing education.		