

# Alfred Today

Friday, August 11, 2006

Alfred Today is a campus-wide listing of announcements for the Alfred University Campus which runs Monday-Friday while school is in session; it will be sent as needed during campus breaks. Please use the form created for listing announcements. It is really quite simple. There is a link to the form in the [MyAU](#) and [OurAU](#) menus under Submit Content. It can also be found [here](#). Announcements must be received no later than 2 p.m. the day before the item is to be used. Items may be used twice within the same week, but must be sent twice. Submissions are subject to editing and will be screened for appropriateness.

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Webmail users [click here>>>](#)

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## Goodie bags for incoming students

Please remember that if you'd like to have any trinkets, publications or general welcoming material distributed to incoming students for orientation, we need it in the Student Affairs Office by Thursday, Aug. 17. Please provide 710 copies/items. Thanks -- Kathy Woughter

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## Statutory Procurement Office relocated

The Statutory Procurement Office is now in its new location in Greene Hall, first floor. Please enter Greene Hall using the Office Services/Procurement door (right hand door at front of building). The offices are inside the doorway on the left.

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## Alfred enters partnership with Verizon Wireless

Alfred University has entered into a partnership with a Verizon Wireless Authorized Agent to offer competitive calling plans and cell phones at a discounted rate, for AU students.

For more information about the phones and calling plans available, visit [www.alfredwireless.com](http://www.alfredwireless.com) or call 1-888-603-4248

**Link for more information:** <http://www.alfredwireless.com>

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## MSDA Management

EH&S is instituting a new Material Safety Data Sheet management system. We will no longer rely three-ring binders full of paper to track and house our MSDSs. EH&S has purchased MSDSonline, a computer, Web-based file management program to house our MSDS database.

Each department that maintains a MSDS notebook will be required to assign a file administrator. The administrator will create a department database file within the MSDSONline program. EH&S will provide operational training and assistance to all administrators. Please notify EH&S before Wednesday, Aug. 16 with the name, department and phone number of the department administrator, so that a user name and password can be assigned. Once all departments have contacted EH&S, training will be immediately scheduled.

EH&S will also provide a few demonstrations to show all employees or students who need to gain access to MSDSs on campus how to access the program and view MSDSs. For departments which do not have 24-hour computer availability during a work shift you will still need to maintain paper copies of MSDSs.

This system will be in place by the beginning of September and databases will be required to be completed by Dec. 1, 2006.

I hope you find this to be a very helpful tool. You can explore the Web site at [www.msdsonline.com](http://www.msdsonline.com). If you have any questions, please call Cherise Haase at X2190.

**Link for more information:** <http://www.msdsonline.com>

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## Fax machine available

The CDC is no longer using an older model fax machine (Brother Intellifax 1270e). It works -- if interested in this freebie please call Susan at x2165 for details.

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