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Outgoing Mail Due in Procurement Services by 1:30 Daily

Now that summer hours have arrived for most departments, the deadline for daily outgoing mail has changed as well.

All outgoing mail must be delivered to Procurement Services by 1:30 p.m. daily to ensure mail is posted the same day.

If you have concerns or questions do not hesitate to ask by calling ext. 2698.

Submitted by: Donna Sturdevant

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Powell Mail Services Summer Hours

Mail Services located in Powell Campus Center summer hours are as follows: 8 a.m.-3:30 p.m., closed noon-12:30 p.m., Monday-Friday.

Have a great summer.

Submitted by: Donna Sturdevant

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TIAA Consultant on Campus

A TIAA consultant will be conducting one-on-one, 45-minute, individual retirement counseling sessions on May 16, June 22, July 6, and August 16 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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IEA Visiting Artist: Renate Ferro

May 15-19, 2017

The Institute for Electronic Arts at the School of Art and Design of the New York State College of Ceramics

Sponsored by: The Institute for Electronic Arts and the Division of Expanded Media

The IEA will be hosting Renate Ferro of Ithaca, NY, for an artist residency over the week of May 15th. Renate, who holds multiple masters degrees in art practices, frames herself as a conceptual artist who toggles between the creative skins of old and new technologies. These are actualized through forms such as installation, interactive net-based projects, digital time-based media, drawing, and text. Often engaging with the concepts of memory and disclosure, Renate's practice conjoins the making of art out of life's materials and life's materials out of art, blending the tactile material world with the networked, immaterial world.

For her residency, Renate intends to explore and print from her archive of video work from her Super 8 film and early low-resolution digital video projections. Renate has experimented with image making from these sources on older technology via printing on various substrates with dot matrix printers. With this archive of material Renate would like to experiment with the IEA's contemporary printing technologies, which are several generations newer than any Renate previously used.

The Institute for Electronic Art's Visiting Artist Program is sponsored in part by the New York State Council on the Arts with the support of Governor Andrew Cuomo and the New York State Legislature.

Submitted by: SOAD Events

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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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Clarinet and Saxophone Lessons

Clarinet and Saxophone lessons are available for all ages and abilities. If you are interested, please register for MUSC 104 Private Lessons-Woodwinds and/or contact Mrs. Decker deckerr@alfred.edu with any questions. Chamber ensembles also a possibility!

Submitted by: Rachel Decker

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International Programs closed through Memorial Day

Alfred University's Office of International Programs will be closed from Friday, May 12th, reopening Tuesday, May 30, 2017.

Submitted by: Jeanne Marion

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