

Campus Use & Facilities

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Bicycle Use Policy

Type of Policy: Administrative

Last Revised: 2014-10-00T00:00:00

Review Date: 2017-10-00T00:00:00

Policy Owner: Parking & Transportation

Contact Name: Lisa Safstrom

Contact Title: Parking and Transportation Services

Contact Email: lisa.safstrom@pts.gatech.edu

Reason for Policy:

As Georgia Tech's campus becomes a safer, more welcoming place for bicycling, we are increasingly encountering bicycles that are either locked to handrails, entrances, trees, ramps, or other objects, or have been abandoned by their owners. Currently no policy exists on campus to identify these behaviors as problematic, and to identify the appropriate response from the Institute. This policy identifies what actions are to be discouraged, and how they should be dealt with, as well as making clear the expectations for both cyclists and administrators in managing this issue. The policy also serves to encourage the safe operation of bicycles on and around the Georgia Tech campus. The policy that follows is the result of a recurring partnership between campus staff, students, and faculty in the form of the Bicycle Infrastructure Improvement Committee (BIIC). This committee, which includes representatives of Parking and Transportation Services (PTS), Georgia Tech Police Department (GTPD), Capital Planning and Space Management, Facilities and is chaired and operated by students, spent over three years generating, reviewing, and selecting the content of this policy to provide for a more safe and supportive environment for bicycling at Georgia Tech.

Policy Statement:

The intent of this policy is to provide clearer guidance to cyclists about the expectations of the Institute with regard to reasonable operation and registration of bicycles to be used, stored, or operated on campus. In addition, it provides clear expectations of campus departments to respond to particular issues, and act accordingly. Further, it aims to make Georgia Tech a better environment for bicyclists and non-cyclists alike. The policy applies to all bicycles used, stored, or operated on campus, including those belonging to faculty, staff, students, and visitors. This policy constrains the suite of locations that are considered acceptable bicycle parking spaces, and formalizes an expectation of campus denizens not to leave bicycles parked for undue lengths of time and/or in conditions that limit the ability of the bike rack to function effectively for other users. In addition, the policy explicitly identifies the required actions of Institute departments in responding to and removing bikes parked in violation of the policy, and encourages the registration of any bicycle to be operated or stored on campus.

Section 2.1 Registration

Voluntary Registration

All bicycles used, stored, or operated on the Georgia Institute of Technology campus are recommended to be registered with the Georgia Tech Police Department (GTPD). Registration increases the likelihood that a bicycle may be reclaimed if stolen, returned if abandoned, or otherwise paired with its owner in case of separation. Owners may register their bikes at www.police.gatech.edu/services

Registration Display

Bicycle registration stickers are to be displayed on the interior face of the seat tube or bottom tube so as to be easily visible.

Section 2.2 Bicycle Parking

Bicycle Parking Where Permitted

Bicycles shall be parked, stored, or left on the Institute Campus only in areas specifically designated for such parking by the presence of racks or other devices designed for bicycle parking or when designated by the posting of signs indicating the space as a bicycle parking area.

Parking Prohibited

No bicycle shall be parked, stored, or left in the following areas:

1. In any way so as to block or impede the normal flow of traffic on any highway, roadway, street, alley, sidewalk, mall, patio, parking area or bicycle path on the Institute.
2. In a manner as to block or otherwise impede normal entrance to or exit from any building on the Institute (include within six feet of an entrance or exit unless in a bicycle rack or other designated bicycle parking area)
3. On any building access or egress ramp
4. In any way so as to interfere with or impede the normal movement of persons with disabilities, pedestrians or bicyclists upon ramps, stairways or curb cuts.
5. Streets, highways, roadways, alleys, or bicycle paths or parking areas adjacent to a curb or cement device that is painted red, or any fire lane
6. On any lawn or landscaped area except in those areas designated as a bicycle parking area by the presence of racks or other parking devices or signs indicating the area as a bicycle parking area.
7. Any lobby, hallway or room of any building unless said area is specifically designated for bicycle parking.
 1. Designated areas must be in accordance with all Federal, State and local fire and safety regulations.
 2. This Section is not intended to prohibit the storing or parking of a bicycle in an area by any person to which the area or room has been assigned as that person's office or residence, e.g., a residence hall room or apartment. However, use of any assigned area for bicycle parking or storage may be restricted when, in the judgment of the person(s) responsible for the area, movement of the bicycle or use of the assigned space for bicycle parking or storage interferes with the routine activities normally conducted in the area or creates other problems. A bicycle stored inside a building must not be positioned so as to impede exiting in the event of an emergency.

Locking to Unauthorized Objects

No bicycle shall be chained or otherwise locked, or attached to any handrail, tree, shrubbery, door, signpost, lamp, telephone pole, lamppost, fence, or other object not maintained or designated for the purpose of securing bicycles.

Section 2.3 Bicycle Use

Shared Walkways

All bicycles may be operated on shared walkways in accordance with state laws, with the following additions:

1. Bicyclists shall yield to pedestrians on all shared walkways.

Sidewalks

In accordance with Georgia state law, bicycles may not be operated on sidewalks.

Scope:

This policy applies to all users, owners, or operators of bicycles on campus, including faculty, staff, students, and visitors.

Policy Terms:

Bicycle Registration

A formal process of recording the serial number and owner of a bicycle with the Georgia Tech Police Department.

Sidewalk

Any campus walkway space 5 feet wide and narrower that is immediately adjacent to a roadway.

Shared Walkway

Any campus walkway space not immediately adjacent to a roadway, or walkway space immediately adjacent but wider than 5 feet.

Bike Rack

Any object expressly intended for the attachment and securing of a bicycle through the use of a locking mechanism. Examples may include “wave” racks, “swerve” racks, or “pi” racks.

Procedures:

Bicycles in violation of these policies will be subject to the following procedures where applicable.

Responsibilities:

7.1 Responsibilities with Regard to Bicycles in Violation

Joint Responsibility

Parking and Transportation Services (PTS), Georgia Tech Police (GTPD) and Facilities shall act as shared and equal partners in the execution, maintenance, and operation of this Bicycle Use Policy.

Enforcement:

8.1 Bicycle Impound Fee

Impound Fee

Any bicycle impounded pursuant to any section of this Policy not claimed in accordance with the abandoned bicycle policy shall be stored for a period of no less than three months. If, during that time, the owner of that bicycle wishes to reclaim it they may do so by contacting GTPD. Any bicycle being released must be demonstrated to be the property of the claiming party through display of registration, proof of purchase, or other unique identification. A fee of \$25 shall be charged to the owner prior to the release of any impounded bicycle. Fees collected pursuant to this Section shall be retained to support programs related to bicycle safety, bicycle facilities improvement, the security of bicycles or the enforcement of those laws and regulations relating to bicycles or reasonably related matters. These fees will be collected and administered by GTPD.

Any bicycle impounded in accordance with the abandoned bicycle policies covered above may be reclaimed by the owner of that bicycle as long as the following two conditions are met: (1) the bicycle must currently be in the possession of one of the parties to this policy (i.e. GTPD, PTS, or Facilities) or a designated partner (i.e. StarterBikes) and (2) the owner must demonstrate ownership through display of registration, proof of purchase, or other unique identification. No fee shall be charged to the owner for release of any bicycles collected through the abandoned bicycle removal process.

Policy History:

Revision Date	Author	Description
09-25-2013	Johann Weber (SGA)	Policy draft updated in accordance with suggested changes at 9/25 meeting
04-15-2014	Johann Weber (SGA)	Policy draft updated in accordance with suggested changes at 4/14 meeting
5-5-2014	Johann Weber	Policy changes

Revision Date	Author	Description
		(SGA) made in accordance with Faculty Welfare and Security committee comments
5-12-2014	Johann Weber (SGA)	Policy language changes per comments
5-16-2014	Johann Weber (SGA)	Policy language changes per comments

Campus Alcohol Policy

Type of Policy: Administrative
Effective Date: 2002-11-00T00:00:00
Last Revised: 2016-01-00T00:00:00
Review Date: 2019-01-00T00:00:00
Policy Owner: Administration and Finance
Contact Name: JulieAnne Williamson
Contact Title: AVP-Administration and Finance
Contact Email: Julieanne.williamson@carnegie.gatech.edu
Reason for Policy:

Georgia Tech is committed to maintaining a safe and inviting campus environment for its community members and visitors. This policy, in conjunction with the [Student/Student Organization Alcohol Policy](#) and the [Employee Alcohol and Illegal Drug Use Policy](#), provides a consistent approach to alcohol usage on-campus and at official Georgia Tech events, and adheres to federal, state, and local laws and ordinances, as well as Board of Regents' policy.

It is important that all members of the Georgia Tech community and visitors to the Georgia Tech campus follow this policy. In doing so, Georgia Tech will be able to allow alcohol to be served in a responsible manner that respects the best interests of all.

Policy Statement:

All persons must comply with federal, state, and local laws and the policies of Georgia Tech and the Board of Regents governing the use, possession, manufacture, distribution, dispensation, and sale of alcoholic beverages while on the Georgia Tech campus and at Georgia Tech events either on- or off-campus.

Alcohol may be served at Georgia Tech events on-campus only with prior approval from the Office of the President or its designees. Once approval has been received, the Georgia Tech organizer must comply with the procedures outlined in this policy.

Tailgates are permitted without prior authorization for Georgia Tech sporting events and certain other campus events as announced by the Office of the President, but hosts and participants will be expected to abide by the procedures outlined in this policy.

This policy does not apply to the lawful use of alcohol in campus residences.

Scope:

All persons must comply with this policy while on the Georgia Tech campus and/or while attending, organizing, or supervising Georgia Tech events either on- or off-campus.

Policy Terms:

Campus

Institute-owned or leased buildings, grounds and property, including sidewalks and streets within campus boundaries.

Georgia Tech Events

Any event or activity (either on- or off-campus) organized, sponsored, or supervised by a Georgia Tech college, school, office, department, unit, or affiliate. Events or activities organized, sponsored, or supervised by a Georgia Tech student organization are governed by the [Student/Student Organization Alcohol Policy](#).

Organizer

The Georgia Tech college, school, office, department, unit, or affiliate organizing, sponsoring, and/or supervising the Georgia Tech event.

Tailgate

A social event occurring on-campus (usually in parking areas at or around the football stadium, basketball pavilion, or other sports arenas) before, during, and after games and concerts.

Trained Server

A TIPS (Training Intervention Procedures for Servers) trained server used to monitor the service and consumption of alcohol.

Procedures:

A. Georgia Tech Events

Alcohol Prior Approval Form

Organizers of Georgia Tech events on-campus where alcohol is to be served must submit an [Alcohol Prior Approval Form](#) prior to the event in order to receive approval from the Office of the President or its designees.

Three individuals are authorized to approve such events:

1. President or designee
2. Provost
3. Executive Vice President for Administration and Finance

On-campus events with alcohol where students are invited must be approved in advance by the Vice President for Student Affairs or designee before submission to the above.

Organizers are responsible for securing prior approval and compliance with related policies (see Related Information section).

Designated Responsible Employee

All Georgia Tech events held on-campus must have a designated responsible full-time Georgia Tech employee who is present during the entire event. This can be a member of the faculty, staff, or a campus police officer.

Funding

Any moneys used to pay for alcohol at Georgia Tech events must be taken from non-state, personal, or other private sources.

Identification

If students are invited or attend a Georgia Tech event, organizers should ensure the identification of all individuals being served alcohol is checked so that alcoholic beverages are not served or made available to any individual under the lawful drinking age.

Kegs & Common Containers

Kegs and other common usage containers (such as punch bowls or frozen drink machines) for alcoholic beverages may be used only if there is distribution by a vendor with a proper alcohol license.

Over-Serving

Organizers must ensure that no noticeably intoxicated person is given or allowed to consume any additional alcoholic beverage from the Georgia Tech event.

Food

Organizers must ensure that non-alcoholic beverages and food are provided in reasonable quantity, in the same general area, and for the same time period, as the alcoholic beverages are accessible at the Georgia Tech event.

Student Attendance

The following provisions apply if students are invited or attend a Georgia Tech event:

1. Attendance at the Georgia Tech event must be completely voluntary. Required attendance may not occur and even the perception of required attendance should always be avoided. The prominent display of alcohol should be avoided at Georgia Tech events on-campus where students are invited and/or are passing by the event.
2. Access to the alcoholic beverages must be controlled through a central point of distribution by a vendor with a proper alcohol license or a trained server and through the use of sober monitors. Control is for the purpose of restricting use by those under the legal drinking age and/or who are obviously intoxicated.

Insurance

Insurance & Claims Management will determine insurance requirements for Georgia Tech events held on-campus and may require certificates of insurance when events require the use of campus facilities. Organizers should complete the [Special Events Questionnaire](#) prior to the event.

Department Policies

Georgia Tech buildings, colleges, schools, offices, departments, units, or affiliates may have additional policies and procedures relating to events and activities they sponsor. Those policies should not conflict with this Campus Alcohol Policy. Organizers should check with the appropriate organizations in advance.

Enforcement:

Unless otherwise stated by law, each individual retains responsibility for his or her own actions at all times regardless of his or her mental or physical state, even if altered by alcoholic beverages or other drugs. Georgia Tech colleges, schools, departments, units, and affiliates may develop and enforce additional group/individual standards which are more restrictive than those established in this policy.

Persons who violate the law may be subject to arrest or citation. Georgia Tech employees and students may also be referred to the appropriate Institute authority for disciplinary sanctions for policy violations. Visitors who violate the law or Georgia Tech policies may also be required to leave the campus.

Policy History:

Revision Date	Author	Description
11/2002	Office of the President	New Policy
06/2013	Legal Affairs and Risk Management	Update to policy and revised approval procedures.

Campus Services

Campus Services facilitates the creation of a vibrant learn, live, work, play community and enhances the quality of campus life for students, faculty, staff and guests through the delivery of extraordinary services, programs and facilities.

- [Barnes & Noble @ Georgia Tech](#)
- [BuzzCard Center](#)
- [Dining Services](#)
- [Stamps Health Services](#)
- [Housing](#)
- [Information Technology Group](#)
- [Parking & Transportation](#)
- [Student Center](#)

Campus Use

General

Policy No: 10.7

Type of Policy: Administrative

Policy Owner: Capital Planning & Space Management

Reason for Policy:

The purpose of this document is to outline the procedures associated with Facility Planning. The Director of Facility Planning is responsible for the orderly planning for the long-range development of the campus. The Office of Facility Planning makes continuous studies of the physical needs of the Institute and coordinates the planning and construction of physical facilities. Present and future facility needs are determined by working closely with the various instructional and administrative departments. The office assembles all requests for and analyzes all plans for expansion of facilities and changes which affect the physical appearance of the campus.

Policy Statement:

Listed below are the General Scope of Duties associated with the Facility Planning Department:

Master Planning

Develop long-range plans which will guide the physical growth and development of the main campus in Atlanta and other large areas of development which come under the administrative control of the University. Plan development includes analyzing projections of future growth needs; establishing planning policies that outline standards of development consistent with the goal of a pedestrian oriented campus; and determining building locations, traffic patterns, open spaces and landscape development as a guide for future change.

Area Planning

Whenever a major change is scheduled, an analysis is made of the immediate area to insure that the change will be consistent with current and future considerations and with the Campus Master Plan Policies. Involvement of departments which occupy neighboring buildings is encouraged during this planning phase. Pedestrian routes, parking, traffic patterns, open space, primary building scale and material, and landscape features will be considered. The new building or addition will be planned to fit and work effectively as a part of the area.

Schematic Building Planning

In response to schools and departmental requests, design studies of small projects, feasibility studies for authorization and funding, and visual presentations are done by the Office of Facility Planning. These studies may be incorporated into requests for funding, into programs for new or expanded space, and as assistance to the user in conceptualizing the alternative for change.

Procedures:**Requests for New Construction**

In preparation for the yearly Capital Outlay Request to be submitted to the Board of Regents, the Office of Facility Planning invites requests for new construction from all colleges, schools, and departments. The request includes a name and purpose for the new facility, an approximate size and the number of types of spaces desired. The deans and vice presidents will receive these requests from their units and arrange them in order of their priority of need. Facility Planning will then present a list of these requests to the President and to IRRAC for final determination of priority. The requests which are to be submitted to the Regents are put in final form by Facility Planning for the President's approval and submitted to the Board of Regents. Periodically, especially when site locations for a new building are being considered, Facility Planning will present proposed changes to the campus to the Campus Planning Committee for review.

Campus Use Procedures

For more information about Campus Use Procedures, please see:

- [Event Scheduling](#)
 - [Freedom of Assembly and Expression Form](#)
 - [Guidelines for the Use of Outdoor space](#)
 - [Film Shoot Application](#)
- [Classroom Scheduling](#)

Disability and Campus Accessibility

Resources for Faculty, Staff and Visitors

- [Accessibility Resources](#)
- [Campus Disability Compliance](#)
- [OHR – Disability Services](#)
- [Georgia Tech Yellow Book: Accessibility Requirements](#)
- [Georgia Tech Athletics: Special Seating & Accessibility](#)
- [Ferst Center for the Arts: Accessibility and Special Needs](#)

- [Website Accessibility](#)

Resources for Students

- [ADAPTS](#)
- [Student Housing Policies](#)
- [USG – BOR Policy Manual 4.1.5 Students with Disabilities](#)
- USG – BOR Academic and Student Affairs Handbook
 - [Section 3.11 Students with Learning Disorders](#)
 - [Section 3 Appendices D-H](#)

Procedures for Animal Exhibit/Petting Zoos for Georgia Tech Events- On or Off campus

Type of Policy: Administrative

Last Revised: 2012-04-00T00:00:00

Review Date: 2016-04-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Mgr. of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Reason for Policy:

This document provides guidelines and standardized procedures for minimizing risk associated with animals on campus. Human contact with live animals at petting zoos creates the potential for disease transmission such as E coli and other zoonotic diseases so risk should be minimized. Risk of transmission can be reduced by (i) avoiding direct contact with animals or surfaces in which animals have had contact and (ii) allowing only supervised contact with animals followed by hand washing.

Inherently dangerous or wild animals as defined in Official Code of Georgia Annotated § 27-5-5, shall not be permitted in any animal exhibit or petting zoo on campus. Only non-dangerous, mature domestic animals with the required documentation are allowed.

Procedures:

Required documentation:

Owners and/or providers of animals to be exhibited and/or part of a petting zoo must provide:

- Documented proof that all animals have had their required shots including but not limited to vaccinations, such shots are up to date, and the animals are free of rabies.
- Evidence of liability insurance coverage with limits of at least \$1,000,000 per occurrence with an insurance company with at least an A- / VII rating by A.M. Best Company must be provided by the owner and/or provider of the animals. Georgia Tech, its officers and employees must be named as additional insureds on the liability insurance policy.
- A Certificate of Insurance, evidencing the required coverage must be submitted to Georgia Tech Insurance & Claims Management, 711 Marietta St., N.W. Atlanta, GA 30332-0300, prior to the date of the event.

Catering Providers Policy

Type of Policy: Administrative
Effective Date: 2005-07-00T00:00:00
Last Revised: 2015-02-00T00:00:00
Review Date: 2017-09-00T00:00:00
Policy Owner: Auxiliary Services, Technology Support
Contact Name: Bob Junko
Contact Title: Director of Finance, Auxiliary Operations
Contact Email: Robert.junko@gatech.edu

Policy Statement:

In all cases, the procurement of food/catering services must be an approved expense, subject to the State of Georgia and Georgia Tech policies.

Procedures:

1.0 Catering Providers Policy

1.1 For catering purchases under \$300, any licensed food service provider may be used (including the caterers listed below - or other providers at the choice of the event sponsor - subject to Building Manager approval).

1.2 For all catering purchases over \$300, for events on Georgia Tech property, only the approved, licensed caterers under contract with Georgia Tech listed below may be used.

1.3 For catering in the Student Center or Student Center Commons, only Georgia Tech Catering may be used.

Enforcement: To report suspected instances of noncompliance with this policy, please visit Georgia Tech's EthicsPoint, a secure and confidential reporting system, at:

https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

Policy History:	Revision Date	Author	Description
	February 2015	Aux. Services	Contact Info Updated
	September 2014	Bob Junko, Student Center Associate Director, Business	Policy update
	July 2014	Lara Sexton, Aux. Services	New campus caterer addition

Child Abuse Prevention Policy

Type of Policy: Administrative
Effective Date: 2014-05-00T00:00:00
Last Revised: 2015-06-00T00:00:00
Review Date: 2017-05-00T00:00:00
Policy Owner: Legal Affairs and Risk Management
Contact Name: Mia Reini
Contact Title: Director, Enterprise Risk Management
Contact Email: mia.reini@carnegie.gatech.edu

Reason for Policy:

Georgia Tech organizes and runs many programs for pre-college children of various ages, both on and off campus, including internships, recruiting programs, summer camps, school field trips, daycare, and community service projects. The intent of this policy and related procedures is to help those involved with pre-college programs to prevent child abuse and to ensure that any instance of suspected child abuse within or outside of a program is properly reported.

Policy Statement:

2.1 Pre-College Programs

Any Georgia Tech individual or unit that organizes and runs a program for pre-college children is responsible for ensuring that proper procedures are in place for all individuals working with minors through the program. Georgia

Tech faculty, staff, students, and volunteers who participate in those programs should follow the [General Procedures for Working with Minors](#) published by the Office of Legal Affairs, unless the program has program-specific procedures for working with minors in place.

2.2 Mandatory Reporting

Per Georgia Tech's [Mandatory Reporting of Child Abuse Policy](#), all Georgia Tech employees and volunteers acting in the course of their employment or service to Georgia Tech must **immediately** report any reasonable suspicion or knowledge of abuse of a minor, including inappropriate touching, sexual or physical abuse, or neglect to:

1. Georgia Tech Police Department (GTPD), **and**
2. Supervisor, Program Director, or Georgia Tech official who can take immediate action.

2.3 Background Checks, References and Training

Georgia Tech individuals or units organizing and running pre-college programs are responsible for ensuring that all faculty, staff, students, and volunteers who work with minors **one-on-one** through those pre-college programs have:

1. a criminal background check within the past 3 years;
2. an annual, free [National Sex Offender Public Website](#) check;
3. professional and personal reference checks; and
4. training on working with minors within the past 3 years

before being allowed to work one-on-one with minors. Training is encouraged for everyone who works with minors in Georgia Tech pre-college programs.

Georgia Tech students who interact with high school students through overnight admission or athletic recruitment programs are not subject to the requirements of policy section 2.3 above, but instead must follow the specific requirements for those admission or athletic programs.

2.4 Third-Party Programs

Third-party programs and affiliates of Georgia Tech that work with minors and use the Georgia Tech campus and facilities must contractually demonstrate, through child abuse insurance (which requires appropriate procedures) or other means, that they have child abuse prevention procedures in place. Contact Insurance and Claims Management for more information:

<http://www.procurement.gatech.edu/insurance-claims>

Scope:

This policy applies to all Georgia Tech faculty, staff, students, and volunteers.

Policy Terms:

Adult

Any person 18 years-old or older.

Child Abuse

An injury or pattern of injuries to a minor that is non-accidental. Child abuse includes sexual abuse, physical injury, and neglect.

Child/Minor

Any person under the age of 18.

Mandatory Reporter

Mandatory reporters are those that are required by law to report suspected abuse or neglect of minors to the appropriate authorities. Under Georgia state law ([Georgia Code Section 19-7-5](#)), certain Georgia Tech employees and volunteers are considered mandatory reporters. Those whose communications may otherwise be privileged or confidential are also considered mandatory reporters and must report child abuse under Georgia state law (e.g.,

professional and pastoral counselors).

One-on-One

Adult interaction with a minor or minors alone and out of view of other adults.

Pre-College Children

Minors who are not registered Georgia Tech students.

Pre-College Program

A program or activity for pre-college children organized and run by Georgia Tech individuals or units outside of the regular academic programs.

Regular Academic Programs

Programs organized and run by Georgia Tech for registered Georgia Tech students.

Volunteer

A person participating, on an unpaid basis and with a set scope of duties, in a Georgia Tech structured volunteer program.

Procedures:

5.1 General Procedures

Program Procedures

Unless a pre-college program has program-specific procedures for working with minors in place, Georgia Tech faculty, staff, students, and volunteers who participate in those programs should follow the [General Procedures for Working with Minors](#) published by the Office of Legal Affairs.

Enforcement:

Violations of this policy could result in disciplinary action for Georgia Tech employees and students in accordance with Institute procedures.

Failure of a mandatory reporter to report suspected child abuse is a violation of state law and the mandatory reporter may be subject to criminal penalties.

To confidentially report suspected instances of noncompliance with this policy, please visit Georgia Tech's EthicsPoint, a secure and confidential reporting system, at:

<https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html>

Policy History:

Revision Date	Author	Description
June 2015	Legal Affairs and Risk Management	Background C
05-2014	Legal Affairs and Risk Management	New Policy

DRAFT: Filming and Photography on Campus

Type of Policy: Administrative

Policy Owner: Capital Planning & Space Management

Contact Name: Howard Wertheimer

Contact Title: Director, CPSM

Contact Email: howard.wertheimer@cpsm.gatech.edu

Reason for Policy:

Filming: The state tax incentive for the Georgia film industry has resulted in an increase in film productions in Georgia. Film producers are finding that the aesthetics of the Georgia Tech landscape and building structures are artistically pleasing as sites for major film productions. In addition, Georgia Tech also receives requests from students, non-profit organizations, and commercial entities who want to use the campus as a backdrop for photography, film, or video. With the increase in requests to use campus space for filming and photography, a policy is needed to protect the daily operations of education, research, and other campus activities while looking for ways to support Georgia's film industry and other requests that may promote the Institute's reputation and brand.

The policy will also serve to define boundaries and provide direction to guide commercial photographers and videographers who are currently freely moving about Campus and inside Campus buildings and other spaces without permission.

Policy Statement:

The Film and Photography policy applies to any third-party non-Georgia Tech affiliated group, company, or organization and to any individual, party, or company, including students, faculty, staff or members of the Institution regardless of relationship. Institute Communications will protect the Georgia Tech brand and its reputation by requiring third-party groups to obtain prior approval before any third-party non-Georgia Tech entity is authorized to represent or use any space inside a classroom building, conference building, research building, or outdoor space on campus for filming or photography. Restrictions include prohibiting filming during busy periods of the fall and spring semesters, the week of final exams, and the reading period before final exams. Other restrictions may also apply during the summer semester depending on Campus activities or events.

Requests for film and photo shoots that do not distract from the business of education, research, and other campus activities may be considered during the semester on a case-by-case basis. Requests from Georgia Tech students, student groups, departments, and cooperative and/or affiliated organizations for photography may be granted based upon the availability and approval of the location requested and the content and purpose of the shoot. Requests from commercial entities and non-profit organizations for filming and photography will be reviewed and consideration will be given to those productions that best complement our role as a public institution of higher education. Approved activities should be in alignment with our strategic goals, as well as complementary to the Institute's well-respected brand.

Exceptions to the review process for implementing this policy are noted and only apply to those third-party groups that meet criteria listed in "Event Facilities" section under Definitions. These exceptions are intended to expedite and streamline the review process for those events that are requesting approval to be located in a single Event Facility for the duration of their film or photo shoot.

Scope:

This policy applies to representatives from the film industry including but not limited to all those working on the film production. In addition, this policy applies to corporate and other requests that are not related to the film industry.

Commercial photographers are also subject to this policy. Private photography, such as photography for weddings and receptions that are located in a single Event Facility for the duration of their photo shoot, do not fall under this policy, although they must coordinate their photo shoot through the Event Manager of the Event Facility.

News organizations, as defined by Institute Communications (IC), do not fall under this policy, but are required to coordinate on-campus visits through IC.

International film requests must also be vetted through the Office of Legal Affairs.

For the purpose of this policy, campus facilities are divided into two sub-groups – Event Facilities and Academic Facilities.

Definitions:

Campus	Institute-owned or leased buildings, grounds, and property including certain sidewalks and streets within campus boundaries.
Academic Facilities	Classroom and lecture hall buildings whose primary function is for classes, study, research, and academics.
Event Facilities	Campus facilities whose primary function is to serve in an event hosting capacity including athletic venues. It is not the primary mission of these spaces to serve as a meeting space for academic classes or study areas.
Film Production	Any for-profit or non-profit commercial, movie, episodic filming, television, episodic television, commercial, video, and documentary project.
Limited Scope - Minor Production. (For Event Facilities only)	Any production that lasts less than 48 hours from arrival to departure from campus and that is located in a single Event Facility for the duration of its film production or photo shoot. Examples include television pilots, episodic productions, commercials, and documentaries.
Film Production Company	Filming company and its representatives. Any individual directly or indirectly involved with film production.
Commercial Photographer	Any photographer who is or works for a commercial entity.
Film Logistics Committee	The Film Logistics Committee (FLC) works under the guidance of the Office of Capital Planning and Space Management (CPSM) and is tasked with reviewing all film and photography requests to work on the Georgia Tech Campus with the exception of news organization. IC reviews and coordinates on-campus visits by news organizations.
Film Logistics Review Process	The FLC will make recommendations to the Executive Vice President for Administration and Finance regarding minimizing disruption to Campus operations while permitting film production on campus. The producer and/or pertinent film crew personnel must meet with the Film Logistics Committee to discuss the logistics of the film project, including, but not limited to, dates, time, location, set-up, parking, security, insurance, and all details and procedures.
Executive Vice President for Administration and Finance	GT administrator with final approval for filming and photography.
Vice President for Communications and Marketing	GT administrator responsible for protecting the Institute's reputation and brand including the usage of Georgia Tech logos and other iconic images and symbols.

4.1. Labor and Expense Reporting

GT staff and employees who provide their work time to a film production or who work on administrative or policy issues pertaining to film production must report such time by completing the Labor and Expense template form (<http://space.gatech.edu/films-and-photo-shoots>) for the Controller's Office. This form is used to account for any GT employee time or other expense that is not captured elsewhere for GT's tax reporting purposes, and must be submitted to the Controller's Office when requested or at least annually.

Procedures: Film and Photography Production

Scouting	Film coordinators may scout desired locations on campus by contacting Capital Planning and Space Management (CPSM). Visits to campus buildings must be coordinated by CPSM. Entering campus buildings without prior authorization or interrupting classes is not permitted.
Script Approval	A copy of the film script or synopsis of the script with the specific portions of the script to be filmed on campus must be submitted to

Submission of Application and Application Fee for Filming on Campus

Institute Communications for review. Photographers must submit a proposal for commercial photography that includes how the images will be used. Private photography, such as photography for weddings and receptions that are located in a single Event Facility for the duration of their photo shoot, do not fall under this policy, although they must coordinate their shoot through the Event Manager of the Event Facility.

If the script or script synopsis is approved by Institute Communications, the film coordinators must then submit the Application for Filming and Photography to Capital Planning and Space Management (CPSM) regardless of the venue for filming. The application is located on the CPSM website at:

<http://space.gatech.edu/films-and-photo-shoots>. The application must be submitted to CPSM along with a \$100 non-refundable application fee payable to Georgia Institute of Technology. The producer and/or pertinent film crew personnel will then be required to meet with the Film Logistics Committee or the Executive Review Committee, if applicable. Approval of the script and submitting the application and deposit does not ensure permission to film on campus. An executed license agreement is required prior to set up for filming on campus.

Photography Requests

Commercial photographers should complete the Photo Shoot application to request a photo shoot. The photo shoot must be approved by Institute Communications. Photographers are not required to pay deposit fees. However, Commercial Photographers will be charged fees once a requested location is confirmed and dates and hours are scheduled. Photographers who are photographing buildings or landscaping projects that were contracted by Georgia Tech should contact CPSM directly for assistance.

Staging/Holding Locations

With guidance of Parking and Transportation, the Fire Marshal, and Facilities, the Film Production may request parking areas and staging locations for film crew and equipment vehicles. This includes space for food trucks and trailers for "talent."

Parking and Transportation

The Office of Parking and Transportation is responsible for all uses of street and surface parking, parking lots, or parking decks. All plans must be approved by the designated authority within Parking and Transportation and must conform to state and university traffic laws.

Coordination with Area and Building Managers, and Other Georgia Tech Personnel

CPSM will coordinate with administrators and building managers from Georgia Tech buildings, colleges, schools, offices, and departments regarding film and photography requests.

Scheduling

Film Logistics Committee Evaluation

Academic courses, campus events, and other campus activities will have priority for any use of space. For filming in outdoor spaces and instructional spaces no less than six (6) weeks prior notice is required from start date. Filming can only take place in these spaces during Breaks between Semesters or during Spring Break. These fall in the months of March, May, and August. Photography in outdoor space and instructional spaces will depend on the logistics. The producer and/or pertinent film crew personnel must meet with the Film Logistics Committee to discuss the logistics of the film project including, but not limited to, dates, time, location, set-up, parking, security, insurance, and all details and procedures. During this evaluation, the committee will take into consideration the academic calendar, other campus events, construction projects, room maintenance, and any other projects taking place. The producer will be advised of campus policies and required procedures. Site drawings and set-up information

Temporary Changes to Campus Structures	<p>requested by the Fire Marshal and GTPD must be submitted and approved by the FLC before filming can take place. Producer must coordinate an effective plan for vehicles with GT Parking and Transportation. All issues must be resolved prior to final approval by the Executive Vice President of Administration and Finance or his/her designee.</p> <p>Any plans for temporary changes to campus structures for production purposes inside buildings or outdoors on campus must be reviewed and approved by the Associate Director of Construction Services prior to any alterations, including, but not limited to, building sets on campus property. All issues must be resolved prior to final approval by the Executive Vice President of Administration and Finance or his/her designee. Once the Institute approves the temporary change plan, the producer and/or film crew will be responsible for implementing the approved temporary structural changes and for returning the location and/or structure back to pre-filming condition, including costs or expenses associated with such implementation.</p>
Operating Outside Normal Business Hours	<p>Filming hours for Instructional Spaces are from 7:30am-7:30pm Monday-Friday (no weekends). Any filming that requires the use of campus buildings after normal business hours, or on weekends will require special permission, over-time fees, and coordination with CPSM, the area and building managers, and the Police Department.</p>
GT Office of Legal Affairs	<p>The Georgia Tech Office of Legal Affairs (Legal Affairs) must review all license agreements before any film production is permitted on campus.</p>
Insurance, Claims, and Property Control	<p>Georgia Tech Insurance, Claims, and Property Control will determine insurance requirements for each Production held on campus in accordance with Board of Regents requirements. Certificates of insurance and approval must be provided before production or filming is permitted.</p>
GT Police Department	<p>The Georgia Tech Police Department is required for the security of all campus property. City of Atlanta permits are required for city street closures. Any private security company hired by the production company must report to and coordinate with the Georgia Tech Police.</p>
Campus Fire Marshal	<p>The Film producer is responsible for submitting all required site drawings and documents to the Campus Fire Marshal for prior approval four (4) weeks before set up and filming can take place on campus.</p>
GT Filming and Photography License Agreements	<p>The Georgia Tech Filming and Photography License Agreements are the contractual agreements that will govern all filming and photography on Campus. The film production must submit two (2) originals to be signed by the Executive Vice President for Administration and Finance for approval to work on campus.</p>
Required Security Deposit for Classrooms and Outdoor space	<p>The security deposit allows GT to deduct the cost of remedying any unintended damages to GT property. If there is no damage to GT property while filming, the security deposit is returned to the production company.</p> <p>A \$500 security deposit will be charged for films with estimated project fees expected to total less than \$1,000. Payment is required upon execution of the Georgia Tech Filming License Agreement.</p> <p>A \$5,000 security deposit will be charged for films with estimated fees expected to total \$1,000 or greater.</p>
	<p>The security deposit will be returned within thirty (30) days from the completion of filming and after Georgia Tech staff has confirmed that</p>

no damage has occurred to the campus due to filming. If damages are identified, costs to repair the damaged area will be charged against the deposit. GT reserves the right to retain the deposit to defray final fees and expenses.

Security Deposit and Use Fees for Athletic and Conference Venues

Security, deposits, and use fees for conference and athletic spaces for filming or photography will be charged on an individual basis and is based on the amount of space used, time of use, and other services required.

Fees for Filming and Photography inside Classroom Buildings and for Outdoor Space Filming

Please see website for more information about current fees.
<http://space.gatech.edu/films-and-photo-shoots>

Additional fees for Georgia Tech Police, Parking, Catering, and Facilities support e.g., HVAC, electrician, maintenance or other support provided by Georgia Tech, will be included as an exhibit in the License Agreement.

Photography: Freelance photographers who work for, or represent commercial entities, and are approved for photography by IC, are not required to pay a deposit. An hourly rate will be charged for photography inside campus buildings or outdoors on campus. Dates, times, and locations must be coordinated through CPSM.

Please see website for more information about current fees.
<http://space.gatech.edu/films-and-photo-shoots>

Waste, Recycling and Removal from Institute Property

Upon completion of project, the film production will ensure that all items relative to project in need of disposal are removed from campus and/or disposed of according to acceptable guidelines for disposal or recycling. Unless otherwise agreed, prior to filming, GT will not accept responsibility nor provide mechanisms, sites or resources for such removal or recycling.

Damage to Institute Property

Producer shall use reasonable care to prevent damage to campus premises and producer shall be responsible for any damage to the premises, including, but not limited to, damage to personal property, buildings, and equipment in and around campus caused by or incident to producer's use of the campus, normal wear and tear excepted.

In the event that damage has occurred, the film production is responsible for returning the space to its normal condition. Normal condition will be based on photographic evidence of the space use prior to filming.

**Responsibilities:
Institute Communications**

Institute Communications (IC) will review content of filming projects and photography requests as part of its approval process. In addition, IC will evaluate any request that involves the use of the Georgia Tech brand, such as the iconic Tech Tower or Campanile. IC will be notified by CPSM if a request is approved and will be informed of the dates, locations, and schedule, including set build out. IC is responsible for evaluating the need to announce the activity to the broader campus community, and will do so if it is deemed to have a significant impact on the campus.

Capital Planning and Space Management

Capital Planning and Space Management (CPSM) will review the potential for campus disruption from filming projects and photography requests as part of its approval process. Academic courses, campus events, and other campus activities will have priority for any use of space.

CPSM will have oversight of the Film Logistics Committee approval process and may weigh campus concerns when considering the final authorization. CPSM should receive the initial request for filming and photography projects and will decide if the request, via the application, warrants further consideration from the FLC.

The Policy for Filming and Photography on campus is a campus-wide policy. Departments that reserve space for filming and photography must all follow the same procedures and guidelines for use of campus space. Other Georgia Tech departments, cooperative and/or affiliated organizations, including but not limited to those listed below, must coordinate all requests for filming or photography on the Georgia Tech Campus through CPSM.

- Georgia Advanced Technology Ventures (GATV)
- Georgia Tech Research Institute (GTRI)
- Academic Units
- Academy of Medicine
- Alumni Association
- Athletics Association
- Campus Recreation Center
- Campus Services
- Police Department
- Student Center
- Student Success Center

Enforcement: Film productions and photography shoots that fail to comply with the policies and guidelines may be subject to the cancellation of the remainder of the project unless a mutually agreed upon solution can be reached. If a film or photography project is canceled due to behavior that is contrary to Georgia Tech policies and regulations, any pre-paid deposit will be non-refundable. Additionally, depending on how much time has elapsed, other fees that were charged may still be owed to Georgia Tech.

Policy History:	Revision Date	Author	Description
	4-11-2016	Capital Planning and Space Management	New Policy

DRAFT: Minors in Laboratories, Hazardous Areas and Animal Facilities

Type of Policy: Administrative
Effective Date: 2016-05-00T00:00:00
Last Revised: 2016-05-00T00:00:00
Policy Owner: Environmental Health & Safety
Contact Name: Nazia Zakir
Contact Title: Director EHS
Contact Email: nazia.zakir@ehs.gatech.edu

Reason for Policy: This policy establishes the requirements used by the Office of Environmental Health and Safety (EHS) at the Georgia Institute of Technology (Georgia Tech) to authorize persons under 18 to be present in a laboratory, hazardous area or animal facility at Georgia Tech. Georgia Tech's support of its community involves reaching out to students for educational and research purposes. Because of their biological, social, and maturational characteristics, minors may have unique and substantial risks for work-related injuries and illnesses which must be assessed and addressed prior to permitting a minor to enter laboratory areas or other areas where potentially hazardous materials or conditions may be present. The presence of minors must also comply with all Federal, State, and Board of Regents regulations and Georgia Tech's Institutional Policies and Procedures.

Policy Statement:

Minors (persons under 18 years of age) are prohibited from entering laboratories, hazardous areas (e.g. machine shop) or animal facilities where potentially hazardous materials or conditions may be present, except when:

1. The minor is participating in an adult escorted, scheduled demonstration or tour or,
2. The minor is a volunteer as part of a Structured Volunteer Program or part of an outreach program (such as Project ENGAGES) and has been approved by the Director of Environmental Health and Safety (EHS) or,
3. The minor is a student enrolled at Georgia Tech or,
4. The minor has been pre-authorized in writing by a hiring or volunteer manager and approved by the Director of Environmental Health and Safety (EHS)

If a minor is permitted in a laboratory, hazardous area or animal facility under any of the exceptions above, the following requirements must be met:

1. Their direct supervisor or assigned mentor shall be a Georgia Tech employee who shall maintain a constant line of sight supervision of the minor.
2. No minor under the age of 16 may be employed.
3. Minors shall not be in any setting involving exposure to explosive materials.
4. A minor shall not be in any setting involving exposure to ionizing radiation. Minors cannot operate any X-ray producing equipment. Operation of machines producing by-product X-rays, such as electron microscopes, may be conditionally allowed.
5. Minors are not permitted to handle the following highly hazardous materials – pyrophoric, 4 liters or more of flammable liquids, or compounds having a rat oral LD50 less than or equal to 50mg/Kg (e.g. hydrofluoric acid, acrylonitrile, osmium tetroxide, etc.) or as directed by EHS.
6. A minor may not participate in animal research or animal handling without approval from IACUC in an approved protocol.
7. Minors are not permitted to work with certain biological agents and toxins as defined by the Federal Select Agents Program.
8. Minors are prohibited from participating in the following research:
 - Proprietary research
 - Research that fits the definition of Dual Use Research of Concern (DURC)
 - Research that requires confidentiality agreements, that is part of DOD agreements funded research, or that may include agreements or funding which include restrictions on participants.
 - Research with public disclosures of prior art (due to the potential loss of patents).
9. Minors shall not be permitted to drive an Institute motor vehicle, including, but not limited to, a low speed vehicle, golf cart or maintenance utility vehicle.

Procedures:

1. The parent/legal guardian of the minor will complete the "[Consent for Minor's Presence in Laboratory](#)" and "[Parental Request to Participate Release and Waiver Agreement](#)" and return them to the hiring or volunteer manager prior to the minor beginning work or volunteer activities. The hiring or volunteer manager will submit copies to EHS.
2. The hiring or volunteer manager will contact EHS and complete an "[Application for Authorization of a Minor \(16 or 17 years of age\) to Work or Volunteer in a Laboratory or other Hazardous Area.](#)" This application prompts information pertaining to the hazards to which the minor will be exposed. This application must also be signed by the Department Chair.
3. As part of its review process, EHS will review the proposed activities, materials and equipment in the Application in order to determine if the preventative measures listed are satisfactory; confirm any additional approval from IACUC, IBC, RSC, or other Institute committee or group, if needed; and verify that the Consent and Parental Request Form (mentioned above) are complete. Once the review is completed, then Authorization will be granted. **Authorization must occur prior to the minor's access to the laboratory, hazardous area or animal facility.** If the project changes or the scope of duties/research changes or additional are identified, additional information will need to be submitted. **The minor's access may be suspended during review of the new information.**

4. EHS will notify the hiring or volunteer manager when a minor has been authorized to work in a laboratory, hazardous area or animal facility and will provide copies of the executed documents.
5. A hiring or volunteer manager who fails to complete these requirements prior to the minor beginning his or her research/work/volunteer activities may be subject to disciplinary action.
6. The minor must take any required training in biosafety, radiological safety, lab safety, right to know, or as determined by EHS Director, as well as any occupational health or vaccination requirements prior to beginning work in the laboratory. Training information is found at <https://ehs.gatech.edu/training>.
7. The Principal Investigator and Mentor must be in compliance with the Minors on Campus Policy including but not limited to training or background checks that may be required. The PI and Mentor must also comply with the Mandatory Reporting of Child Abuse Policy.

Responsibilities:Principal Investigator

The Principal Investigator is responsible for only allowing minors in their laboratories, hazardous areas or animal facilities that have fulfilled the requirements of this Policy, for maintaining a constant line of sight supervision of the minor at all times while in the lab; making sure that the minor is working in the lab according to safety policy and prohibiting them from continuing work if they cannot follow safety policy and plans; reporting any accidents or incidents involving the minor and for keeping the laboratory in compliance with EHS Policies and Procedures. In the event that the PI cannot provide line of sight supervision, they must assign a mentor for the minor, which is documented on the "Application for authorization of a minor (16 or 17 years of age) to work or volunteer in a laboratory or other Hazardous Area). Any PI supervising minors must follow the Georgia Tech Child Abuse Prevention Policy and the "General Procedures for Working with Minors", and ensure that the space will be compliant with this Procedure and the documentation for the screening and training are maintained per policy.

Environmental Health and Safety

Last Revised: 2013-05-00T00:00:00

Review Date: 2015-01-00T00:00:00

The Environmental Health and Safety (EHS) Office at Georgia Tech consists of the following department units: Fire and Life Safety, General Safety, Chemical/Lab Safety, Radiation Safety, Biosafety, and Hazardous Materials.

EHS develops programs and provides oversight, consultation, training, and other specialized services to assist the Institute community in meeting its public health, safety, environmental protection, and compliance responsibilities.

For more information please visit, www.ehs.gatech.edu

"The purpose of this section is to outline policies, procedures and practices associated with Environmental Health and Safety (EHS) at Georgia Tech.

The EHS Department is located at 490 10th Street, 3rd floor, and can be reached at (404)894-4635 (emergency 24 hr. number is 404-216-5237) or <http://www.ehs.gatech.edu/>.

New Employee EHS orientation training, which describes both required and recommended training programs based on the person's position responsibilities, is located at <http://www.ehs.gatech.edu/newhire/briefing.pdf>

[Institute Lab Safety Manual](#)

The Georgia Tech Laboratory Safety Manual found at <http://www.ehs.gatech.edu/chemical/ehslsm.pdf> outlines laboratory safety rules, procedures and performance expectations in all Georgia Tech laboratories"

EHS Policy Statement

Last Revised: 2015-04-00T00:00:00

Review Date: 2018-04-00T00:00:00

Policy Owner: Environmental Health & Safety

Contact Name: Nazia Zakir

Contact Title: Director, EHS

Contact Email: nazia.zakir@ehs.gatech.edu

Policy Statement:

Georgia Institute of Technology (Georgia Tech) is committed to:

- Providing a safe, secure and healthy environment for all faculty, staff, students, and visitors;
- Conducting its research and educational programs in compliance with applicable environmental health and safety laws and regulations; and
- Demonstrating leadership in pollution prevention, waste reduction and the judicious use of resources for protection of human health, safety and the environment.

GUIDING PRINCIPLES

Good environmental health and safety practices, including compliance, are the responsibility of every faculty member, staff employee, student and visitor at Georgia Tech. This responsibility cannot be transferred or delegated.

Georgia Tech shall make all reasonable efforts to:

- protect the health and safety of faculty, staff, students, visitors, and the surrounding community;
- provide safe workplaces - academic, research and administrative;
- provide information and training to faculty, staff, students and visitors about potential environmental, health and safety hazards;
- develop and promote the adoption of environmental health and safety best practices;
- identify and correct environmental health and safety hazards, and encourage the reporting of hazards and safety-related incidents;
- work cooperatively with the City of Atlanta, the State of Georgia and regulatory agencies to promote a safe and healthy environment; and
- comply with applicable environmental health and safety laws, regulations and consensus standards.

IMPLEMENTING AUTHORITY

The Georgia Tech Institute Council for Environmental Health and Safety is the principal implementing authority for this policy. The Council shall adopt, implement and integrate policies and procedures as developed by compliance oversight and other environmental health and safety committees at Georgia Tech. The Georgia Tech Office of Environmental Health and Safety is responsible for providing technical guidance, oversight, consultation, training and specialized services to assist the Institute community in meeting its public health, safety and environmental protection responsibilities.

EHS Committees

Review Date: 2015-02-00T00:00:00

To assist in the development, implementation, and oversight of EHS policies, programs and procedures, several faculty-led committees have been established. These committees ensure that EHS related policies and procedures are appropriately vetted, including appropriate input from faculty and research staff. The committees are as follows:

Institute Council for Environmental Health and Safety (IC-EHS)

- Scope: Overarching responsibility for consideration and adoption of Institute-wide EHS policies and procedures for chemical, biological, radiological, and occupational health and safety issues. Advise the GT Executive Leadership Team on high-priority EHS issues.

Chemical and Environmental Safety Committee (CESC)

- Scope: Consider and advise EHS and the Institute Council on programs and policies regarding the safe and compliant use of chemicals and labs at GT.

Occupational Health and Safety Committee (OHSC)

- Scope: Consider and advise EHS and the Institute Council on programs and policies regarding occupational health and workplace safety at GT.

Biological Materials Safeguards Committee (BMSC)

- Scope: Consider and advise EHS and the Institute Council on programs and policies regarding the safe and compliant use of non r-DNA biological materials at GT.

Radiation Safety Committee (RSC)

- Scope: Oversee and ensure compliance regarding the use of radioactive materials and radiation-producing devices at GT.

Laser Safety Committee (LSC)

- Scope: Develop, implement and oversee programs and policies regarding the safe and compliant use of Class 3b and 4 lasers at GT. ?

EHS Offices

The Georgia Tech EHS Department is comprised of six (6) functional offices, including:

Biological Safety Office

Review Date: 2015-01-00T00:00:00

Policy Owner: Environmental Health & Safety

Contact Name: Lisa Broadhurst

Contact Title: Biosafety Officer/Environmental Health Manager

Contact Email: lisa.broadhurst@ehs.gatech.edu

The [Biological Safety Office](#)'s goal is to minimize the risks of injury and illness associated with research involving biohazardous agents, infectious materials, toxins, and microorganisms. The Biological Safety Office also addresses public health issues such as mold in buildings, animal / insect borne exposure risks, and drinking water quality.

Training, Monitoring and Services Provided: Laboratory Assessments, Biological Agent Shipping, Biological Research Protocol Review, Biosafety Cabinet Testing / Certification, Autoclave Testing / Certification / Maintenance, Mold Evaluations and Testing, Wild Animal and Insect Investigations, and Water Quality Analysis.

Biosafety Manual: <http://www.ehs.gatech.edu/biological/biosafety.pdf>

Chemical and Laboratory Safety Office

Review Date: 2015-01-00T00:00:00
Policy Owner: Environmental Health & Safety
Contact Name: Debbie Wolfe-Lopez
Contact Title: Lab & Chemical Safety Manager
Contact Email: debbie.wolfe-lopez@ehs.gatech.edu

The [Chemical and Laboratory Safety Office](#) provides consulting, training, and assessment services to the Georgia Tech research community in the area of evaluating and controlling risks associated with laboratory hazards; and to the entire Georgia Tech community concerning chemical and other workplace environmental exposures.

Training, Monitoring and Services Provided: Chemical Right to Know (RTK) - Initial and Refresher, Lab Safety Training - Basic and Advanced, Asbestos Hazard Awareness, Chematix - Chemical Inventory Management System, Fume Hood Testing/Certification oversight, Toxic Gas Monitoring Program, Chemical Shipping Program, Lab Inspections, Air Quality Investigations, Personal Protective Equipment (PPE).

Laboratory Safety Manual: <http://www.ehs.gatech.edu/chemical/ehslsm.pdf>

Fire Safety Office (Campus Fire Marshal's Office)

Review Date: 2015-01-00T00:00:00
Policy Owner: Environmental Health & Safety
Contact Name: Larry Labbe
Contact Title: Fire Marshal/Fire Safety Manager
Contact Email: larry.labbe@ehs.gatech.edu

The [Fire Safety / Campus Fire Marshal's Office](#) is responsible for developing, implementing, and overseeing fire safety initiatives and monitoring fire safety systems in all facilities at Georgia Tech. Fire Safety staff conduct regularly scheduled inspections of all Institute buildings and coordinate fire drills and fire safety awareness training programs. In addition, the Fire Safety Office reviews design plans for all renovation projects and coordinates closely with the State Fire Marshal's Office on all new construction projects. Please refer to the Fire Safety Office's website for Georgia Tech's Fire Safety Policies and Procedures.

Training and Services Offered: Fire/Life Safety Inspections, Fire Extinguisher Inspection and Maintenance, Special Events Planning/Coordination, Fire Drills/Evacuation Exercises, Hot Work Permits, Renovation Project Design Reviews.

General Safety Office

Review Date: 2015-01-00T00:00:00
Policy Owner: Environmental Health & Safety
Contact Name: Aleece Foxx
Contact Title: General Safety Manager
Contact Email: aleece.foxx@ehs.gatech.edu

The [General Safety Office](#) is responsible for developing, managing and administering occupational safety programs. The General Safety staff also provides consultation and training programs according to regulatory and

general industry safety practices.

Training and Services Provided: CPR/AED/First Aid Training, Defensive Driving, Shop Safety Assessments, Ergonomics / Work Station Evaluations, Incident Investigations Coaching the Van Driver, Confined Space Entry, Forklift Training/Certification, Incident Investigations, Lockout/Tagout and Electrical Safety, and Trenching/Excavation Safety.

General Safety Manual: *Currently Under Review*

Hazardous Materials Office

Review Date: 2018-01-00T00:00:00
Policy Owner: Environmental Health & Safety
Contact Name: Ed Pozniak
Contact Title: Hazardous Materials Manager
Contact Email: ed.pozniak@ehs.gatech.edu
Policy Statement:

The safe and effective management, storage, and disposal of hazardous materials is vitally important for Georgia Tech to maintain a safe and regulatory compliant workplace . Numerous federal and state laws, good safety practice, and protection of the environment dictate that the Institute implement appropriate procedures for handling these materials. Hazardous Waste Policies and Procedures can be found online at www.ehs.gatech.edu/hazardous

Training and Services Provided: Laboratory Waste Characterization, Pickups of Hazardous Waste, Handling/Disposal of Biological Wastes, Emergency (Spill) Response, Hazardous Waste Awareness Training, Fluorescent Lamp/Ballast Recycling, Battery Recycling, Underground and Above-Ground Fuel Storage Tank Training and Compliance.

Hazardous Materials Policies and Procedures: <http://www.ehs.gatech.edu/hazardous/hazmat.pdf>

Policy History:

Revision Date	Author	Description
12-09-2014	Environmental Health & Safety	Minor updates to verbiage

Office of Radiological Safety

Review Date: 2018-09-00T00:00:00
Policy Owner: Environmental Health & Safety
Contact Name: Steve Grimm
Contact Title: Radiation Safety Officer
Contact Email: steve.grimm@ehs.gatech.edu

The [Office of Radiological Safety \(ORS\)](#) manages all aspects of the use of radioactive materials (RAM) and radiation generating devices at Georgia Tech and oversees the Institutes Laser Safety Program for Class 3B and 4 lasers. The ORS goal is to provide radiological safety and control measures in accordance with the Institute philosophy of keeping personnel and public exposure As Low As Reasonably Achievable (ALARA) and to comply with federal and state regulations. ORS maintains and ensures compliance with the Institute’s radioactive

materials license issued by the Georgia Department of Natural Resources.

Training, Monitoring and Services Provided: Ordering New Radiological Sources, Radiological Waste Pickup, Radioactive Material Forms (Applicant for Authorized User Status, Application to Become a Radiation Worker, Authorized User's Inventory Record, Radioactive Waste Disposal Record, Weekly Radiation Survey Checklist, X-ray Forms, Application for Authorized User Status, Application for Acquisition of X-ray Producing Equipment, Quarterly Tests of X-ray Producing Devices), Radiation Safety Manual, Awareness Training and Laser Safety Program.

Radiation Safety Manual: <http://www.ors.gatech.edu/rsm.pdf>

EHS Programs

EHS is also responsible for the Institute's Environmental Compliance and Dangerous Goods Shipping programs. Roles and responsibilities for specific aspects of each of these programs are shared among EHS staff from the various offices:

[Environmental Compliance Programs](#)

[Dangerous Goods Shipping Program](#)

Dangerous Goods Shipping Program

Review Date: 2015-02-00T00:00:00

www.ehs.gatech.edu/shipping

In order to ensure a safe, compliant and consistent approach to dangerous goods shipping – and to minimize the time, training and record-keeping burden on Georgia Tech researchers, EHS provides a centralized Dangerous Goods Shipping Program for hazardous chemicals and biological materials (shipping and receiving radioactive materials is handled by the EHS Office of Radiological Safety). Very strict federal regulations dictate that only certified individuals may ship hazardous materials. The penalties for non-compliance in this area may include fines and criminal charges.

Environmental Compliance Programs

www.ehs.gatech.edu/environmental

The Institute is responsible for complying with a large number of federal, state and local environmental regulatory requirements related to construction activities, research protocols and general campus operations. EHS performs pre-project environmental site assessments, site reviews, Georgia Environmental Policy Act (GEPA) evaluations, and remediation project planning and oversight. Examples of specific programs covered are: storm water runoff, waste water management, undergrounds fuel storage tank compliance, spill prevention control and countermeasures (SPCC) planning, and air emissions (EPA Title V) permitting.

Institute Council on Environmental Health and Safety Policy

Type of Policy: Administrative

Effective Date: 2006-05-00T00:00:00

Last Revised: 2015-03-00T00:00:00

Review Date: 2017-07-00T00:00:00

Policy Owner: Environmental Health & Safety

Contact Name: Nazia N. Zakir

Contact Title: EHS Director of Research Safety

Contact Email: nazia.zakir@ehs.gatech.edu

Reason for Policy:

Georgia Tech is committed to providing a safe, secure and healthy environment for all faculty, staff, students, and visitors; and conducting its research and educational programs in compliance with applicable environmental health and safety (EHS) laws and regulations, including research funding partner and Board of Regents guidelines and policies.

In 2005, a peer review of Georgia Tech's EHS programs and processes was conducted by an outside team of EHS experts from other major research universities. The review team recommended changes to reduce institutional risk, enhance academic and administrative partnership opportunities, and address unmet operational needs. A primary recommendation was to establish a campus-wide oversight council and several other EHS-focused committees, with appropriate faculty representation, for the purpose of formulating, integrating, and updating Georgia Tech EHS programs, policies, committees, and compliance procedures.

Based on this recommendation, the Provost and Vice President for Academic Affairs and the Senior Vice President for Administration and Finance established the Institute Council on Environmental Health and Safety (IC-EHS) in 2006. The IC-EHS is an oversight group charged with coordinating EHS policy development and assessing recommendations of other Institute EHS-focused committees.

This policy codifies the charge of the IC-EHS in overseeing the establishment of EHS policies, procedures, and committees for Georgia Tech, as well as the support role of the EHS Office in education, monitoring, and enforcement of those policies and procedures.

Policy Statement:

The IC-EHS is charged with formulating, integrating, and updating Georgia Tech's EHS programs, policies, committees, and compliance procedures.

The IC-EHS will be chaired by a faculty member and will maintain appropriate faculty representation. The IC-EHS reports to the Office of the President through the Executive Vice President for Administration and Finance and the Executive Vice President for Research.

The IC-EHS ensures that the other EHS committees have clear and well documented charges, role definitions, reporting structure, membership assignment processes, and inter-relationships among the committees. The EHS committees include the Biological Materials Safeguards Committee, the Chemical & Environmental Safety Committee, the Laser Safety Committee, the Occupational Health & Safety Committee, and the Radiation Safety Committee.

The Institutional Biosafety Committee and the Institutional Animal Care & Use Committee are also represented on the IC-EHS. Both are federally mandated compliance committees constituted in accordance with federal law. Their makeup and operational authority reside in federal law and they are not governed by the IC-EHS.

Roles and responsibilities of the IC-EHS include developing and implementing EHS policies and providing related information to Georgia Tech schools, departments, laboratories and centers regarding compliance matters including chemical, biological, radiological, environmental, occupational health and safety issues. The IC-EHS assesses the effectiveness of these policies, programs, and procedures and the risks associated with non-performance and/or non-compliance. The IC-EHS has the authority to recommend disciplinary actions, in

accordance with Institute procedures, for any students, staff or faculty who fail to maintain a safe workplace, fail to perform their work in a safe and compliant manner or who knowingly or willfully disregard safety requirements at Georgia Tech.

The IC-EHS utilizes the Administrative Policy development process for approval of Institute policy where necessary.

Scope:

All Georgia Tech faculty, staff, students, campus visitors, laboratories, colleges, schools, offices, and departments are subject to this Institute policy.

Procedures:

4.1 Institute Council on Environmental Health and Safety

Membership The IC-EHS Chair is appointed by the President, in consultation with the Executive Leadership Team and the Assistant Vice President of EHS. Membership of the IC-EHS is comprised of the Chairs of the other Institute EHS-related committees and compliance-related departments including: The Biological Materials Safeguards Committee (BMSC), Chemical and Environmental Safety Committee (CESC), Laser Safety Committee (LSC), the Occupational Health and Safety Committee (OHSC), the Radiation Safety Committee (RSC), the Institutional Biosafety Committee (IBC), and the Institutional Animal Care and Use Committee (IACUC). Other departments with standing appointments to the IC-EHS include Legal Affairs, Georgia Tech Research Corporation (GTRC) / Office of Research Integrity Assurance, Stamps Student Health Services and the Office of Human Resources.

Reporting The IC-EHS reports to the Office of the President through the Executive Vice President for Administration and Finance and the Executive Vice President for Research.

Responsibilities:

5.1. Institute Council on Environmental Health and Safety.

- a. The IC-EHS serves as a forum in which overlapping and joint areas of concern of various EHS committees are reviewed and clarified, and where individual committee jurisdictional questions are resolved.
- b. The IC-EHS is responsible for identification of new EHS matters that may emerge as new activities at Georgia Tech are undertaken and as new technologies develop or old ones change direction. In instances where such new activities do not fall within the purview of an existing EHS committee, the IC-EHS may expand the area of concern of an existing committee or recommend the creation of a new committee.

Enforcement:

Any Georgia Tech student, faculty, or staff member who fails to meet their responsibilities for safe conduct of work in laboratories or who knowingly and willfully disregards safety procedures will be held accountable and will be subject to disciplinary action in accordance with Institute procedures.

In addition, any visitors using Georgia Tech laboratories who fail to meet their responsibilities for safe conduct of work or knowingly and willfully disregard safety procedures or fail to comply with direct safety instructions from their Georgia Tech faculty sponsor, EHS, or emergency response personnel regarding emergencies or evacuations will be held accountable and subject to loss of privileges to use Georgia Tech laboratory facilities. (NOTE: "visitors" may include contractors, visiting scholars, and other non-Georgia Tech personnel)

An additional method for reporting suspected instances of noncompliance with this policy is to visit Georgia Tech's *EthicsPoint*, a secure and confidential reporting system, at:

https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

Policy History:

Revision Date	Author	Description
March 2015	EH&S	Added Charter

Revision Date	Author	Description
05-17-2006	Provost / EVP Admin & Finance	New policy

Facility Planning / Plant Operations

General Information

Policy No: 10.1

Type of Policy: Administrative

Last Revised: 2012-08-00T00:00:00

Review Date: 2015-08-00T00:00:00

Reason for Policy:

The following procedures provide general information regarding the functions and responsibilities reporting to the Office of the Vice President for Facilities Management.

Policy Statement:

The Office of the Facilities Vice President reports to the Senior Vice President for Administration and Finance, and is responsible for the orderly planning for the long-range development of the campus. This is accomplished through continuous studies of the physical needs for the Institute and coordinates the planning and construction of physical facilities.

This position is also responsible for assisting in the creation of a physical environment conducive to teaching and research, to efficiently operate and maintain this environment and to provide services that enhance the use of the facilities.

Responsibilities:

The Facilities Management Division is divided into nine departments:

1. [Building Maintenance](#)
2. [Custodial Services](#)
3. [Design & Construction](#)
4. [Energy Conservation](#)
5. [Environmental Health & Safety](#)
6. [Financial Administration](#)
7. [Landscape Services & Motorpool](#)
8. [Solid Waste Management & Recycling](#)
9. [Utilities Maintenance](#)

The Facilities Vice President oversees these departments, each of which has its own respective Director/Manager.

Building & Utilities Maintenance

Policy No: 10.3

Type of Policy: Administrative

Last Revised: 2012-08-00T00:00:00

Review Date: 2015-08-00T00:00:00

Reason for Policy:

The purpose of this document is to outline the procedures associated with Building & Utilities Maintenance.

Policy Statement:

The Building & Utilities Maintenance Departments are responsible for the operation, maintenance, and repair of all heating, air conditioning, ventilating and refrigeration equipment including the central steam and chilled water plants and their associated distribution systems. Building & Utilities Maintenance perform certain maintenance and repair functions according to regular schedule or as the need is determined through scheduled and special inspections conducted by Building & Utilities Maintenance Department personnel. Attendant responsibilities include energy conservation and cost containment.

Procedures:

Scheduled Maintenance and Repair

Functions performed according to a schedule or as a result of scheduled inspections are as follows:

- Exterior painting, including refurbishing all painted surfaces as required. This work is normally scheduled during the late spring and summer months. The schedule must be flexible since some buildings require painting more frequently than others.
- Plumbing system maintenance and repair, including water, air, gas, steam, and sewer systems, both interior and exterior.
- Mechanical equipment maintenance including servicing and repairs to heating, air conditioning, ventilation, and other mechanical equipment. Building Maintenance has an inspection and preventive maintenance group which makes regularly scheduled visits to each of the campus buildings.
- Electrical systems maintenance, including the campus high voltage distribution system. These systems are

installed, inspected, maintained, and repaired by Utilities Maintenance personnel. Facilities Management personnel also install, maintain, and repair the secondary electrical systems within each building.

- Elevator maintenance and repair is accomplished through contract services prepared and monitored by Utilities Maintenance.

Since the indiscriminate addition of electrically operated equipment can tax a power system beyond its designated load limits, building occupants should consider power loads in purchasing equipment. Any contemplated electrical load additions requiring significant amounts of power should be discussed in advance with the Manager and the Design & Construction Department..

Design & Construction

Policy No: 10.5

Type of Policy: Administrative

Review Date: 2015-01-00T00:00:00

Reason for Policy:

The purpose of this document is to outline the procedures associated with the Facility Planning/Plant Operations Engineering Department.

Policy Statement:

The Engineering Department is responsible for Plant Operations data processing equipment, drafting and records management, electrical engineering, electrical estimation, mechanical design, mechanical engineering, networking and telecommunications. The scope of this department includes the design of mechanical, electrical, telephone and computer systems for renovation projects and new buildings.

The Drafting and Records Management Section assists the engineers, project designers, and estimators in producing building renovation and space improvement drawings. This section also keeps current CAD and microfilm records of all project drawings. Also assists other departments and divisions in accessing and using the project records.

The Mechanical Engineering Section estimates and designs all plumbing, heating, ventilation, and air conditioning projects. Requests to this section are initiated either by the campus departments or through the Architectural Department and are directed through the Associate Vice President of Facilities to the Manager of Facilities Engineering for design services.

The Manager of Engineering is the primary interface with outside architectural and engineering firms for large renovation projects and new buildings. The manager provides guidance and campus design criteria for campus utility, mechanical, electrical, plumbing and communications systems. The Engineering Department is responsible for all outside utility designs and coordination.

The Electrical Engineering Section is responsible for the design, and construction of all electrical facilities on the Georgia Tech campus, as well as the electrical high voltage distribution system. This section interfaces with Georgia Tech and a consulting architect or engineer working on the electrical design for a new campus building.

The Telecommunications Section is the primary interface between DOAS and Georgia Tech. This section's responsibilities include processing telephone installation requests and determining telephone service line and distribution requirements.

The Networking Section of Electrical Engineering is responsible for the design and construction documents for telephones and computer network wiring in buildings. This includes the design for the interconnection of buildings throughout the campus with fiber optics.

Procedures:

Telephone Request

During normal office hours, telephone requests or written DOAS requests made to the Work Order Section, Plant Operations, will be accepted for telephone adds, charges and moves. Daytime emergencies are reported to the Telecommunications person. Such telephone requests are normally made by a person designated by the dean or department head to avoid duplicate requests. The specific location, including building and room number, the name of the individual to be contacted, and a description of the problem, must be provided, so that prompt and concise instructions can be given to repair or emergency personnel.

Emergency telephone information is summarized below:

Type of Emergency	Time	Telephone
Fire	All Times	542-2200
Campus Police	All Times	894-2500

Financial Administration

Policy No: 10.2

Type of Policy: Administrative

Review Date: 2015-01-00T00:00:00

Reason for Policy:

The purpose of this document is to outline the procedures associated with the Accounting Services Department.

Policy Statement:

Expenses of operating and maintaining Institute facilities are charged to the Plant Operations accounts of the appropriate fund groups: Resident Instruction, GTRI, Auxiliary Enterprises, etc. Departments within Resident Instruction will not be specifically charged for routine scheduled maintenance of facilities; however departments will be charged for repair or maintenance of instructional or lab equipment and for non-routine or specially requested unscheduled services. Departments will also be charged for materials drawn from the POD warehouse. Where possible, expenses incurred on behalf of a sponsored account will be directly charged to that account. The POD Accounting Department maintains a job cost accounting system which accumulates the costs of labor and materials for all POD operations and maintenance, whether routine or special. Labor and materials are charged to the appropriate accounts on a daily basis within the POD accounting system. These charges are entered once each month to the Institute accounting system by journal entry. Charges to units outside of the Institute accounting system will be billed through Accounts Receivable. Monthly statements summarizing all charges will be provided to each department which has incurred charges. Questions concerning these monthly charges should be directed to the POD Accounting Department.

Procedures:

POD Warehouse

Plant Operations operates a warehouse in the POD complex, where general hardware, construction, electrical, plumbing and other supplies and material are stocked. Institute departments may draw items stock in the POD warehouse by authorized use of an appropriate departmental account number. Departments may restrict the issue of materials to a pre-authorized list of individuals, provided that a letter of authorization is kept on file with the Warehouse Supervisor. The person receiving materials for a department will sign an Issue of Materials form prepared by a warehouse attendant. It is the responsibility of each department to keep their representatives informed of the account numbers which are currently valid on the chart of accounts.

POD Warehouse personnel do not normally make deliveries. However, under special circumstances, delivery may be arranged through the Warehouse Supervisor, subject to a delivery charge.

Freedom of Expression Policy and Campus Use Procedures

For more information about Freedom of Expression and Campus Use Procedures, please see the following policies:

[5.1 Policy on Freedom of Expression](#)

[6. Campus Use Procedures](#)

Fuel Card Use Policy

Type of Policy: Administrative

Effective Date: 2015-07-00T00:00:00

Last Revised: 2015-07-00T00:00:00

Review Date: 2018-07-00T00:00:00

Policy Owner: Facilities Fleet Services

Contact Name: Mark Demyanek, Assistant Vice President, Facilities Management, Hyacinth Ide, Assistant Director Facilities Landscape Services & Fleet Management, Samuel Evans III, Fleet Manager

Contact Email: Mark.demyanek@facilities.gatech.edu, Hyacinth.Ide@facilities.gatech.edu, Samuel.evans@facilites.gatech.edu

Reason for Policy:

As part of the University System of Georgia (USG), Georgia Tech adheres to overarching state policies regarding fueling state owned vehicles and equipment. The Georgia Department of Administrative Services Office of Fleet Management (DOAS/OFM) established the Statewide Fuel Standards & Guidelines, which serves as the primary policy document governing the use of fuel cards for fueling state-owned vehicles and equipment. All Georgia Tech owned or controlled vehicles and equipment must be fueled by using the State of Georgia fuel card.

The purpose of this policy is to establish uniform procedures, accountability and controls for fueling motor vehicles and equipment owned or controlled by Georgia Tech.

Policy Statement:

All Georgia Tech departments that hold or control motor vehicles and equipment must comply with the [Georgia Tech Fuel Card Use Policy and Procedures](#) found on the Fleet Service website. **On-campus, PIN users must utilize the Georgia Tech Bulk Fuel Site located at Georgia Tech Fleet Services. NO EXCEPTIONS. Use of off-site gas stations is a secondary resource.**

Scope:

This policy applies to all Georgia Tech departments that own or control motor vehicles and equipment.

Definitions

Bulk Fuel site	The fueling facility located on campus.
DOAS/OFM	Department of Administrative Services Office of Fleet Management.
FMIS	Fleet Management Information System
Georgia Tech Faculty and Staff	Georgia Tech employees, students, temporary staff.
Off-site Purchase	Any purchases of fuel completed away from Georgia Tech main campus.
WEX	Wright Express

Procedures:

All departments who own or control vehicles and equipment must follow Georgia Tech Fuel Card Use Policy and Procedures found on Fleet Services website. http://facilities.gatech.edu/fleet_services/index.php

DOAS/OFM – DOAS/OFM fueling policy sets out many of the procedures for state – owned or controlled vehicles and equipment within **Statewide Fuel Card Standards & Guidelines, and the Georgia Fleet Management Manual** including:

Responsibilities:

All Georgia Tech departments who own or control vehicles are responsible for compliance with this policy.

The Fleet Coordinator/Fuel Card Administrator will:

- Maintain knowledge of State Fuel Policy and internal procedures on use of Fuel Card.
- Obtain PIN for card users upon request of department Supervisor or Manager.
- Activate or deactivate cardholders in the Wright Fuel Express System.
- Monitor transaction and card activity to ensure that all purchases are for legitimate Institute business use.
- Review all invoices and transaction logs.
- Review logs used to record fuel purchases for secondary or portable fuel tanks and cans made on "Red" Cards.
- Submit Wright Express monthly invoice statements and departmental billing for payment according to internally established procedures through Georgia Tech Business Office.

Internal Audit

Ongoing reviews of all fuel bills will be performed for possible fraud. Possible fraud will be investigated by the Georgia Tech Internal Audit Department. Georgia Tech discipline policies will be followed for employees found to have committed fraud, to include termination and possible prosecution.

Managers and Supervisors

Managers and supervisors of departments who own or control Georgia Tech vehicles are responsible for verifying that all required fuel card training is completed. Please review the Allowable Expenses Policy and Matrix for additional information.

Enforcement:

Any misuse of the card will result in reasonable disciplinary action that may include a combination of the following:

Suspension of Fuel PIN Access:

- a. Users who fail to do the following will have their PIN suspended without exception.
 - Repeated failure to document all fuel transactions on the official Fuel Transaction Log.
 - Repeated failure to document correct odometer reading when fueling vehicles.
- b. Users suspected of possible fraudulent use, misuse, or abuse of the fuel card shall have their PIN suspended without exception.
 - Note: PINs will only be reactivated when the PIN user's Supervisor has reviewed the audit information provided by DOAS/OFM. DOAS/OFM must restore privileges in this case.

Fuel card PIN will be terminated once fraudulent use, misuse, or abuse has been investigated and determine as such.

Optional: To report suspected instances of non-compliance with this policy, please contact Georgia Tech Fleet Services at (404) 385-4232, GTFleet@gatech.edu or visit Georgia Tech's EthicsPoint, a secure and confidential reporting system, at: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

Policy History:

Revision Date	Author	Description
July 2015	Facilities Fleet Services	

Insurance and Claims Management

General Information

Policy No: 8.1

Type of Policy: Administrative

Last Revised: 2012-03-00T00:00:00

Review Date: 2016-03-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Overview

Insurance & Claims Management Policies are written for the faculty and staff of Georgia Tech. They are intended to assist those who may have questions concerning Georgia Tech insurance coverage and the submission and payment of claims. Final approval of all Georgia Tech claim submissions rests with the Georgia Department of Administrative Services, Risk Management Services Division (hereinafter "DOAS/RMSD"). In addition, any claim that goes into suit is generally controlled by the State Attorney General's Office.

At Georgia Tech there are serious concerns about injuries to individuals and property of others, whether they are part of the academic community or the population as a whole. There are concerns about Georgia Tech property losses, whether or not insured, and finally there are concerns about financial exposures and liability the Institute may face due to actions of the School or the actions of others.

Insurance & Claims Management is charged with the responsibility of protecting the assets and resources of Georgia Tech. This involves the identification of assets exposed to loss. It includes the reduction of the loss potential and the selection of the most appropriate technique for treating the loss exposure.

Generally, Insurance & Claims Management is called upon to provide the various types of insurance coverage required by Georgia Tech and its employees, and to investigate all claims, including pursuit of subrogation against third parties.

Insurance & Claims Management may require a Certificate of Insurance and/or signed Release and Waiver of Liability when formalized activities, groups, concerts, shows, performances, athletic events and presentations require the use of campus facilities.

Any Georgia Tech group, department or individual contemplating any activity such as described above or involved in activities promoted by others is to [email](#), call 404-894-5000 or write Insurance & Claims Management (mail code 0300) as soon as possible, but no later than 14 days before the event date. A Special Events Questionnaire Form available from our website must be completed for us to address all risk factors and insurance needs.

Application for All Risk Coverage

Policy No: 8.4

Type of Policy: Administrative

Last Revised: 2012-04-00T00:00:00

Review Date: 2019-04-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Policy Statement:

Overview

All Risk Insurance is specialty coverage for property falling outside the building and contents insurance program which commands a higher premium, but is more extensive than basic contents insurance. It must be applied for on an individual basis. All Risk Insurance covers State owned property in-transit, mobile equipment, watercraft, fine art and property on loan or rent to the Institute.

Policy Terms:

Capital Assets Accounting

Formally Property Control

Personal Property

Movable equipment type property of a business nature on campus with department head approval.

Rent

Transfer of property, not title, for a specific time period as specified by written contract. Property is in care, custody and control of Institute.

Lease

Long term rental usually 31 days or more.

Consignment

Property in care, custody and control of Institute, but for specific reasons.

Procedures:

1. An applicant can be any staff or faculty member.
2. Applicant requiring Certificate for State-owned property shall obtain a blank Loan Agreement form either from their Department Head or Capital Assets Accounting. Fill out the Agreement including date, name, location (if residence, street address must be given in full including zip code), reason for loan, list of equipment including inventory number which can be found on the decal, employee signature and approval of the Department Head or Lab Director is required.
3. Send original to Capital Assets Accounting with copy to Georgia Tech Insurance & Claims Management, Mail Code 0300.
4. For property on loan to the Institute send a memo which has written concurrence of Department Head or Lab Director to Georgia Tech Insurance & Claims Management. Include name of owner, GA Tech building and room location where equipment will be kept or other location if applicable. Include equipment or property list and costs with back-up data if available. State reason for bringing equipment on campus or on trip if applicable.
5. For property on loan to the Institute, send completed Loan Agreement. Ensure document is signed by both parties.
6. Georgia Tech Insurance & Claims Management, upon receiving one of the above listed forms, letters or documents will assign an "All Risk" Certificate number and assess the value of the property by using the current Capital Assets Accounting "Equipment on File by Tag Number". If personal property, a letter or copy of invoice will be requested. If property is consigned or on loan, a Loan Agreement or letter from owner will suffice. If leased or rented property, a letter from vendor stating the replacement cost of property (**not the rental cost**) will be required.
7. Georgia Tech Insurance & Claims Management will prepare and sign a "certificate" The original will be sent to the insured. The copy will be retained in the **Risk Management Certificate Book** in numerical order along with all back up information.

Claims Filed Against the State Insurance Programs

Policy No: 8.3

Type of Policy: Administrative

Last Revised: 2015-03-00T00:00:00

Review Date: 2018-03-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Reason for Policy:

Overview

Claims may be filed against the State Insurance & Hazard Reserve Fund (Building and Contents, Auto Physical Damage, Inland Marine and Money & Securities), the State Tort Claims Trust Fund (Bodily Injury & Property Damage to Others), the General Liability Agreement (e.g. Federal Civil Rights, Employment Liability) the Fidelity Bond (i.e. Employee Dishonesty & Faithful Performance) or the Workers Compensation Trust Fund. By far, the largest number of claims are filed against the Workers Compensation Trust Fund.

Policy Statement:

General Guidelines / Applicable Policies

For a claim to be filed against the State Insurance and Hazard Reserve Fund, it must consist of a property loss falling under one of the "Covered Causes of Loss" described in the Department of Administrative Services issued "State Owned Building and Personal Property Agreement." Further, the loss or damage must involve State-owned property in the care, custody and control of the Institute. At the conclusion of the investigation of an incident, the Insurance and Claims Management Office shall make a determination if the claim is sufficiently valid (i.e. meeting the terms and conditions in the State Owned Building and Personal Property Agreement).

Policy Terms:

DOAS

State of Georgia Department of Administrative Services

Procedures:

- The Insurance and Claims Management Office shall review all pertinent documents.
- If it is determined that a claim does not warrant further action (property claims) the documentation shall be filled in the departmental section of the large horizontal filing cabinet under the appropriate department name.
- The claim shall require initial approval from DOAS. This is usually provided by an email and indicates that certain guidelines have been met and the processing can proceed.
- In viable property claims, the Insurance and Claims Management Office shall assign an insurance account number from the Grants and Contracts Accounting insurance accountant.
- The Insurance and Claims Management Office shall receive and assemble all documents Including:
 - incident report(s)
 - statements of witnesses
 - correspondence
 - photographs
 - recordings
 - bills
 - estimates
 - property or vehicle documentation

NOTE claimant forms (if so required by DOAS)

Rarely do initial estimates as provided by the claimant agree with the final outcome. Differences between the estimate of loss, the Purchase Request, and the final invoice occur for substantial and valid reasons. The Insurance and Claims Management Office is generally required to negotiate these differences with

DOAS.

- Checks are written by DOAS and sent to the Insurance and Claims Management Office for submittal to the Bursar's Office through Grants and Contracts Accounting.

Policy History:

Revision Date	Author	Description
March 2015	Insurance and Claims Management	Update to pro information

Georgia Tech Buildings - DOAS Physical Inspections

Policy No: 8.14

Type of Policy: Administrative

Last Revised: 2015-03-00T00:00:00

Review Date: 2018-03-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Reason for Policy:

For insurance and safety code purposes, each State-owned building is subject to physical inspection periodically (generally not more than once a year) by an Insurance Company and/or certified DOAS safety & loss control engineer.

Policy Statement:

The inspector/engineer will coordinate schedule building inspections through Georgia Tech Insurance & Claims Management.

Policy Terms:

DOAS

State of Georgia Department of Administrative Services

Procedures:

1. Upon receipt of inspection report, Georgia Tech Insurance & Claims Management will review and forward copies of any reports containing serious recommendations to department heads having jurisdiction of the building.
2. A copy of all reports will be sent to the Manager of Environmental, Health & Safety Department.
3. Georgia Tech Insurance & Claims Management will follow up with department heads for compliance with report recommendations until compliance is documented.

Policy History:

Revision Date	Author	Description
March 2015	Insurance and Claims Management	Minor language update

Insuring Rental Vehicles

Policy No: 8.16

Type of Policy: Administrative

Last Revised: 2015-03-00T00:00:00

Review Date: 2018-03-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Policy Statement:

Rentals inside the United States: If Georgia Tech Faculty or Staff is renting a vehicle for travel through the in-state statewide contract with Enterprise or Hertz or the inter-state statewide contract with Hertz or National; the Loss Damage Waiver is automatically included in the contract rental car rate, with the exception of truck rentals. Please make certain when you reserve/rent a car through Enterprise, Hertz or National that you provide them with the statewide contract number to ensure the Loss Damage Waiver is automatically included. ***Please note: if you should rent a truck or any car outside of one of the statewide rental car contracts, then you need to purchase the optional Loss Damage Waiver/Collision Damage Waiver.***

Rentals outside the United States: All rental car insurance (collision and liability) offered by the rental company should be purchased. These expenses are fully reimbursable via the TechWorks T&E System.

Policy History:

Revision Date	Author	Description
March 2015	Insurance and Claims Management	Minor language update

Insuring of Vehicles Long-Term

Insuring Long-term Leased Vehicles

Policy No: 8.15.2

Type of Policy: Administrative

Last Revised: 2015-03-00T00:00:00

Review Date: 2018-03-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Policy Statement:

Overview

The State Insurance program includes identical coverage for Long-Term leased vehicles as found in "[Insuring of State Owned Vehicles](#)".

Policy Terms:

Long Term Lease

A rent or lease of a vehicle for greater than 30 days.

Procedures:

1. Georgia Tech employees, in order to obtain low cost liability and physical damage coverage must specify

the minimum 31 days (or more) rental period on the leasing agreement.

2. The employee shall decline liability and collision coverage offered by the rental/leasing car company.

Caution:

Do not confuse this policy with the policy on Rental Vehicles (see ["Insuring Rental Vehicles"](#))

3. The rental/leasing car company will require proof of insurance. This can be obtained by calling the Georgia Tech Insurance & Claims Management and requesting same. Be prepared to give pertinent vehicle and company information including; year, tag number, make, model, and V.I.N. of car to be rented/leased. Obtain name of company, address and email or fax number.
4. Georgia Tech Insurance & Claims Management will notify DOAS Risk Management and request a Certificate of Insurance naming the rental/leasing car company as Certificate holder. The Certificate will be emailed or faxed to the rental/leasing car company as expeditiously as possible.
5. Upon receiving the lease agreement, the employee shall forward a legible copy to Georgia Tech Insurance & Claims Management for forwarding to DOAS. It is required that a copy of the lease be kept at DOAS.
6. The vehicle shall be added to DOAS Fleet Management's Vehicle Inventory System (VITAL) for auto physical damage coverage.
7. Georgia Tech Insurance & Claims Management shall be notified at lease end.

Policy History:

Revision Date	Author	Description
March 2015	Insurance and Claims Management	Minor language information

Insuring of State Owned Vehicles

Policy No: 8.15.1

Type of Policy: Administrative

Last Revised: 2015-09-00T00:00:00

Review Date: 2018-09-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Reason for Policy:

Overview

The State self insurance program administered by the Department of Administrative Services (DOAS) provides optional physical damage including, collision and comprehensive (e.g. fire, theft, vandalism, windstorm, etc.) coverage.

Policy Statement:

If the department desires the optional physical damage coverage, DOAS will provide this through the state self insurance program at a rate of \$1.00 per \$100 of vehicle cost/market value, subject to a \$25 minimum premium, per vehicle.

*Low speed vehicles (LSVs) and carts licensed for public road use are covered under the DOAS-Automobile Physical Damage Agreement. LSVs and carts not licensed for public road use are covered under the DOAS Special Property All Risk Agreement.

Policy Terms:

Vehicle

Unless otherwise defined, a vehicle (including LSV) is considered a car, van, wagon, truck, motorcycle or trailer for use on roads and highways and equipped with a license plate or tag.

Procedures:

1. Upon being procured either through purchase, manufacture, transfer from another state agency or donation, the department director shall cause the vehicle to be registered through Capital Assets Accounting and physically brought to the Campus Motor Pool for inspection, application of appropriate identifying numerals and logos, and maintenance scheduling.
2. The GT Motor Pool Fleet Coordinator shall contact DOAS Fleet Management before releasing the vehicle and communicate pertinent data for insurance purposes. The data shall consist of:
 1. The four digit state vehicle number assigned by GA Tech.
 2. Make, Model and Vehicle Identification Number.
 3. Year of manufacture.
 4. Type of vehicle (sedan, station wagon, etc.)
 5. Cost/value of the vehicle
 6. Indicate whether or not physical damage (APD) coverage is to be added to the vehicle.

Loan Agreements

Loan Agreements - Non State-Owned Property

Policy No: 8.8.2

Type of Policy: Administrative

Last Revised: 2015-11-00T00:00:00

Review Date: 2018-11-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Reason for Policy:

These agreements are contracts which must be prepared jointly by the loaner and loanee whenever property is physically transferred to Georgia Tech without a title change.

Policy Statement:

A copy of the contract must be sent to Georgia Tech Insurance & Claims Management when applying for an All Risk Certificate.

Policy Terms:

Department of Administrative Services (DOAS)

The administrative branch of State government which includes the Office of Risk Management. This office has fiscal and administrative cognizance over all insurance and associated claims and appeals.

Procedures:

1. At the request of the GT Dept. interested in the loaned property to conduct Institute business, Georgia Tech Procurement and Business Services will prepare a loan agreement identical to or similar to the loan agreement accessible from the Georgia Tech Procurement and Business Services webpage (www.procurement.gatech.edu/purchasing/forms). Both the Loaner and a Georgia Tech Procurement and Business Services Procurement Officer must sign the agreement for it to be a valid loan agreement.
2. A copy of the executed loan agreement form along with a completed Non-GT Owned Equipment Form (www.procurement.gatech.edu/insurance-claims/forms) needs to be sent to Georgia Tech Insurance & Claims Mgt. prior to receiving the loaned property if insuring it under an All Risk Certificate
3. All Risk Certificate of insurance can be issued to the GT Dept. as evidence of coverage on the loaned equipment.

Loan Agreements - State-Owned Property

Policy No: 8.8.1

Type of Policy: Administrative

Last Revised: 2012-03-00T00:00:00

Review Date: 2015-03-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Reason for Policy:

These agreements are contracts which must be signed by the employee and the employee's Department Head/Lab Director whenever property is transferred temporarily outside of its normal location in a building.

Policy Statement:

Loan Agreements are the responsibility of Capital Assets Accounting. This agreement is to show Capital Assets Accounting that certain State equipment has been temporarily moved to a non-permanent location. The original agreement is sent to Capital Assets Accounting and a copy is sent to Risk Management.

Policy Terms:

Department of Administrative Services (DOAS)

The administrative branch of State government which includes the Office of Risk Management. This office has fiscal and administrative cognizance over all insurance and associated claims and appeals.

Consignment

Property in care, custody and control of Institute, but for specific reasons. Consigned property usually a sales or marketing ploy.

Procedures:

1. The basis for all insurance covering State property on loan to an employee of the Institute is the **Loan Agreement**. Risk Management, upon receiving an application for insurance, will ensure that it involves a loan agreement if covered under the Risk Management procedure entitled "Application for All Risk Coverage".
2. In the event that the applicant has not included a **Loan Agreement**, a copy will be provided for completion by Risk Management. In the interim, Risk Management will underwrite the insurance until applicant has complied with request.

Privately Owned Vehicles (Business Use)

Policy No: 8.17

Type of Policy: Administrative

Last Revised: 2012-09-00T00:00:00

Review Date: 2018-09-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Reason for Policy:

The State self insurance program administered by the Department of Administrative Services (DOAS) automatically extends liability coverage to an employee while operating their personal vehicle to conduct official Institute

business.

Policy Statement:

Employees performing official Institute business in their personal vehicle at the time of the accident have liability (bodily injury and/or property damage to others) coverage provided per the DOAS issued State Tort Claims Policy. Employees using their personal vehicles to conduct official Institute business shall maintain a copy of the DOAS issued General Liability Insurance Identification Card to refer to at the time of an accident.

DOAS, however, does not provide automobile physical damage (i.e. collision/comprehensive) coverage on an employee's personal vehicle even when damage occurs while performing official Institute business at the time of the accident.

Policy Terms:

Vehicle

A vehicle is considered a car, van, wagon, truck, motorcycle or trailer for use on roads and highways and equipped with a license plate or tag.

Processing Claims for Employee Dishonesty (Fidelity Bond) Incidents

Policy No: 8.12

Type of Policy: Administrative

Last Revised: 2015-03-00T00:00:00

Review Date: 2018-03-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Reason for Policy:

Overview

Claims may be filed for dishonest acts and lack of faithful performance of an employee.

Policy Statement:

General Guidelines/Applicable Coverages

Public Employee Dishonesty and Lack of Faithful Performance Coverage. Covers wrongful taking of money, securities, and property other than money by an employee alone or in collusion with others. A crime insurance policy provided by a commercial insurance company with a deductible is maintained by the DOAS. The coverage deductible is retained by DOAS and does not apply to Georgia Tech.

Procedures:

1. Notice of loss must be given as soon as possible. Claimant or person having knowledge of loss shall initiate an Incident Report with the Campus Police.

Note:

The carrier may choose not to honor a **Notice of Claim** filed after 30 days or a **Proof of Loss** after 120 days.

2. Upon completion of the investigation, Georgia Tech Insurance & Claims Management will review all pertinent documents.
3. Georgia Tech Insurance & Claims Management shall receive and assemble all documents including: incident report(s) statements of witnesses, photographs, recordings, bills, estimates, and property documentation.
4. Georgia Tech Insurance & Claims Management shall notify DOAS, who in turn will notify the carrier if the loss is anticipated to exceed \$250,000.
5. Georgia Tech Insurance & Claims Management shall prepare a Proof of Loss statement and Notice of

- Claim with the assistance of GT Internal Audits and/or Office of Legal Affairs
6. Upon completion of the investigation by DOAS or the insurance company, Georgia Tech Insurance & Claims Management will be advised of the acceptance or rejection of the claim.

Policy History:

Revision Date	Author	Description
March 2015	Insurance and Claims Management	Minor language update

Processing Liability Claims Against Georgia Tech

Policy No: 8.10
Type of Policy: Administrative
Last Revised: 2015-09-00T00:00:00
Review Date: 2018-09-00T00:00:00
Policy Owner: Insurance and Claims Management
Contact Name: Tom Provancher
Contact Title: Director of Insurance, Claims & Property Control
Contact Email: tom.provancher@business.gatech.edu
Reason for Policy:

Overview

Liability claims filed against Georgia Tech and/or Georgia Tech employees for allegedly causing bodily injury, personal injury or property damage to a third party are funded by the State Tort Claims Trust Fund.

Note:

These claims are handled by the Department of Administrative Services, Risk Management Services Division (DOAS/RMS).

Policy Statement:

General Guidelines/Applicable Policies

At the conclusion of the investigation of an incident, Georgia Tech Insurance & Claims Management shall determine if the incident warrants forwarding to DOAS/RMS as a potential liability claim.

Policy Terms:

DOAS

State of Georgia Department of Administrative Services.

Procedures:

1. Georgia Tech Insurance & Claims Management shall receive, assemble and review all documents including, but not limited to: incident report(s), statements of witnesses, photographs, recordings, bills, damage estimates, and property documentation.
2. Depending on the type and amount of documents pertinent to the claim, they will be sent to DOAS/RMS by email or postal mail.
3. Upon receipt of an Ante-Litem Notice or Lawsuit, the Board of Regents will copy the State Attorney General's Office who will assign an Assistant or Special Assistant Attorney General to the case and protect discovery through the Attorney Product Work Rule.
4. In cases of impending litigation, the State Attorney General's Office in concert with the Liability Section of DOAS/RMS may assign a private investigator or adjuster to the case.
5. DOAS/RMS or a private investigator or adjuster may contact Georgia Tech Insurance & Claims Management or the Office of Legal Affairs for assistance in processing the claim.

Processing Workers Compensation Claims

Policy No: 8.11

Type of Policy: Administrative

Last Revised: 2015-03-00T00:00:00

Review Date: 2018-03-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Reason for Policy:

Claims may be filed against Workers Compensation.

Policy Statement:

General Guidelines/Applicable Policies

Workers Compensation Claims are routinely handled through the Office of Human Resources.

Procedures:

1. Employee shall report injury to supervisor.
2. Injury should be reported within 24 hours.
3. Supervisor for Georgia based employee reports injury to DOAS workers' compensation toll free number: **1-877-656-7475**.
4. Supervisor for Ohio based employee reports injury to the 24 Hour Injury Report Line: 1-800-275-6463. Policy#: 1647912
5. Supervisor for All Other Non-Georgia based employees report injury to Hartford Loss Connect Service: 1-800-327-3636. Policy#: 10 WB AK9191
6. Only injuries requiring medical care or lost time should be reported.
7. Injuries not requiring medical care (e.g. minor cut, scrape, burn, etc.) or involving lost time should be recorded on an "Incident Notice Only" form and kept with the employee's personnel file.

Policy History:

Revision Date	Author	Description
March 2015	Insurance and Claims Management	Updated Cor

Review of Incident Reports

Policy No: 8.2

Type of Policy: Administrative

Last Revised: 2015-03-00T00:00:00

Review Date: 2018-03-00T00:00:00

Policy Owner: Insurance and Claims Management

Contact Name: Tom Provancher

Contact Title: Director of Insurance, Claims & Property Control

Contact Email: tom.provancher@business.gatech.edu

Policy Statement:

Overview

The establishment of a claim requires written documentation. Such documentation is called an Incident Report. Acceptable reports include, but may not be limited to:

- Police Incident Report

- Accident Report (vehicles)
- Fire Marshall's Report
- Comparable reports by other official agencies and offices
- Written letters documented and notarized
- Witnessed reports written by a third party, documented and notarized.

General Guidelines/Applicable Policies

Georgia Tech Insurance & Claims Management shall receive all evidence of activity that relates to risk to the Institute, its inhabitants and others, as well as property owned by, or in the care of the Institute. Such documentation may be in the form of **Incident Reports**, but other documents may suffice.

Procedures:

1. Documentation will be reviewed by Georgia Tech Insurance & Claims Management.
2. Incident Reports are numbered and certain ones will be filed by Georgia Tech Insurance & Claims Management. To qualify for filing a report must pertain to some activity of a serious enough nature to warrant investigation by Georgia Tech Insurance & Claims Management. Incident Reports that reveal some innocuous activity or to an activity outside the jurisdiction of Georgia Tech Insurance & Claims Management will not be processed.
3. Incident reports that are filed will remain in the file until additional supporting information is received or until the Georgia Tech Insurance & Claims Management determines that an investigation shall commence. At that time the incident report shall be segregated as described in the next paragraph.
4. Georgia Tech Insurance & Claims Management shall maintain said records in separate blue partitioned folders. An identification file number will be assigned and affixed to the top of the folder.

Policy History:

Revision Date	Author	Description
March 2015	Insurance and Claims Management	minor language

Low Speed Vehicle Policy and Golf Cart Policy

Type of Policy: Administrative
Effective Date: 2016-03-00T00:00:00
Last Revised: 2016-03-00T00:00:00
Review Date: 2019-03-00T00:00:00
Reason for Policy:

Golf carts first arrived on the Georgia Tech campus to accommodate the 1996 Summer Olympics and since then their use, as well as the use of Low Speed Vehicles (LSVs), has expanded. This policy clarifies Georgia Tech's particular expectations regarding the purchase, safe use, and operation of LSVs and golf carts on the Georgia Tech campus.

Policy Statement:

Georgia Tech LSVs and golf carts are types of motor vehicles and, as such, they and their drivers are subject to Institute and University System of Georgia (USG) policies, as well as Georgia state law.

Institute employees who operate Georgia Tech LSVs and golf carts are subject to Board of Regents policy on [Motor Vehicle Use](#)

Georgia Tech adheres to an overarching state policy regarding the use of state-owned vehicles. State policy is provided through the Georgia Department of Administrative Services (DOAS). The DOAS Office of Fleet Services' [Georgia Fleet Management Manual](#) serves as the policy document governing the acquisition, maintenance, repair, and replacement of state-owned passenger-carrying vehicles.

The purchase, safe use, and operation of Georgia Tech LSVs and golf carts must be in compliance with the

procedures in Section 5 below, as well as Georgia state law regarding street legal vehicles (see O.C.G.A. § 40-6-330.1).

Scope:

This policy applies to LSVs, golf carts, and other motorized carts owned by Georgia Tech and/or driven within the Georgia campus.

Policy Terms:

Low Speed Vehicle (LSV)

Any four-wheeled electric vehicle whose top speed attainable is one mile greater than 20 miles per hour but not greater than 25 miles per hours on a paved level surface and which is manufactured in compliance with those Federal Motor Vehicle Safety Standards for low-speed vehicles as set forth in 49 C.F.R. § 571.500, and in effect on January 1, 2001.

These vehicles have a vehicle identification number (VIN) and are street legal.

Street Legal Golf Cart

A motorized cart having no less than three wheels and an unladen weight of 1,300 pounds or less, that cannot operate at more than 20 miles per hour, and is not manufactured in compliance with Federal Motor Vehicle Safety Standards for low-speed vehicles as set forth in 49 C.F.R. § 571.500.

Effective January 1, 2012, Georgia state law requires personal transportation vehicles, including golf carts and other motorized carts, be enhanced with specific safety equipment to become street legal (see O.C.G.A § 40-6-330.1).

Non- Street Legal Motorized Carts

Any motorized vehicle that does not have a VIN and is not street legal.

Non-Street Legal Motorized Carts other than Landscape/Maintenance Utility Vehicles are not authorized to be driven within the Georgia Tech campus.

Landscape/ Maintenance Utility Vehicle

Any mower, tractor, front-end loader, street sweeper/scrubber, or unlicensed motorized vehicle that is designed with a cargo area for landscape/maintenance services and whose primary purpose is to transport or deliver materials and equipment, not people.

These vehicles are intended to be driven adjacent to turf that may be used as lawns, play fields, and other campus green space next to buildings, parking decks and sporting venues, solely to deliver materials and equipment and to perform maintenance on campus green space.

A landscape/maintenance utility vehicle may occasionally be driven on a road – with caution. These unlicensed vehicles must display a fluorescent safety triangle on the back of the vehicle or they will be prohibited from driving on campus or public streets.

Procedures:

5.1 Registration

LSV and Golf Cart

1) LSV registration may only be issued for compliant vehicles per 49

5.1 Registration

Registration

C.F.R. § 571.500 and to individuals who possess a valid driver's license.

2) Golf cart registration may only be issued for compliant vehicles per O.C.G.A § 40-6-330.1.

3) Any Georgia Tech unit currently owning or purchasing a LSV or golf cart must register each vehicle with **Georgia Tech Fleet Services**. Upon receipt of the vehicle, the **Fleet Services Coordinator** will assign and affix a number to the vehicle for inventory purposes. The **Fleet Services Coordinator** is required to send a copy of the license plate with the registration and state ID to DOAS.

4) The **Fleet Service Coordinator** will apply for an amber light sticker and state registration decal. The decal will be delivered to **Fleet Services** and adhered to the vehicle by the department.

5) **DOAS** will add the vehicle to the asset list for physical damage coverage.

6) The department owning or purchasing the vehicle is required to affix or have affixed to each vehicle two Georgia Tech unit decals, one that is visible on each side of the vehicle, identifying it as an Institute/state vehicle. It is also required to have the "How's My Driving" sticker with its designated phone number. Affixing these decals is not the responsibility of **Fleet Services**.

7) Any LSVs or golf carts transferred to another unit or to Intercampus or Statewide Surplus must be reported to **Fleet Services** to keep the inventory current.

8) Organizations that are not Georgia Tech units (e.g., affiliated organizations), but have individuals who operate LSVs and golf carts on the Georgia Tech campus also must register each vehicle with **Fleet Services**. However, tags, licenses, parking permit and maintenance for privately-owned vehicles are solely the responsibility of the vehicle owner.

Golf Cart Safety Requirements

1) By **Georgia state law**, effective January 1, 2012, golf carts must have the following working safety equipment to be street legal:

a) A braking system sufficient for the weight and passenger capacity of the vehicle, including a parking brake;

b) A reverse warning device functional at all times when the directional control is in the reverse position;

c) A main power switch. When the switch is in the "off" position, or the key or other device that activates the switch is removed, the motive power circuit shall be inoperative. If the switch uses a key, it shall be

5.1 Registration

removable only in the "off" position;

- d) Head lamps;
- e) Reflex reflectors;
- f) Tail lamps;
- g) A horn;
- h) A rearview mirror;
- i) Safety warning labels; and
- j) Hip restraints and hand holds.

2) Non-street legal golf carts currently in use on the Georgia Tech campus will be phased out of use by **July 31, 2016**. In the meantime, they should not be driven on public streets.

3) After **August 1, 2016**, non-street legal golf carts will not be eligible for Georgia Tech parking permits or Fleet Services registration.

Policy History:

Revision Date	Author	Description
March 4, 2016	Environmental Health & Safety, Fleet Services, Parking and Transportation	New Policy

Mandatory Reporting of Child Abuse Policy

Type of Policy: Administrative
Effective Date: 2014-05-00T00:00:00
Review Date: 2017-05-00T00:00:00
Policy Owner: Legal Affairs and Risk Management
Contact Name: Mia Reini
Contact Title: Director, Enterprise Risk Management
Contact Email: mia.reini@carnegie.gatech.edu
Reason for Policy:

Georgia Tech is firmly committed to ensuring the safety and well-being of minors and prompt reporting of suspected abuse or neglect of a minor. Certain Georgia Tech employees and volunteers through their employment or service to Georgia Tech are considered mandatory reporters (as defined in Policy Terms below) of abuse to minors under Georgia state law ([Georgia Code Section 19-7-5](#)). This policy takes into account Georgia's mandatory reporting law and outlines reporting procedures for Georgia Tech employees and volunteers.

Policy Statement:

It is Institute policy that all Georgia Tech employees and volunteers acting in the course of their employment or service to Georgia Tech – whether or not they work directly with minors – must **immediately** report any reasonable suspicion or knowledge of abuse to minors, including inappropriate touching, sexual or physical abuse, or neglect, to:

1. Georgia Tech Police Department (GTPD), **and**
2. Supervisor, Program Director, or Georgia Tech official who can take immediate action.

Immediate reporting is essential to protect all minors in any Georgia Tech program or otherwise visiting campus.

Non-Retaliation

The State of Georgia grants immunity for any civil or criminal liability for the making of a report, in good faith, of any suspected minor abuse.

Georgia Tech prohibits any employee, student, or volunteer from retaliating or taking any adverse action against another employee, student, or volunteer for reporting a reasonable suspicion of sexual or physical abuse or neglect of a minor. If an individual believes he or she is being retaliated against, the individual should contact their supervisor or the Office of Human Resources.

Scope:

This policy applies to all Georgia Tech employees and volunteers acting in the course of their employment or service to Georgia Tech.

Policy Terms:

Adult

Any person 18 years old or older.

Child Abuse

An injury or pattern of injuries to a minor that is non-accidental. Child abuse includes sexual abuse, physical injury, and neglect.

Mandatory Reporter

Mandatory reporters are those that are required by law to report suspected abuse or neglect of minors to the appropriate authorities.

Under Georgia state law ([Georgia Code Section 19-7-5](#)), certain Georgia Tech employees and volunteers are considered mandatory reporters.

Those whose communications may otherwise be privileged or confidential are also considered **mandatory reporters** and must report minor abuse under Georgia state law (e.g., professional and pastoral counselors).

Minor/Child

A person under the age of 18.

Volunteer

A person participating on an unpaid basis and with a set scope of duties in a Georgia Tech structured volunteer program.

Procedures:

5.1 Reporting Procedures

Reporting to GTPD

Employees and volunteers must **immediately** contact GTPD, by calling 404-894-2500, when they know about,

hear about, or suspect abuse or neglect of a minor in the course of their employment or service to Georgia Tech.

Georgia has a prescribed statewide reporting process through the Division of Family and Children Services (DFCS). GTPD will navigate the DFCS system for those reporting, after being given as much specific information as possible for the DFCS report. **Reports may be made to GTPD confidentially** (to the extent provided by state law). GTPD must report to DFCS within 24hrs of receipt of an incident report.

GTPD will investigate all child abuse reports involving Georgia Tech faculty, staff, students, and volunteers, or which occur on the Georgia Tech campus, in addition to reporting to DFCS.

Reporting to Supervisor, Program Director, or GT Official

In addition to calling GTPD, employees and volunteers must also report suspected child abuse to their supervisor, program director, or a Georgia Tech official as soon as possible.

The supervisor, program director, or Georgia Tech official will take immediate action in order to protect the minor and work with GTPD during any investigation resulting from the report.

While an investigation is conducted, the person being investigated must not have any contact with minors in any Georgia Tech program.

Enforcement:

Failure of **mandatory reporters** to report suspected child abuse is a violation of state law and **mandatory reporters** may be subject to criminal penalties.

Violations of this policy could result in disciplinary action for Georgia Tech employees and volunteers in accordance with Institute procedures.

Policy History:

Revision Date	Author	Description
05-2014	Legal Affairs and Risk Management	New Policy

Motor Vehicle Maintenance Policy

Type of Policy: Administrative

Last Revised: 2015-03-00T00:00:00

Review Date: 2018-03-00T00:00:00

Policy Owner: Facilities Fleet Services

Contact Name: Hyacinth Ide

Contact Title: Associate Director, Landscape Services & Vehicle Management

Contact Email: hyacinth.ide@facilities.gatech.edu

Reason for Policy:

As part of the University System of Georgia (USG), Georgia Tech adheres to overarching state policies regarding state-owned vehicles. The Georgia Department of Administrative Services (DOAS) Office of Fleet Services established the [Georgia Fleet Management Manual](#) which serves as the primary policy document governing the

purchase, maintenance, repair, and replacement of state-owned vehicles.

The purpose of this policy is to establish uniform maintenance protocols for motor vehicles owned or controlled by Georgia Tech.

Policy Statement:

All Georgia Tech departments that own or control motor vehicles must comply with the DOAS [Georgia Fleet Management Manual](#), as well as the Georgia Tech Motor Vehicle Maintenance Procedures set forth by Facilities Fleet Services.

Scope:

This policy applies to all Georgia Tech departments that own or control motor vehicles.

Policy Terms:

Motor Vehicle

Any motorized vehicle carrying a driver and capable of being tagged and titled in the state and driven on highways or streets, including motorcycles and utility vehicles.

This policy concerns motor vehicles purchased, leased, or controlled using Institute funds.

Procedures:

All departments who own or control motor vehicles must follow the [Georgia Tech Motor Vehicle Maintenance Procedures](#).

Responsibilities:

6.1. DOAS

DOAS sets out many of the procedures for state-owned/operated motor vehicles in its [Georgia Fleet Management Manual](#), including:

- acquisition
- use and operations
- fuel, maintenance & inspections
- disposal
- liability
- fleet management system
- environmental compliance
- maintenance and repair

In addition to DOAS, the following Georgia Tech departments have procedures in place to help with motor vehicle maintenance issues:

6.2. Facilities Fleet Services

- preventive and demand vehicle services
- vehicle acquisitions
- fueling necessities (WEX Cards)
- emergency assistance

6.3. Insurance & Claims Management

- auto insurance cards
- auto liability claims
- claims and liability coverage questions

6.4. Purchasing

- placing orders for all vehicles (including GEM cars and Club cars)

Enforcement:

Facilities Fleet Services in partnership with Insurance & Claims Management will monitor for compliance with this policy. Failure to comply with this policy will result in notification of the Department Head and may lead to suspension of fuel privileges and or delay the acquisitions of new vehicles for the department.

To report instances of suspected noncompliance with this policy, please visit Georgia Tech's [EthicsPoint](https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html), a secure and confidential reporting system, at: <https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html>

Policy History:

Revision Date	Author	Description
March 2015	Facilities Fleet Services	Updated Proc
August 2014	Facilities Fleet Services	New Policy