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TODAY

TOMORROW

THURSDAY

Drum Set / Percussion Lessons

If you are interested in taking drum or percussion lessons please sign up for MUSC 106 or MUSC 306 Private Lessons-Percussion. Lessons are available for all ages and ability levels. If you have any questions feel free to contact Dustin Woodard at Woodard@Alfred.edu.

Submitted by: Dustin Woodard

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TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on June 22, July 6, August 16, and September 19 in the Human Resources Conference Room in Greene Hall. Let her help you make financial decisions that are right for you. To schedule an appointment, employees should call TIAA-CREF at 1.800.732.8353; remain on the line for assistance.

Submitted by: Kim Wyant

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Chemical Waste Removal

The spring/summer chemical waste removal will occur during May 2017. Both hazardous and non-regulated waste will be accepted.

All chemical waste must be received in your respective Central Accumulation Area (CAA) no later than Thursday, May 25, 2017. All colleges (Harder Hall, McMahon, and Myers CAAs) contact Dean Perry x 2196 or Travis Reed x 2190 for receipt of your hazardous and non-regulated chemical waste.

Completed Hazardous Waste and Non-Regulated Waste Log Forms MUST be sent to EH&S no later than Thursday, May 25th and may be mailed (117 Myers Hall), faxed to x2086, or scanned and e-

mailed to: perrydr@alfred.edu. The hazardous waste packers must have this information prior to packing to obtain required approvals from the disposal facility.

All Satellite Accumulation Area labels MUST be filled-out completely with EPA# for respective college, building name, Room # or area name, start date, initials, chemical name(s) of constituents in the accumulation container with volume or weight, and waste characteristics prior to receipt in Central Accumulation. Note: Per EPA regulations you have only 72 hours from an SAA full date to transfer the container to the proper CAA. SAA containers must be capped or sealed with container lid, have clean exterior, and SAA label easily legible. If you have any questions, contact Dean Perry.

All Satellite Accumulation Areas must be empty prior to May 29th, with a notation to that effect made on your submitted May 2017 Satellite Accumulation Area Weekly Inspection sheet. Reminder: Any SAA's which collect waste during the summer and are not empty over the summer must have the weekly inspection log maintained and submitted to EH&S on a weekly basis.

Hazardous and Non-Regulated Waste Log Forms are available at <https://my.alfred.edu/ehs...> under the heading "EH&S Forms".

Link: [Environmental Health and Safety](#)

Submitted by: Dean Perry

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Chemical Inventory / List of Chemicals

An annual chemical inventory is required of each Alfred University department which stores and uses chemicals and products which have an associated safety data sheet (SDS) - Ref: OSHA CFR 29 1910.1200(e)(1)(i); also Section 1.3.2.6.6 of the Alfred University Chemical Hygiene Plan. If you are unsure if a product qualifies for the chemical inventory, check with the manufacturer to determine if they produce an SDS for the product. If the manufacturer does produce an SDS, then the product must be included in your chemical inventory. The chemical inventory is due via a standardized Excel template (see attached) to Environmental Health and Safety no later than June 15th, 2017, email to: envhealthsafety@alfred.edu.

To simplify the chemical inventory process, EHS has produced a new streamlined Excel template. Only the attached template will be accepted by EHS. In this template, there are only two cases where we require that the quantity column be completed; if you store 100 pounds, or 55 gallons or more of any chemical, and if you have any P-Listed (Particularly/Acutely Hazardous) Substances in any quantity; otherwise you may leave the quantity column blank. There are also several drop-down lists to facilitate ease in completing the inventory. Thank you for your attention and support in implementing this new campus chemical inventory process. In addition, please note that each chemical inventory template includes a cover sheet. The cover sheet must be signed by the faculty/P.I. or supervisor in charge of that room or area. If there are multiple faculty/P.I.'s/supervisors in charge, then each person must sign the cover sheet certifying that the inventory is correct to the best of their knowledge. If you have any questions please contact Travis Reed (x2190) or Dean Perry (x2196).

Attachment: [Chemical Inventory Template](#)

Attachment: [P-Listed \(Acutely Hazardous\) Sunstances List](#)

Submitted by: Dean Perry

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Early Payroll Approval for May 23

Due to the upcoming Memorial Day Holiday the payroll department needs all time entered into the BANNER system by Tuesday May 23 and Approved by the Supervisor by Wednesday May 24. Your assistance with this is appreciated and will be rewarded with "paychecks on time" the following week!

Submitted by: Mark Guinan

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Office for the Aging Needs Volunteer Drivers

GIVE A LIFT!
OFFICE FOR THE AGING NEEDS VOLUNTEER DRIVERS

Driving gives most of us the freedom to go anywhere, at any time. Driving also gives us the freedom to do the simple, but necessary things as going to the pharmacy, visiting your doctor and going to the grocery store. But some older adults are not able to drive anymore.

Allegany County Office for the Aging Volunteer Transportation Program helps people age 60 and older get to medical appointments, the grocery store, pharmacy or bank. We need volunteer drivers in all areas of our county. Just a few hours of your time can make a world of difference to the person who is unable to drive anymore. Volunteers are reimbursed \$.50 a mile from their own home and back to their own home.

We need a large corps of volunteers to be able to provide rides to all our clients. As a volunteer, you choose the days and times that are convenient for you. Giving a lift to an older adult can make a big difference.

Call the Allegany County Office for the Aging and ask for Karen Chamberlain for more details 268-9390, or toll-free 1-866-268-9390.

CONTACT: Karen Chamberlain
PHONE NUMBER: 585-268-9390

Submitted by: Jen Guarasci

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