

# **Administrative and Educational Support Report**

## **Environmental Health & Safety**

### **Annual Action Plan Annual Assessment Report**

**June 2007 – May 2008**



**Annual Action Plan: June 1, 2007–May 31, 2008**

**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:** Expand and deepen student engagement in campus life

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Support Physical Plant in providing the campus community with a safe and comfortable work/learning environment	Reduce complaints from customers associated with health conditions related to construction activities.	Maintain zero complaints (as in FY07) as reported on comparative graph beginning with '04 data.	Number of reported complaints related to construction	No changes at this time.
	Resolve complaints associated with maintenance issues.	Resolve all reported complaints associated with maintenance	Number of complaints resolved (related to maintenance activities) compared to the number of	Graph is not applicable - should be resolved maintenance related

Annual Action Plan June 1, 2007–May 31, 2008

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
			complaints reported	complaints.
	Identify gaps in safety areas and increase training in those areas.	Document identified gaps  Train at least 90% of individuals working in identified gap areas	Actual document identifying gaps  % of individuals trained in identified gap areas	No changes at this time.

**University Goal:**

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

**Division Objective:**

Assure that quality education is provided to students

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Improve customer service to stakeholders in Academic Affairs	Conduct trainings for PIs and other faculty members on laboratory safety.	Train at least 90% of Academic Affairs employees requiring training	% of individuals trained that required training from Academic Affairs	No new resources needed for FY08.
	Improve customer satisfaction with collection of laboratory related waste disposal.	Reduce the number of complaints related to collection of hazardous waste	Number of complaints related to collection of hazardous waste as compared to the prior year	No changes at this time.

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<b>University Goal:</b>	Become an outstanding research institution, emphasizing collaborative partnerships and entrepreneurship
<b>Division Objective:</b>	Develop a culture that supports and integrates graduate academic programs, the institutional and college research agendas, and external funding opportunities

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Comply with approval requirements for biological and other materials to meet the needs of growing research in this area	Establish a system to comply with approval requirements for radioactive material, rDNA, and infectious biological agents that will meet the needs of a growing research institution.	Ideally have zero non-compliant research projects discovered through lab inspections and communications with lab staff	Number of non-compliant research projects discovered through routine inspections	No new resources needed for FY08
Identify research involving nanoparticles and comply with best management practices (BMP's) related to nanotechnology research	Conduct routine inspections in collaboration with the College of Science and Engineering to identify non-compliant laboratories related to nanotechnology research, and to bring these up to standards to comply with BMP's.	Identification of non-compliant laboratories through routine inspections	Number of non-compliant laboratories identified vs. number of labs brought up to BMP standards	Business Affairs/Academic Affairs will need resources to move or build facilities necessary to contain growing nanoparticle technology.

<b>University Goal:</b>	Enhance UTPA's engagement with the community to meet challenges and maximize opportunities
<b>Division Objective:</b>	Improve UTPA's image with all constituencies

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Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Improve coordination with City of Edinburg in environmental, infrastructure and emergency related issues	Conduct meetings throughout the year between UTPA personnel and City of Edinburg officials to discuss various infrastructural issues related to storm water, emergency response, and lighting issues.	Conduct 6 meetings or more per year (one every other month) with City of Edinburg officials.  Conduct 3 fire drills per year (one per semester).	Number of meetings conducted with City of Edinburg  Number of routine emergency response drills conducted with City of Edinburg Fire and Police departments	No new resources

**University Goal:**

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

**Division Objective:**

Empower individuals to implement high quality standards and processes

Unit Objective	Strategy(ies) to Achieve Unit Objective	Measurable Outcome for Unit Objective	Assessment Criteria, Evaluation Methods for Measurable Outcome	New Resources Needed in FY08
Provide professional development opportunities and training activities for a loyal dedicated staff	Define developmental plan appropriate for each employee and engage staff members in their personalized plan.	Evaluate and revise at least once a year a 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 and staff rotation	Number of times the developmental plan was evaluated/revise for each employee	No changes at this time. Funding for training will be provided for through Resource Allocation Program (RAP) funds.

# FY08 AES Assessment Results Report

## UTPA

### Admin - Environmental Health & Safety

**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.

**Unit Head:** Richard Costello

**Division:** Division of Business Affairs

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>Admin - Environmental Health &amp; Safety - Help provide for a safe and comfortable work environment - We will support Physical Plant in providing the campus community with a safe and comfortable work/learning environment.</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p> <p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 08/31/2011</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b> 1. Construction related complaints - Reduce complaints from customers associated with health conditions related to construction activities. 2. Operations and Maintenance related complaints - Resolve complaints associated with maintenance issues. 3. Safety related training gaps - Identify gaps in safety areas and increase training in those areas.</p>	<p><b>Assessment Method:</b> Number of reported complaints related to construction related activities.</p> <p><b>Criterion for Success:</b> Maintain zero complaints (as in FY07) as reported on comparative graph beginning w/ 04 data</p>	<p>10/08/2008 - 3 complaints related to construction related activities resulting in poor IAQ.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/08/2008 - Data is incomplete. Develop mechanism for better compilation.</p>
<p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 08/31/2011</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b> 1. Construction related complaints - Reduce complaints from customers associated with health conditions related to construction activities. 2. Operations and Maintenance related complaints - Resolve complaints associated with maintenance issues. 3. Safety related training gaps - Identify gaps in safety areas and increase training in those areas.</p>	<p><b>Assessment Method:</b> Number of complaints resolved (related to maintenance activities) compared to the number of complaints reported</p> <p><b>Criterion for Success:</b> Resolve all reported complaints associated with maintenance</p>	<p>10/08/2008 - 94% of complaints resolved. IAQ complaints related to University Center and Science building have yet to be resolved, largely due to construction related costs and prioritization of other projects.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/08/2008 - Use of the results will be used to develop more effective mechanism for communicating issues to management.</p> <p>10/08/2008 - Demonstrates strategies are working</p>
<p><b>Strategies:</b> 1. Construction related complaints - Reduce complaints from customers associated with health conditions related to construction activities. 2. Operations and Maintenance related complaints - Resolve complaints associated with maintenance issues. 3. Safety related training gaps - Identify gaps in safety areas and increase training in those areas.</p>	<p><b>Assessment Method:</b> Actual document identifying gaps</p> <p>% of individuals trained in identified gap areas</p> <p><b>Criterion for Success:</b> Document identified gaps</p> <p>Train at least 90% of individuals working in identified gap areas</p>	<p>10/08/2008 - 100% of all individuals trained.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Mark Outcome as No Longer Desired</p>	<p>10/08/2008 - Outcome no longer desired. Outcome is addressed in other goal/objective.</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
<p>Admin - Environmental Health &amp; Safety - Compliance with mandates for research involving hazardous materials - We will comply with approval requirements for biological and other materials to meet the needs of growing research in this area.</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p>	<p><b>Assessment Method:</b> Number of non-compliant research projects discovered through routine inspections</p> <p><b>Criterion for Success:</b> Ideally have zero non-compliant research projects discovered through lab inspections and communications with lab staff</p>	<p>10/08/2008 - Zero non-compliant research laboratories in terms of approvals. Research is increasing and will need to develop some more effective strategies to deal with this issue.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Add New Strategy</p>	<p>10/08/2008 - Report to the Institutional Radiation and Biosafety Committee.</p>
<p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 08/31/2011</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b> Establish a system to comply with approval requirements for radioactive material, rDNA, and infectious biological agents that will meet the needs of a growing research institution.</p>	<p><b>Assessment Method:</b> Number of non-compliant laboratories identified vs. number of labs brought up to BMP standards</p> <p><b>Criterion for Success:</b> Identification of non-compliant laboratories through routine inspections</p>	<p>10/08/2008 - Compliance rate =97.3</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/08/2008 - Result is used to demonstrate compliance with laboratory mandates.</p>
<p>Admin - Environmental Health &amp; Safety - Customer Service to AA Stakeholders - We will improve customer service to stakeholders in Academic Affairs.</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p>	<p><b>Assessment Method:</b> % of individuals trained that required training from Academic Affairs</p> <p><b>Criterion for Success:</b> Train at least 90% of Academic Affairs employees requiring training</p>	<p>10/08/2008 - Total AA training = 94%</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Add New Strategy</p>	<p>10/08/2008 - Results were analyzed to find deficiencies, primarily in the training of student workers and direct wage. Working with compliance to determine mechanism for identifying said individuals.</p>
<p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 08/31/2011</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b> 1. Conduct trainings for PIs and other faculty members on laboratory safety. 2. Improve customer satisfaction with</p>	<p><b>Assessment Method:</b> Number of complaints related to collection of hazardous waste as compared to the prior year</p> <p><b>Criterion for Success:</b> Reduce the number of complaints related to collection of hazardous waste</p>	<p>10/08/2008 - Identified 12 complaints related to failure to collect hazardous waste. Complaint, in some cases, were not justified. Data is not complete.</p> <p><b>Result Type:</b> Criterion Not Met</p> <p><b>Next Step:</b> Add New Strategy</p>	<p>10/08/2008 - Complaints were related to lack of knowledge regarding the mechanism for collecting waste. Have improved those avenues.</p> <p>10/08/2008 - Complaints are related primarily to failure of the occupant to understand mechanisms for waste collection</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
collection of laboratory related waste disposal.			request.
<p>Admin - Environmental Health &amp; Safety - Research involving nanoparticles - We will identify research involving nanoparticles and comply with best management practices (BMP's) related to nanotechnology research.</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008</p>		<p>10/08/2008 - Currently complying with this mandate...2 laboratories utilizing nano particles</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/08/2008 - Result demonstrates current strategies are working</p>
<p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 05/31/2008</p> <p><b>Outcome Status:</b> Active/Ongoing</p> <p><b>Strategies:</b> 1. Conduct routine inspections in collaboration with the College of Science and Engineering to identify non-compliant laboratories related to nanotechnology research, and to bring these up to standards to comply with BMP's.</p>			
<p>Admin - Environmental Health &amp; Safety - Coordination with the City of Edinburg - We will conduct meetings throughout the year between UTPA personnel and City of Edinburg officials to discuss various infrastructural issues related to storm water, emergency response, and lighting issues.</p> <p><b>Outcome Types:</b> Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011</p>	<p><b>Assessment Method:</b> Number of meetings conducted with City of Edinburg</p> <p><b>Criterion for Success:</b> Conduct 6 meetings or more per year (one every other month) with City of Edinburg officials.</p>	<p>10/08/2008 - Conducted 11 meetings w/ City of Edinburg for crosswalk, lighting, and stormwater related issues.</p> <p><b>Result Type:</b> Criterion Met</p> <p><b>Next Step:</b> Continue Current Strategy(s)</p>	<p>10/08/2008 - Results demonstrate current strategies are working.</p>
<p><b>Start Date:</b> 06/01/2007</p> <p><b>End Date:</b> 08/31/2011</p> <p><b>Outcome Status:</b></p>	<p><b>Assessment Method:</b> Number of routine emergency response drills conducted with City of Edinburg Fire and Police departments</p>	<p>10/08/2008 - Conducted 7 fire drills in conjunction with the City of Edinburg Fire Department as well as two hurricane excercises.</p> <p><b>Result Type:</b></p>	<p>10/08/2008 - Results demonstrate current strategies are working</p>

Intended Outcomes	Means of Assessment & Criteria for Success / Tasks	AES Assessment Results	Use of Result & Follow-Up
Active/Ongoing	<b>Criterion for Success:</b> Conduct 3 fire drills per year (one per semester)	Criterion Met <b>Next Step:</b> <u>Continue Current Strategy(s)</u>	
Admin - Environmental Health & Safety - Professional development for UTPA Staff - We will define developmental plan appropriate for each employee and engage staff members in their personalized plan.  <b>Outcome Types:</b> Administrative - Fiscal Year 2008 Administrative - Fiscal Years 2009 - 2011  <b>Start Date:</b> 06/01/2007 <b>End Date:</b> 08/31/2011  <b>Outcome Status:</b> Active/Ongoing  <b>Strategies:</b> 1. Define developmental plan appropriate for each employee and engage staff members in their personalized plan.	<b>Assessment Method:</b> Number of times the developmental plan was evaluated/revise for each employee  <b>Criterion for Success:</b> Evaluate and revise at least once a year a 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 and staff rotation	10/08/2008 - Plan was evaluated at least once for each employee. <b>Result Type:</b> Criterion Met <b>Next Step:</b> <u>Continue Current Strategy(s)</u>	<u>10/08/2008 - Results demonstrate current strategies are successful.</u>