

Campus Use & Facilities

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Bicycle Use Policy

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Last Revised: Oct 2014

Review Date: Oct 2019

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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.

Section 5.1 Removal of Bicycles**Removal of Bicycles Procedure**

1. Abandoned Bicycles: personnel authorized by Section 7.1 shall conduct sweeps (no less than once every year) for abandoned bicycles. During these sweeps, personnel shall tag bicycles with temporary tags that clearly state that the bicycle is being marked as potentially abandoned, as well as the date of planned removal. Said authorized personnel may also elect to inspect and potentially tag bicycles at any time in response to special requests from any member of the Georgia Institute of Technology campus community (i.e. Students, Staff, or Faculty). Bicycles tagged will have their location recorded and a photograph taken of the bike; both the location and photograph will be provided to all parties to the abandoned bicycle removal process. In addition, bicycles claimed this way are to be checked against the GTPD bike registration database, and any identified owners contacted and notified that their bicycle has been claimed as abandoned; the owner may claim it per Section 8.1.2. Fourteen days or more after the placement of the tag upon the bicycle, the bicycle shall be deemed abandoned and authorized for removal in accordance with these policies.

Abandoned bicycles removed in this way will be held in storage by PTS at a facility specifically designated for said storage until after the minimum holding period of 30 days has passed, and thereafter will be donated to StarterBikes or the Atlanta Bicycle Coalition.

2. Bicycles blocking emergency access: Bicycles blocking emergency access may be impounded immediately upon discovery of their placement, including the removal of any locking mechanisms. The Institute will store any bicycles impounded in this way in accordance with Section 5.1.1, and they will be subject to a \$25 impound fee upon reclamation.

3. Bicycles blocking flow of traffic or other access: Bicycles blocking the follow of traffic or other access may be tagged as an obstruction by authorized personnel. If said bicycle is not removed within 24 hours, it may be impounded in accordance with the sections of this policy and its owner assessed a \$25 impound fee upon reclamation.

4. Removal or Alteration of Obstructing Bike Part

Whenever any bicycle is found in violation of this Policy, and removal of the bicycle is called for according to its procedures, any Institute personnel authorized to enforce bicycle parking may use whatever reasonable measures necessary to move, alter or remove any part or component of the bicycle. Institute personnel so authorized to alter a bicycle in this manner, and the Institute, shall not be liable to the owner for damage or the cost of repair or replacement of such parts or components.

5. Waiver of Liability

Institute personnel so authorized to remove and impound a bicycle in the above manner and where removal of a

locking mechanism or device is required, and the Institute, shall not be liable to the owner of the securing device or the owner of the bicycle for the cost of repair or replacement of such securing device or for damage to (or theft of) the bicycle while in possession of the Institute.

6. Removal of Locks and Locking Devices

Locks or locking devices left on parking racks, bicycle lockers, or parking devices not securing a bicycle, or left attached to any object not maintained or designated for the purpose of securing bicycles may be removed by authorized Institute personnel in accordance with the applicable bicycle removal policy. Institute personnel so authorized, and the Institute, shall not be liable to the owner of the securing device for the cost of repair or replacement of such securing device.

7. Impound Appeals

Any owner of a bicycle impounded in accordance with section 2.2 may, upon reclaiming their bicycle per 8.1.1, appeal the impound fee by contacting GTPD and requesting an appeals consideration.

8. Any appeals consideration must demonstrate that the bicycle was either (1) impounded improperly (i.e. not in accordance with section 5.1.2 and 5.1.3), or (2) was not in violation of section 2.2.2 when impounded.

9. Responsibility for conducting review of any appeals is delegated to GTPD.

10. Responsibility for reviewing appeals may be delegated to the Bicycle Infrastructure Improvement Committee (BIIC) at the discretion of the joint partners to this policy (GTPD, Facilities, and PTS).

Recommended Safe Practices

Section 9.1 Safe Cycling

Gear

Bicyclists are strongly recommended to wear a helmet at all times, particularly when sharing space with motor vehicles or riding at speed.

Bicycles are required to be equipped with lights and/or reflectors in accordance with state law, and all bicyclists are strongly encouraged to use prominent front and rear lights.

Behavior

Bicycles are vehicles under state law, and are treated as having the same rights and responsibilities as other vehicles unless explicitly restricted from a given area.

Bicyclists are allowed and encouraged to ride in the center of the traffic lane in cases where it is unsafe or problematic to ride further to the right, or when riding at the same speed as traffic. In these cases riding in the center of the lane may be safer, and is recommended accordingly.

When riding alongside pedestrian traffic, it is strongly recommended that bicyclists dismount and walk their bicycles. In cases where a bicycle can safely navigate pedestrian traffic bicyclists are expected to exercise courtesy and yield always to pedestrians.

Bicyclists are encouraged to be extra vigilant of other users when approaching intersections and riding alongside parked vehicles, where risks to safety may be higher.

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.

Georgia Tech Police Department

The Georgia Tech Police Department (GTPD) is jointly authorized to move, relocate, immobilize, or impound any bicycle which:

- 1. Is parked in violation of any of Section 2 of this policy;
 - 2. Appears to be abandoned as evidenced by signs of disuse or neglect, including but not limited to missing components, chains seized by rust, and the accumulation of wildlife;
 - 3. Has been reported as stolen to any law enforcement agency.
- GTPD is jointly delegated the authority and responsibility to conduct sweeps for abandoned bicycles after the conclusion of the spring semester. Such authorization may be delegated to volunteers designated by GTPD and PTS.
 - Any bicycles which are tagged for removal will be inventoried and their serial number, make, and model kept on record by GTPD for purposes of potential return to owner in accordance with section 8.1.
 - GTPD is responsible for enforcing all applicable laws of the State of Georgia pertaining to bicycle operation and policies governing bicycle operation contained herein.

Parking and Transportation Services

Parking and Transportation Services (PTS) is jointly authorized to move, relocate, immobilize, or impound any bicycle which:

- 1. Is parked in violation of any of Section 2 of this policy;
- 2. Appears to be abandoned as evidenced by signs of disuse or neglect, including but not limited to missing components, chains seized by rust, and the accumulation of wildlife;
- 3. Has been reported as stolen to any law enforcement agency.

Parking and Transportation Services (PTS) is jointly delegated the authority and responsibility to conduct sweeps for abandoned bicycles after the conclusion of the spring semester. Such authorization may be delegated to volunteers designated by GTPD and PTS.

Any bicycles tagged for removal will have their make, model, location, and serial number recorded by PTS or StarterBikes (once they have been moved into storage) and provided to GTPD and Facilities Management.

PTS assumes the authority and responsibility to store unclaimed bicycles or have them stored at a designated location in accordance with this policy, to be held no less than the minimum time required by policy at a location of PTS' determining. Said bicycles may be held by another organization provided that said partner stores and transfers the bicycles as dictated by this policy in partnership with PTS.

Upon conclusion of the minimum required holding time, PTS will authorize transfer of ownership of all unclaimed bicycles to Starter Bikes or the Atlanta Bicycle Coalition for re-use.

Facilities Management

Facilities Management is jointly authorized to move, relocate, immobilize, or impound any bicycle which:

- 1. Is parked in violation of any of Section 2 of this policy;
- 2. Appears to be abandoned as evidenced by signs of disuse or neglect, including but not limited to missing components, chains seized by rust, and the accumulation of wildlife;
- 3. Has been reported as stolen to any law enforcement agency.

Georgia Tech Facilities Management is delegated the authority and responsibility for removing bicycles tagged by GTPD and PTS, provided that locations and images of each bicycle to be removed are provided in a timely manner to Facilities. Said bicycles shall be held until such time as they can be transferred to Parking and Transportation for storage.

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.

Related Information:

- [Stanford University](#)
- [Penn State](#)
- [Virginia Tech](#)
- [UC - Berkeley](#)
- [UW – Seattle](#)
- [MIT](#)
- [Cornell University](#)

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

Revision Date	Author	Description
		meeting
5-5-2014	Johann Weber (SGA)	Policy changes 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

Brand Identity Standards

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Effective Date: Jul 2018

Review Date: Jul 2021

Policy Owner: Institute Communications

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Contact Title: Director, Institute Creative Strategy

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Reason for Policy:

The quality and consistency of Georgia Institute of Technology’s communication is critical to maintaining our reputation as a leading brand in academics and research. Institute Communications worked collaboratively with campus communicators to conduct a redesign of Georgia Tech’s print, digital, and messaging standards. This policy outlines standards for the use of brand elements and trademarks. The adoption of these standards provides a number of key benefits including building awareness of Georgia Tech’s brand and increasing efficiency in the creation of communications and marketing materials that represent Georgia Tech, its colleges, schools, units, and affiliate organizations.

Policy Statement:

This policy exists to facilitate consistency and promote standardized Institute branding across Georgia Tech’s communications. Georgia Tech’s communications are the primary channel for connecting with key constituents including peers, prospective students, parents, legislators, corporate partners, faculty, staff, students, alumni, fans, as well as the general public. A consistent use of the Institute’s brand brings together the efforts of all who constitute the Institute, unifies and strengthens Georgia Tech’s reputation, and distinguishes Georgia Tech from other institutions of higher learning, thereby enhancing its relationships with all constituencies, public and private.

Scope:

This brand identity policy governs the use of all Institute trademarks and brand assets for any purpose and applies to the entire Institute. Specific details of the approved Institute brand are outlined in the Georgia Tech Brand Identity Standards (<http://www.comm.gatech.edu/brand>).

Colleges, schools, departments, and individuals may only use the Institute’s names, logos, and trademarks as permitted by this policy and in accordance with requirements listed on the Georgia Tech Brand Identity Standards

website (<http://www.comm.gatech.edu/brand>).

The following rules apply to all uses of Institute trademarks and brand assets.

Georgia Tech Nomenclature: The consistent use of the Georgia Institute of Technology and Georgia Tech name helps build recognition and awareness. When used in external communications, the complete name “Georgia Institute of Technology” should be used upon first mention in copy. Thereafter, “Georgia Tech” may be employed to reference the Institute. Georgia Tech units may not use the acronym “GT” when communicating with outside audiences with the exception of social media applications that have character restrictions, and Athletics. Exceptions to this policy include informal and interoffice correspondence, internal presentations, and other unofficial communication.

Georgia Tech Logo and Wordmarks: The Georgia Institute of Technology logo and Georgia Tech logo are key elements of the Institute’s visual identity system, and one or the other must appear on all official Georgia Tech print and digital communications and marketing material. The logos may not be modified in any way or attached to any other typographic or graphic elements. No other logos, symbols, or marks may be used by administrative or academic units to represent the Institute. Individual units may not create their own logo or visual identity.

Units are required to use the Georgia Tech wordmark in connection with official Institute business. Colleges, schools, and units may use their respective Georgia Tech wordmark for their unit in connection with official Institute business and in their official web headers.

Georgia Tech Seal: The seal is reserved for use by the Office of the President and the Office of Government and Community Relations. Executives whose offices are in the Carnegie building also have permission to use the seal on business cards and stationery only. Programs directly sponsored by the Office of the President, such as the Stamps President’s Scholars program, may also use the seal. No other Georgia Tech units are permitted to use the seal. The seal is also used on official Institute documents, such as certificates and diplomas. To request use of the seal, contact Institute Communications. More information about the use of the seal can be found at <http://www.comm.gatech.edu/brand/visual>.

Spirit Marks: Georgia Tech’s spirit marks — including but not limited to Buzz, the Interlocking GT, and the Ramblin’ Wreck — are licensed trademarks that require prior approval for use from Georgia Tech Institute Communications. Georgia Tech’s spirit marks are primarily used by student and alumni groups, and Athletics. More information about the use of spirit marks can be found at <http://www.comm.gatech.edu/brand/visual>.

Institute Words: The following marks are federally registered in the name of the Board of Regents of the University System of Georgia by and on behalf of the Georgia Institute of Technology. All other names, symbols, initials, colors, images, graphic designs, or other indicia that refer to Georgia Institute of Technology are protected by federal and state laws.

- Georgia Institute of Technology
- Georgia Tech
- Yellow Jackets
- Buzz
- Ramblin’ Wreck

The word "Helluva" is only to be used for athletics activities, school spirit and related internally-focused/campus communications and should not be used for external marketing.

Institute Tagline: *Creating the Next*[®] is the official tagline of the Institute. Units should use the official *Creating the Next*[®] wordmark when representing the tagline graphically. More information about the Creating the Next tagline can be found at <http://www.comm.gatech.edu/brand/visual>.

Athletics taglines can not be used for academic or research activities.

Official Colors: White and gold are key components of Georgia Tech's visual identity system and are the primary colors available for use by all Georgia Tech units. Consistent use and careful matching of colors are essential in establishing and maintaining a consistent and unified image. Detailed color information can be found in the Georgia Tech Brand Standards. More information about Georgia Tech's colors can be found at <http://www.comm.gatech.edu/brand/colors>.

Trademarks and Licensing: Campus use of trademarks includes items and materials produced and consumed internally by the Institute, its departments, and official campus clubs and organizations. Items and materials that are made available for sale, such as a T-shirt for a fundraiser, must follow the commercial use policies in the next section.

- Items and materials bearing any of Georgia Tech's trademarks must be approved, in writing, through Georgia Tech Licensing and Trademarks (<http://www.licensing.gatech.edu/>).
- Trademarks must adhere to Georgia Tech's brand standards and may not be altered in any way without approval, in writing, through Georgia Tech Licensing and Trademarks.
- Georgia Tech trademarks are not to be used in conjunction with alcohol, tobacco, recreational drugs, gambling products, national flags and symbols, and/or religious programs. Trademarks should not be used in conjunction with the color red.
- Georgia Tech trademarks are not to be used in conjunction with other brands, names, or trademarks in a way that might appear as an endorsement by the Institute.
- Designs using Georgia Tech trademarks must be approved prior to printing or manufacturing through Georgia Tech Licensing and Trademarks.
- All items and materials bearing any Georgia Tech trademarks must be printed, produced, or manufactured by an official licensed vendor. Georgia Tech Licensing and Trademarks has more than 400 approved licensed vendors. Please visit <http://www.licensing.gatech.edu/> vendors for a current list of approved licensees.
- A registered trademark symbol, either ® or TM, is to be used next to every trademarked logo. The symbol should appear near the bottom right of the trademarked logo. It is not necessary to include the symbol following trademarked words appearing in copy text. For example, when writing about Georgia Tech's mascot, Buzz[®], a writer may exclude the ® and simply write Buzz.

The Institute's trademarks are protected by federal law, either by federal trademark registrations or through common law use, and by the State of Georgia through state registrations. The Institute's trademarks are federally registered in the name of the Board of Regents of the University System of Georgia by and on behalf of the Georgia Institute of Technology.

The Institute has delegated the responsibility for maintaining, managing, licensing, and protecting the Institute's trademarks to the vice president of Institute Communications.

The Georgia Tech licensing manager is the sole authority for granting permission to use any Georgia Tech trademark. For trademark usage permission and questions, contact Georgia Tech Institute Communication's licensing manager. More information about Georgia Tech's Licensing and Trademarks can be found at <http://www.licensing.gatech.edu/>.

Information about the University System of Georgia policy 6.2 on the Use of Institution Names, Symbols, and

Trademarks can be found at <https://www.usg.edu/policymanual/section6/C351>

Use of Trademarks

As outlined in the University System of Georgia policy 6.2 on the Use of Institution Names, Symbols, and Trademarks the name, logo, or trademark of any University System of Georgia (USG) institution may only be used for products, projects, events, and services officially sponsored by the USG or a USG institution. The name, logo, or trademark of any USG institution shall not be used by an independent business enterprise that is not under the complete control of the USG, excluding approved Cooperative Organizations, to imply an official relationship with the institution or USG.

- **By Faculty, Staff, and Students**

No individual faculty or staff members, students, or groups may use any Institute trademark, stationery or the official web template header and footer, or refer to his or her affiliation with the Institute, in any manner that suggests or implies Institute support or endorsement of a point of view or personal or political opinion, business, activity, movement, or program that is not official Georgia Tech business. Faculty, staff, and students are required to use an approved licensee to produce any merchandise or apparel with the Georgia Tech name and/or trademarks.

- **By Student Organizations**

Affiliated Georgia Tech student organizations are required to use an approved licensee to produce any merchandise or apparel with the Georgia Tech name and/or trademarks. This includes merchandise used within the organization (staff shirts, pens, etc.), given as gifts, or sold.

Student organizations are not allowed to alter trademarks without permission from Licensing and Trademarks.

- **By Persons and/or Entities Outside the Institute**

Institute trademarks may be used by persons or entities outside the Institute only pursuant to a license, memorandum of understanding, or sponsorship agreement stating the terms and conditions of such use. Persons or entities outside of Georgia Tech are required to use an approved licensee to produce any merchandise or apparel with the Georgia Tech name and/or trademarks.

Prohibited Uses of Institute Trademarks

- **No Endorsements**

Neither the name of the Institute nor any Institute trademark, including Institute colors, may be used in any way that gives a false impression, is misleading, or could cause confusion regarding the Institute's relationship with any person or entity. Statements that the Institute is a user or purchaser of a product or program are permitted if true. Statements that imply the endorsement of a product, service, or event are prohibited by state law.

- **General Prohibition**

Neither the name of the Institute nor any Institute trademark may be used in connection with any person, entity, product, or service if the association could adversely affect the Institute's image or standing, or would for any other reason be inappropriate for a state agency or public research Institute. Such proscribed uses include, but are not limited to, the use of Institute trademarks in connection with alcoholic beverages, cigarettes or other tobacco products, sexually oriented products or services, religious products, political parties or organizations, gaming or gambling products, and firearms.

Use of Non-Georgia Tech Logos

The use of non-Georgia Tech logos on official Georgia Tech digital and print communications and marketing requires prior approval from Institute Communications. Lists acknowledging use, sponsorship, or donor gratitude are permissible.

Under no circumstances, through word or display, may any Georgia Tech unit imply endorsement of a product or company. The unit may state what the company does but may not include any measure of quality, performance, improvement, enhancement, or endorsement.

Sponsorships, Partnerships and Co-branding

Using a corporate logo to acknowledge a donor, sponsor, joint venture, partnership, or in co-branding arrangements is allowed with some important restrictions, but should not be used routinely. NOTE: For a joint venture or partnership, a written agreement of partnership should exist and must have been approved by the Georgia Tech Office of Legal Affairs.

In the case of a contract that calls for the display of a corporate logo on a Georgia Tech website, specific approval of the contract must be obtained from Georgia Tech's Office of Legal Affairs. Legal Affairs must review and approve all contracts. Should Georgia Tech's Office of Legal Affairs approve such contract language, then displaying corporate logos under an approved contract is allowed.

Non-Georgia Tech logos, when used, must be preceded by this statement: "The following companies support this program" or something similar, followed by, "The listing of corporate logos on this site does not constitute an endorsement by Georgia Tech." All variations of this language must be reviewed and approved by Institute Communications prior to publishing.

Websites:

Georgia Tech websites hosted on Georgia Tech web servers or cloud service(s) centrally managed by or on behalf of Georgia Tech must comply with the standards outlined in the website standards (<http://www.comm.gatech.edu/brand/websites>). This includes the colleges, schools, and administrative and research units.

Exceptions to the web standards include:

- Student, faculty, and staff personal pages, course management pages, intranets and internal sites (defined as sites requiring a restricted-access login), web applications that are open- or closed-sourced and cannot be easily modified, and student organizations and academic research labs and centers that are not part of an IRI or IRC and are not funded through the Office of the Executive Vice President for Research.
- Any sites that exist to communicate the work of a consortium or other multi-party organization of which Georgia Tech is a part, but which is not an affiliated Georgia Tech organization.

Sites that are being redesigned are required to meet the Georgia Tech web standards (<http://www.comm.gatech.edu/brand/websites>). Legacy sites will be updated as time and resources allow. Institute Communications will provide official font, color, and header and footer Drupal templates to campus. Web standards will be reviewed by Institute Communications in collaboration with campus periodically to determine when updates are needed.

Units that are creating new sites or redesigning existing sites are encouraged to work with their respective Institute Communications consultant to coordinate their efforts. To find your unit's communications consultant, go to <http://www.comm.gatech.edu/account-management>.

While units of Georgia Tech are free to develop or modify the content of their own communications, Institute Communications is responsible for ensuring adherence to the standards in this policy and for maintenance and upkeep of the Institute's brand communication standards.

In the instance of non-compliance, Institute Communications will make reasonable efforts to contact the unit's communications manager and/or the individual responsible for creating and maintaining the content. Institute

Communications will work with the unit to establish a schedule for compliance. More information about Georgia Tech's web standards can be found at <http://www.comm.gatech.edu/brand/websites>.

Domain Names

The internet domain name assigned to the Georgia Institute of Technology is gatech.edu. The Institute recognizes gatech.edu as its official domain name. The name gatech.edu is legally registered to the Institute and, like other marks of the institution, is subject to the Institute's use, policies, and guidelines.

In order to create a cohesive web identity and to ensure the integrity of the Institute's commitment to a unified web presence, the Institute has established the following standards with respect to domain names.

1. All websites that are funded and/or sponsored by the Institute are required to have a gatech.edu-based web address. This includes all websites for academic, administrative, student-sponsored, and/or other organizational units within the Institute. This also includes personal websites that are hosted by the Institute.
2. Unless otherwise permitted by Institute Communications, Institute funds may not be used to purchase or maintain non-gatech.edu domain names
3. Organizational units within the Institute do not have the authority to register internet domain names on behalf of the Institute or their respective organizational unit. The Office of Institute Communications is the official institutional contact for domain names on behalf of Georgia Tech. The Office of Information Technology is the official registrant of Institute domain names.
4. Georgia Tech's domain name criteria are outlined at: (http://www.comm.gatech.edu/brand/websites/domain_names)

Requesting a Third-Level Domain Name

To request a third-level domain name (www.xxxxx.gatech.edu), contact the Office of Institute Communications. This office is responsible for approving/disapproving requests.

To appeal a denial of a www.xxxxx.gatech.edu domain name, submit additional written information or clarification in support of the request to the appropriate Institute Communications consultant (www.comm.gatech.edu/account-management) and request a review

Domain Name Exceptions

The Institute may consider granting an exception to the domain name requirement in these cases:

1. External organizations that have been approved to be hosted by the Institute are permitted to have non-www.xxxxx.gatech.edu domain names if they are not wholly owned or controlled by the Institute. Examples of this exception include non-Georgia Tech organizations, professional affiliations, consortia, and cooperatives in which Georgia Tech is a member institution.
2. On a case-by-case basis and in unique circumstances, the Institute may grant an exception to the above requirements. Such requests must be reviewed by the Office of Institute Communications. Requests for an exception must establish that a non-www.xxxxx.gatech.edu domain name is necessary as part of the normal web operations of the organizational unit.

Publications: Georgia Tech's print and digital communications offer opportunities to build Georgia Tech's identity. To achieve the greatest effectiveness, communication materials should reflect that they are part of the Georgia Tech visual identity system. Official Georgia Tech publication templates are available for download at <http://www.comm.gatech.edu/brand/downloads-templates>.

1. **Publication Covers:** The front cover of publications for Georgia Tech or a Georgia Tech unit must prominently display the Georgia Tech name. The Georgia Tech logo is the preferred method for identifying the piece. The suggested positions for the Institute logo are the upper left-hand corner or lower right-hand corner. The Georgia

Tech logo should be set apart from other graphic elements, and clear space around the logo should be maintained.

- 2. **Publication Back Covers:** The Georgia Tech logo (or relevant Georgia Tech college, school, or unit) should appear on the back of multipage publications.
- 3. **Brand Elements:** Georgia Tech trade dress is made up of several key elements including the Georgia Tech wordmark, chevrons, color, fonts, and the Creating the Next® tagline. These elements should appear on all Georgia Tech publications and collateral. These elements are available for download at the Georgia Tech Brand Standards.

Existing graphics, symbols, or icons unique to individual units within Georgia Tech may not be used as dominant, freestanding components resembling a logo. Other visual elements may be used as secondary elements. They must be subordinate to the Georgia Tech logo.

Photography and Video

Model Releases: All photo or video subjects should sign a model release form prior to filming. The signed release form should be kept on file by the project’s manager, in perpetuity. For large events, general signage indicating that photography will be taken and potentially used in communications should be prominently posted. Model releases can be found at <http://www.comm.gatech.edu/brand/photography#release>.

Photo and Video Archiving: Photography and video taken by staff and freelancers for use in publications and digital media paid for by Georgia Tech is required to be archived in Georgia Tech’s Image Portal photo database. A Georgia Tech account login is required to access this database. The Image Portal database is located at <http://www.comm.gatech.edu/brand/photography#download>.

Video Brand Standards: When producing digital content for Georgia Tech external websites or audiences, it is important to maintain an experience that reflects Georgia Tech’s identity. Using Georgia Tech’s branded lower thirds and closing slides is required for public-facing video. These file requirements and branding guides apply to all digital content produced by Georgia Tech communicators and outside vendors. More about Georgia Tech’s video branding can be found at <http://www.comm.gatech.edu/brand/video/style-guide>.

Stationery: The use of official Institute letterhead and business cards is required in all matters of official Institute business. Official Georgia Tech stationery is provided through Printing and Copying Services (PCS). More information about Printing and Copying Services can be found at <https://www.oit.gatech.edu/service-item/custom-printing>.

Definitions:

Brand Standards	See the following link for brand standards: http://www.comm.gatech.edu/brand
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Procedures:

5.1 Web Standard Compliance	
Implementation	Communications that are being redesigned are required to meet the brand standards. Legacy communications will be updated as time and resources allow.
5.2 Official Header and Footer	
Subject	Institute Communications will be the official source of policy and information regarding the correct use of Institute brand standards including logo, colors, fonts, design style, and use of visuals in a range of applications.

5.2 Official Header and Footer

	http://www.comm.gatech.edu/brand
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Frequently Asked Questions:

- [What are Georgia Tech's brand standards?](#)
- [Where can I find the logo, print, web and digital templates?](#)
- [Where can I find information about how to use Georgia Tech's trademarks?](#)
- [Who do I contact regarding trademark and licensing questions? \[gtlicensing@gatech.edu\]\(mailto:gtlicensing@gatech.edu\)](#)
- [Who do I contact regarding brand and graphic identity questions? \[gtbrand@gatech.edu\]\(mailto:gtbrand@gatech.edu\)](#)

Responsibilities:

Institute Communications

Institute Communications is responsible for the management of Georgia Tech's trademarks, brand identity, and web standards. Institute Communications is responsible for communicating, interpreting, revising, and enforcing the policy.

Institute Communicators

?Communicators in the colleges, schools, and administrative units are responsible for knowing and understanding this policy and assisting with communicating and interpreting it in their respective areas.

Office of Legal Affairs

?Georgia Tech's Office of Legal Affairs is responsible for reviewing and acting on memoranda of understanding sponsorship agreements and contracts, and will consult with Institute Communications when such documents include marketing, trademark, or branding considerations.

Enforcement:

While units of Georgia Tech are free to develop or modify the content of their own communications, Institute Communications will be responsible for ensuring adherence to the standards in this policy and for maintenance and upkeep of the Institute's Brand Standards.

In case of violations, Institute Communications will make reasonable efforts to contact the unit's communications manager and/or the individual responsible for creating and maintaining the content. Institute Communications will work with the unit to correct issues and establish a schedule for compliance.

Related Information:

- [IT Accessibility Policy](#)
- [Georgia Tech Trademark Policy](#)
- [Web Standards](#)
- [Unit Client Managers](#)
- [Board of Regents Policy 6.2. Use of Institution Names, Symbols, and Trademarks](#)

Policy History:

Revision Date	Author	Description
July 2018	Institute Communications	New Policy

Campus Alcohol Policy

Type of Policy: Administrative
Effective Date: Nov 2002
Last Revised: Jan 2016
Review Date: Jan 2022
Policy Owner: Administration and Finance
Contact Name: L. Renee Brown
Contact Title: Executive Assistant - EVP Administration and Finance
Contact Email: renee.brown@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](#).

Compliance with all applicable laws and policies is required for all events, whether on or off campus. **Prior approval** is only required for events on campus.

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.

Compliance with all applicable laws and policies is required for all events, whether on or off campus. **Prior approval** is only required for events on campus.

B. Alcohol On-Campus**Sale of Alcohol**

The sale of alcoholic beverages on-campus is generally not permitted. Exceptions may be approved by the Office of the President where the sale is by a vendor with a proper alcohol license in accordance with state and local law.

Open Container

No one shall conspicuously display open containers of alcoholic beverages (open beer or liquor cans/bottles) in any public location on-campus, including but not limited to, grounds, sidewalks, and streets within campus boundaries (with the exception of privately owned or leased grounds within campus boundaries).

Advertising

The posted advertisement of alcoholic beverages on-campus is not permitted. Georgia Tech colleges, schools, offices, departments, units, and affiliates are prohibited from advertising alcoholic beverages. No promotion or advertising on-campus of incentive drinking (happy hours, 2-for-1 specials, unlimited quantities of alcohol available or at reduced prices or free, events focusing on the consumption of alcohol, etc.) is permitted.

All Georgia Tech organizers should seek promotional sponsorship and support for campus events from vendors other

than purveyors of alcoholic beverages.

C. Tailgating

Tailgates

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 section. Gameday Parking information can be found on the Parking and Transportation Services [website](#).

Drinking Age

Tailgate hosts must ensure that no person under the legal drinking age of 21 will consume or possess any alcoholic beverage from the tailgate.

Over-Serving

Tailgate hosts must ensure that no obviously intoxicated person is given or allowed to consume any additional alcoholic beverage from the tailgate.

Kegs & Common Containers

Tailgate hosts and guests must not use kegs or other common containers for alcoholic beverages.

Conduct

Tailgate hosts and guests must not engage in any disorderly, profane, and/or indecent conduct or misbehavior that would interfere or disrupt the peaceful activities of others.

Time

Tailgates are limited to before, during, and after the Georgia Tech event.

Trash

Tailgate hosts and guests must place all trash in the appropriate trash receptacles (no littering). Hosts and guests are encouraged to recycle their trash (see [Office of Solid Waste Management and Recycling](#) for more information).

Form Links:

[Alcohol Prior Approval Request Form](#)

[Student Alcohol Event Planning Form](#)

[Acknowledgment of Student/Student Organization Alcohol Policy Form](#)

[Special Events Questionnaire](#)

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.

Related Information:

[GT Special Events & Protocol](#)

[GT Student/Student Organization Alcohol Policy](#)

- [GT Policy on Employee Alcohol and Illegal Drug Use](#)
- [USG-BOR Alcohol and Drugs On-Campus](#)
- [USG-BOR Purchase of Food Using Institutional Funds](#)
- [USG-BOR Prohibited Uses of Purchasing Cards](#)

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

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

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.

Procedures for Planning a Project Programming

Once a project has been authorized for planning, assistance is given to the using agency in preparing a written program of requirements for use by the administration, the funding agency and the architects. This document will contain a brief statement of concept, a list of the spaces required and the size needed for each space type, an explanation of how the spaces will relate to each other and to the building's function, the degree of flexibility required and future trends which might affect the need for expansion. This document will form a basis for preliminary estimation of cost and conceptual design of the project. Additional information concerning operation and maintenance will be obtained from Plant Operations and be included in the building program statement.

Coordination of Building Design

The actual planning of a project through the award of a construction contract is a primary responsibility of the Office of Facility Planning. The steps involved in this process, in chronological order, include the following:

Coordination of Building Design

The actual planning of a project through the award of a construction contract is a primary responsibility of the Office of Facility Planning. The steps involved in this process, in chronological order, include the following:

1. Selection of the Architect

For all projects with an estimated construction cost in excess of \$500,000, a selection process established by

the Board of Regents is used to give qualified design professionals an equal opportunity to be considered for the design services required. This process includes a public notice soliciting design services from throughout the state of Georgia, a selection committee which will review all responses, selection of a maximum of eight finalists, interviews of each firm and establishment of a ranked listing in order of choice. The finalists are selected based on their experience and performance with projects of similar requirements to the specific project being planned. The top three firms listed will be recommended for submission to the Regents for approval. An architectural contract is then prepared and signed by the Board of Regents.

2. Selection of the Site

From a number of available sites which have been determined in master and area planning phases the building committee, consisting of representative of the using agency, the Office of Facility Planning, Plant Operations Division, and others with specific interests in the project, will meet to select the preferred site. Departments in buildings adjacent to the site and administrators of facilities occupying the site such as existing buildings, parking lots or open spaces are to be advised of the possible placement of the new building and their comments are to be included in the committee's report. The consideration of need and cost of reallocation of existing facilities and/or programs which will be affected by new construction will be included in planning and selecting a site. The committee's recommendation will be submitted by the Director of Facility Planning to the Associate Vice President for Facilities and the President for approval. A location plan showing the boundaries of the approved project site is prepared by Facility Planning and presented to the architect.

3. Obtaining the topographical survey and subsurface investigation

The architect arranges for this information and the Office of Facility Planning coordinates access to the site.

4. Obtaining complete information concerning utilities

The architect will secure all information on available utilities to serve the project. While Plant Operations, City of Atlanta and private utilities companies are used as sources, the architect is solely responsible for securing this information and providing proper extension and connection of utilities to the building.

5. Preliminary Design

The coordination of assistance and advice between the using department, Institute service departments and the architect during the preliminary design phase of the project is done by the Office of Facility Planning. Reviews, budget preparation and program changes are handled by the office. Information requested by the architect may be obtained either through Facility Planning or directly from the using department in meetings and correspondence during this design phase. The architect is responsible for obtaining all permits and approvals from State agencies. A preliminary list of loose equipment needs is made in conjunction with the using department. Facility Planning will coordinate preliminary document review with the using department, Plant Operations, and the dean of the school or college involved. After obtaining signatures of approval from the dean and Director of Plant Operations, the documents are approved by the President and transmitted to the Regents Office for final approval.

6. Contract Documents

During the preparation of working drawings and specifications the Office of Facility Planning coordinates the many items of information, meetings and details needed to enable the architect and his engineers to complete the work to the Institute's satisfaction. Again, detailed reviews in the documents are made by all parties involved and final approvals and submissions are coordinated by Facility Planning. Specification sheets for loose equipment items are prepared by Facility Planning and the using department. The project is approved by the President, forwarded to the Board of Regents, and advertised for bids either by the Regents Office, by the Georgia State Finance and Investment Commission Office (GSFIC) or by the Plant Operations Division.

7. Bidding of a Project

The bid date is set by the Regents Office, the architect handles the bidding process and Facility Planning coordinates any actions required of the Institute during the bidding period. In the event of an unacceptable bid, Facility Planning will assist the using department and the architect with an analysis of alternative means for bringing the project scope into line with the funds available. This action is done in conjunction with the Regents Office and, when all parties concur, a construction contract is awarded by the Regents Office, the GSFIC, or the Institute.

8. Supervision of Construction

The architect supervises the construction as the Institute's consultant. Projects administered by the GSFIC do not come under the Institute's jurisdiction, but information needed from the Institute during construction is handled by Facility Planning. All other projects are administered by Facility Planning, including the following procedures:

- Providing a Resident Engineer Inspector who will make daily visits to the job site, will keep a daily log and a weekly written report of the job progress, and will report any variance by the contractor from the contract documents to the architect.
- Processing all payment requests from the contractor; including checking the figures, insuring all signatures are obtained, preparing the check request and forwarding the request to the Regents Office for approval.
- Processing all change orders for approval.
- Coordinating with the appropriate campus agencies the interruptions of utilities and other actions of the contractor which will affect operations, parking, traffic, safety and activity on adjacent Institute property.

9. Final Acceptance

When the architect has determined that the project is completed, a final inspection is scheduled by the Regents or the GSFIC. Facility Planning notifies all Institute departments which have a direct interest in the operation and maintenance of the new facility, including:

1. the using departments
2. the appropriate Dean
3. Plant Operations Division

The Associate Vice President for Facilities attends the final inspection, verifies the work has been completed, and signs all acceptance papers as the President's representative. All operations and maintenance manuals, keys and other materials to be turned over to the Institute are signed for by the Associate Vice President of Facilities and distributed to the proper campus agencies. Coordination of loose equipment placement is done by Facility Planning. Final payments and any other completion matters are administered by Facility Planning. Maintenance and operations of the new facility, including the register of complaint items, become the responsibilities of the Director of Plant Operations in conjunction with the using department, the Regents Office and the GSFIC.

See Section 9.0, Facility Planning/Plant Operations, Maintenance and Construction for New Building Construction and Acceptance.

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

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Last Revised: Apr 2017

Review Date: Apr 2023

Policy Owner: Insurance and Claims Management

Contact Name: Frederick Trotter

Contact Title: Director of Insurance Claims & Property Control & Assets

Contact Email: frederick.trotter@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.

Generally, only non-dangerous, mature domestic animals with the required documentation are allowed. 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. However, rare exceptions may be made, subject to providing documentation required by the Official Code of Georgia Annotated § 27-5-5 and receiving approval by the Georgia Tech Director of Insurance.

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.

Handling:

- During public exhibition, any animal which may have physical contact with the public must be handled so there is minimal risk of harm to the animal and to the public. The owner and/or provider must ensure that there is sufficient distance and/or barriers between the animal and the general viewing public so as to assure the safety of both.
- An appropriate number of adequately trained employees shall be utilized to maintain the exhibit. A responsible, knowledgeable and readily-identifiable employee or attendant must be present at all times during the public exhibition.

Facilities:

- Animals in exhibit shall be kept in appropriate cages or behind appropriate fencing with the trained animal handlers present at all times to manage appropriate human-animal interaction.
- Access to the animal areas should be clearly defined and controlled (barriers, fencing, signage, etc.) from non-animal areas.
- No smoking, food or beverage shall be allowed in the animal area. Signage stating such prohibition shall be clearly posted throughout the exhibit and at the entrance.
- If public feeding of the animals is permitted, the food must be provided by the animal facility/owner and shall be appropriate for the type of animal and its nutritional needs and diet.
- Adequate potable water for the animals shall be available on the premises.
- Manure and soiled animal bedding shall be removed promptly. Animal waste and waste removal tools must be confined to areas restricted from public access.
- The provider of the animals shall be required to haul off the animal waste from campus in their own containers.
- The Exhibitor will be required to pay a cleaning fee to the Georgia Tech Facilities Dept. to sanitize the animal exhibit area after the event. Please contact the Georgia Tech Facilities Dept. at 404-894-3969 for details.
- To reduce the chance of disease transmission, hand washing stations sufficient to accommodate the maximum anticipated attendance must be provided. The stations will include the appropriate number of anti-bacterial liquid soap dispensers and a water source or anti-bacterial hand-wipes. If soap and water are not available, alcohol-based hand sanitizers [or anti-bacterial hand wipes] may be provided but this is a less preferable option. Signage which clearly explains the safety reasons for hand washing shall be clearly posted near the hand washing stations and near the exit.
- In case of an animal bite, or other emergency, campus police should be contacted at: (404-894-2500).

Questions:

Contact: gtinsurance.ask@business.gatech.edu

*Sources: University of Texas EHS Animal Exhibit Policy, National Assoc. of State Public Health Veterinarians-Compendium of Measures to Prevent Disease Associated with Animals in Public Settings, 2011, Iowa State University Petting Zoo Policy.

Catering Providers Policy

Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Effective Date: Jul 2005
Last Revised: Oct 2020
Review Date: Oct 2023
Policy Owner: Auxiliary Services, Technology Support
Contact Name: Kira Freeman
Contact Title: Assistant Director
Contact Email: kira.freeman@gatech.edu

Reason for Policy:
The purpose of this policy is to define the Institute’s catering requirements. Georgia Tech’s Primary and Secondary Caterers are limited in an effort to ensure safe, high-quality products and services are available for a wide variety of campus needs.

Policy Statement:

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

2.2 For all catering purchases over \$400 for events on Georgia Tech property, only the Primary and Secondary Caterers may be used. For catering in the Student Center, Student Center Commons, and West Village Dining Commons, event sponsors must utilize the Primary Caterer. A list of the Primary and Secondary Caterers can be found at: <https://specialevents.gatech.edu/resources/catering>.

2.3 For catering purchases under \$400, any licensed food service provider may be used, including licensed caterers under contract with Georgia Tech, or other providers at the choice of the event sponsor.

2.4 Secondary caterers are selected through a Request for Proposal bid process every five years.

2.5 Payment for catering services through Georgia Tech Accounts Payable will be authorized only for the Primary and Secondary Caterers for purchases over \$400, or when the Catering Provider Exemption Form has been approved by Auxiliary Services. Payment is subject to relevant Georgia Tech, USG, Student Government Association policies, and registered student organization policies.

2.6 Event sponsors, Primary and Secondary Caterers are required to comply with stipulations set by the Georgia Tech building managers and/or event space contacts to ensure building and participant safety. Event sponsors retain the responsibility to determine furniture, power and adequate lighting of facilities in which catered events are held.

2.7 Primary and Secondary Caterers will be responsible for timely and appropriate set-up and restoration of the area including, but not limited to cleaning and sanitation of the area, furniture rearrangement, removal of equipment, trash removal and repair of any facility damage caused by the Caterer.

Exemptions

2.8 In cases when the Primary and Secondary Caterers cannot meet the needs of an event, a request for an exemption can be made by completing the Catering Provider Exemption Form. The Catering Provider Exemption Form must be submitted at least three (3) weeks prior to the date of the event and advance written approval is required. If the exemption is approved, the caterer is required to pay a commission to Georgia Tech. Additional commission information can be found on the [Catering Exemption Request Form](#).

2.9 In cases when a licensed food service provider or retailer has agreed to donate prepared food for an event, the

Catering Provider Exemption Form must be submitted at least three (3) weeks prior to the date of the event and advance written approval is required. Alcohol cannot be donated. Donors may be required to provide a donation letter, supplemental insurance, and/or other documentation to ensure proper assessment of risk and liability.

2.10 Locations with Special Stipulations

Some campus locations may have special circumstances that allow exemptions from the campus catering policy. When planning an event at the following locations, please contact the building manager and/or event space contact for the building catering policy:

- Georgia Tech Athletic Association Facilities
- Georgia Tech Research Institute Conference Center
- Global Learning Center
- Historic Academy of Medicine
- Kendeda Building

Scope:

This policy applies to all units of the Institute.

Policy Terms:

Primary Caterer	The Primary Caterer is Georgia Tech Catering.
Secondary Caterers	Secondary Caterers are vendors who have been selected through the RFP process to become a GT approved caterer. A list of Secondary Caterers can be found here .

Form Links: [Catering Exception Request](#)

Frequently Asked Questions:

- [Where can I find the list of approved caterers?](#)
- [Where can I find information about menus for the Primary Caterers?](#)
- [Where can I find information about menus for Secondary Caterers?](#)

Responsibilities:

Auxiliary Services

Auxiliary Services is responsible for ensuring compliance with this policy. Catering Provider Exemption Forms and supporting documentation as outlined on the form should be submitted to the Assistant Director of Auxiliary Services at ask.aux@gatech.edu.

Enforcement:

Failure to follow this policy may result in the following consequences:

- Catering invoice rejected by Georgia Tech Purchasing Department
- Noncompliant caterer being removed as a service provider at Georgia Tech

To report suspected instances of ethical violations, please visit Georgia Tech’s Ethics Helpline, a secure and confidential reporting system, at: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

Related Information:

- [Georgia Tech Building and Event Space Contacts](#)
- [GTAA Facilities](#)
- [GTRI Conference Center](#)
- [Historic Academy of Medicine](#)

- [Kendeda Building](#)
- [Procurement of Group Meals for Employees, Students, and Official Visitors](#)
- [Meals and Incidental Travel Expenses](#)
- [Campus Alcohol Policy](#)
- [Student/Student Organizations Alcohol Policy](#)
- [Primary and Secondary Caterers](#)

Policy History:

Revision Date	Author	Description
October 2020	Auxiliary Services	Updated exemption limit.
February 2015	Auxiliary Services	Contact Info Updated
September 2014	Bob Junko, Student Center Associate Director, Business	Policy update
July 2014	Kira Freeman Auxiliary Operations	New campus caterer addition

Environmental Health and Safety

Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Last Revised: May 2013
Review Date: Jan 2019

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

Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Last Revised: Apr 2015
Review Date: Apr 2020
Contact Name: Nazia Zakir

Contact Title: Assistant Vice President

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: Jan 2015

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: Jan 2020

Contact Name: Meagan Fitzpatrick

Contact Title: BioSafety Officer

Contact Email: meagan.fitzpatrick@ehs.gatech.edu

The [Biological Safety Office](#)'s goal is to minimize the risks of injury and illness associated with research involving biohazardous agents, recombinant and synthetic nucleic acid molecules, infectious materials, toxins, and microorganisms. The Biological Safety Office also manages the Biosafety Occupational Health Program.

Training, Monitoring and Services Provided: Laboratory Inspections, Risk Assessments, Biological Agent Shipping, Biological Research Protocol Review, Biosafety Cabinet and Laminar Flow Hood Certification, Autoclave Testing Preventative Maintenance, Biosafety Occupational Health Program.

Biosafety Manual: https://www.ehs.gatech.edu/sites/default/files/biosafety_manual.pdf

Chemical and Laboratory Safety Office

Review Date: Jan 2023
Contact Name: Ryan Lisk
Contact Title: Lab & Chemical Safety Ofc
Contact Email: ryan.lisk@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: Jan 2020
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 monitor-ing 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 Plan-ning/Coordination, Fire Drills/Evacuation Exercises, Hot Work Permits, Renovation Project Design Reviews.

General Safety Office

Review Date: Jan 2020
Contact Name: Jerel Harris
Contact Title: General Safety Manager
Contact Email: jerel.harris@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: Jan 2020

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: Sep 2022

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 Institute’s Laser Safety Program for Class 3B and 4 lasers. Our priorities are to provide radiological safety and control in accordance with the philosophy to keep worker and public exposure As Low As Reasonably Achievable (ALARA); to comply with federal and state regulations; to maintain laser exposures below the Maximum Permissible Exposure (MPE) limit; and to encourage the beneficial use of radiation in research and teaching.

ORS maintains and ensures compliance with the radioactive materials license issued by the Georgia Department of Natural Resources. ORS also registers x-ray devices, other ionizing radiation generating devices, and Class 3B and 4

lasers with the Georgia Department of Community Health and ensures compliance with the applicable regulations.

Training, Monitoring and Services Provided: Training of all users of radioactive material, x-ray machines, and Class 3B and 4 lasers; emergency response; inspections of radioactive material use areas, x-ray generating devices, and applicable lasers; radioactive isotope receipt; dosimetry services; calibration of radiation detection instruments; radioactive waste handling; transportation; safety assessments of research projects; and general consultation on radiation use.

Radiation Safety Manual: https://ehs.gatech.edu/sites/default/files/radiation_safety_policy_manual_2.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: Jan 2015

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

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Effective Date: May 2006

Last Revised: Mar 2015

Review Date: Jul 2020

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.

4.2 EH&S Committees**Biological Materials Safeguards Committee**

The **Biological Materials Safeguards Committee (BMSC)** is responsible for reviewing and approving all applications for research, teaching, and training that involve the use of biological materials (except recombinant DNA and Synthetic Nucleic Acid Molecules) including but not limited to pathogenic organisms (including CDC select agents), etiological agents, infectious and non-infectious materials, and certain human samples and ensuring that the proposed activities comply with the federal regulations governing them. The BMSC generally reviews proposals via email, but holds in-person meetings, as needed. The BMSC's work is coordinated by the EHS Biosafety Officer, who is also the "Responsible Official" for CDC select agents and toxins. The BMSC reviews protocols to ensure the safety of personnel working with these materials and that laboratory practices conform to federal and state regulations. The BMSC reviews policies and procedures for biotechnology at Georgia Tech and advises departments and individual researchers regarding compliance methodologies. The Chair of the BMSC is appointed by the Executive Vice President for Administration and Finance and the Executive Vice President for Research. BMSC members are nominated and appointed by the Chair, in consultation with the Assistant Vice President of EHS, and are selected in a manner to ensure adequate representation across schools and departments which use biological materials.

Chemical and Environmental Safety Committee

The **Chemical and Environmental Safety Committee (CESC)** advises EHS and the IC-EHS on policies and procedures regarding the safe acquisition, storage, use and disposal of chemicals in Georgia Tech facilities. The Committee considers, evaluates and recommends policies and procedures regarding laboratory safety and chemical hygiene plans. The CESC reviews chemical research protocols for compliance with sponsor agency requirements, federal/state laws and Georgia Tech policies and procedures. The Chair of the CESC is appointed by the Executive Vice President for Administration and Finance and the Executive Vice President for Research. CESC members are nominated and appointed by the Chair, in consultation with the Assistant Vice President of EHS, and are selected in a

manner to ensure adequate representation across schools and departments.

Laser Safety Committee

The **Laser Safety Committee (LSC)** establishes and maintains safety policies, procedures and guidance regarding the use of Class 3B and 4 lasers at Georgia Tech. The LSC meets semi-annually and considers and advises EHS and the IC-EHS on programs and policies regarding the safe and compliant use of Class 3B and 4 lasers at Georgia Tech. The Chair of the LSC is nominated by LSC members. LSC members are nominated and appointed by the Chair, in consultation with the Georgia Tech Laser Safety Officer and the Assistant Vice President of EHS.

Occupational Health and Safety Committee

The **Occupational Health and Safety Committee (OHSC)** develops policy recommendations and procedures to ensure Institute workplace health and safety. The OHSC is the oversight committee for the Georgia Tech Occupational Health Program, established primarily for workers engaged in research, teaching, or other activities using animal models, research using human blood, tissues, or other products, biological materials, pathogenic organisms, toxins, select agents, chemicals and other hazardous materials or specialized equipment. The OHSC advises EHS and the IC-EHS on the implementation and administration of the Occupational Health and Safety Program. The OHSC will periodically review the program for compliance and effectiveness and provide recommendations to the Assistant Vice President of EHS to enhance program effectiveness. The Chair of the OHSC is appointed by the Executive Vice President for Administration and Finance and the Executive Vice President for Research. OHSC members are nominated and appointed by the Chair, in consultation with the Assistant Vice President of EHS, and are selected in a manner to ensure adequate representation across schools and departments.

Radiation Safety Committee

The **Radiation Safety Committee (RSC)** is responsible for overseeing and maintaining the health and safety standards associated with the use of radioactive materials and radiation generating devices at Georgia Tech. The RSC meets quarterly, at a minimum, to review proposed experiments and tests utilizing radioactive material, radiation-generating equipment and all the other types of ionizing radiation at Georgia Tech. The RSC also reviews incidents associated with potential radioactive material spills and/or exposures. RSC members are appointed by the President and serve three-year terms. The Chair is elected by committee members. (<http://www.ors.gatech.edu>)

Other Research Committees

Other Committees With EHS Involvement – Administered Through the Office of Research Integrity Assurance:

Other groups represented on the IC-EHS include the Institutional Biosafety Committee (IBC) and the Institutional Animal Care & Use Committee (IACUC) which are mandated and prescribed by federal law. While their representation on the IC-EHS is critical to development and integration of campus safety policies and procedures, their constitution, charges, role definitions, reporting structure, and membership are subject to federal law. These committees operate under written Assurances of Compliance with the relevant federal agency and implement policies that conform to the requirements of those federal agencies.

Institutional Biosafety Committee for rDNA

The **Institutional Biosafety Committee (IBC)** is responsible for reviewing all applications for research, teaching, and training that involve the use of recombinant DNA (rDNA) and Synthetic Nucleic Acid (sNA) Molecules and ensuring that the proposed activities comply with the federal regulations governing them. The IBC has the responsibility and authority to review, approve, disapprove, or require changes in activities involving rDNA and sNA materials. The IBC holds meetings as needed to review protocols. Georgia Tech's IBC is registered with the National Institutes of Health (NIH) Office of Biotechnology Activities (OBA). The EHS Biosafety Officer is a member of the IBC and works closely with the committee on protocol review and laboratory activities. Committee membership is structured in accordance with federal requirements; members are appointed by the Executive Vice President for Research.

(<http://researchintegrity.gatech.edu/about-ibc/>)

Institutional Animal Care and Use Committee

The **Institutional Animal Care and Use Committee (IACUC)** is charged with reviewing all faculty-, staff-, or student-proposed use of vertebrate animals, regardless of where the work is performed or source of funding, if any. The IACUC focuses on the humane use and treatment of vertebrate animals utilized in research at Georgia Tech. This committee regularly inspects and monitors the animal care and use program to ensure that all components are in compliance with regulations and guidelines outlined in the federal Animal Welfare Act. Georgia Tech animal facilities are registered with the U.S. Department of Agriculture. The IACUC meets monthly, or as needed, to review research protocols which involve vertebrate animals. Georgia Tech's Animal Welfare Assurance is approved by the Department of Health and Human Services. Committee membership is structured in accordance with federal requirements; members are appointed by the Vice President for Research, who also serves as the Institutional Official for matters related to animal subjects. (<http://researchintegrity.gatech.edu/about-iacuc>). The IACUC and its records are included in the inspection of the animal program conducted not less than annually by the US Department of Agriculture.

4.3 EH&S Office

Mission

The mission of the EHS Office is to develop and provide training programs, technical assistance, compliance oversight, consultation, and specialized services to the Georgia Tech community in the following areas:

- Chemical / Laboratory Safety
- Biological Materials / Biological Laboratory Safety
- Laser Safety
- Hazardous Materials Management / Emergency Response
- Fire and Life Safety
- Radiological Materials and Radiation-Producing Equipment Safety
- General (Physical) Safety
- Environmental Assessment and Compliance

It is the goal of EHS to enhance Georgia Tech's mission by providing high-quality and value-added service in each of these areas to assist the Institute in meeting its public health, safety and environmental protection responsibilities. This is vital in maintaining a safe, healthful and regulatory-compliant learning, living and working environment for all personnel, for preserving the integrity of research activities, and for facilitating the overall growth of the institution.

Reporting

The EHS Office reports administratively through the department of Facilities Management, with "dotted-line" reporting responsibility to the President's Executive Leadership Team.

Education

Education and training programs are provided in each of the areas indicated above under Mission.

Enforcement

EHS is responsible for guiding and assisting the Institute community in meeting its public health, safety, environmental protection, and compliance responsibilities.

EHS shall assist PIs and laboratory users in determining and following safe practices; coordinating safety activities; providing education in safety; investigating accidents and incidents in laboratories and chemical incidents campus wide; conducting lab inspections and verifying proper operation of lab safety equipment and systems. While lab safety programs are most effective when lab groups self-monitor and enforce the rules, EHS is also responsible for monitoring and verifying compliance with state and federal safety regulations and Georgia Tech lab safety policies. In addition, EHS is responsible for collecting and analyzing Institute-wide data regarding accidents, injuries, illnesses, and property

damage incidents to identify trends and recommend appropriate corrective actions.

In cases of imminent danger to life and health of persons in a laboratory and/or to others nearby or to property, EHS is authorized to take appropriate action including, but not limited to, stopping work, closing the laboratory, and evacuating laboratories or buildings.

Refer also to Section 6 below.

Responsibilities:**5.1. Institute Council on Environmental Health and Safety.**

1. 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.
2. 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.

5.2. Environmental Health and Safety Committees

1. EHS-focused committees formulate and update Georgia Tech EHS programs, policies, and compliance procedures.

5.3. Office of Environmental Health and Safety

1. The EHS Office is responsible for guiding and assisting the Institute community in meeting its public health, safety, environmental protection and compliance responsibilities.
2. The EHS Office shall assist PIs and laboratory users in determining and following safe practices; coordinating safety activities; providing education in safety; investigating accidents and incidents in laboratories and chemical incidents campus wide; conducting lab inspections and verifying proper operation of lab safety equipment and systems.

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

Related Information:

[GT EHS Policy](#)

[GT Lab Safety Manual](#)

[GT EHS Committees](#)

Related Documents: [IC-EHS Updated Charter.pdf](#)

Policy History:

Revision Date	Author	Description
March 2015	EH&S	Added Charter memo to related information
05-17-2006	Provost / EVP Admin & Finance	New policy

Facility Planning / Plant Operations

General Information

Policy No: 10.1

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Last Revised: Aug 2012

Review Date: Aug 2015

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.

Related Information: [Facilities Management Services](#)

Building & Utilities Maintenance

Policy No: 10.3

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Last Revised: Aug 2012

Review Date: Aug 2015

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..

Unscheduled Maintenance and Repair

Maintenance performed as the need arises is as follows:

- Interior painting is performed when it is needed and when there will be a minimum of interference with classes and/or office routines.

- General repairs which may require the service of roofers, masons, carpenters, locksmiths, plasterers, or other craftsmen. All these services are available as needed.

Emergency Maintenance and Repair

When situations are observed which appear to require immediate maintenance or repair attention to either prevent or resolve an emergency, these should be reported to the building manager or by telephone to area Building Maintenance, if during normal office hours. All other times, telephone reports of emergencies should be made to the Dispatcher, Georgia Tech Police Department, telephone number 894-2500, who is provided with a current emergency call list Building Maintenance personnel. The person to be contacted and/or who can point out the problem should also be provided.

<http://www.facilities.gatech.edu/om/requests/maintenance.php>

Utility Interruptions

Provisions, including advance notice and duration, for interruptions to utilities permitting the contractor to make necessary connections and installations are contained in the contract specifications. The contractor is required to give notice to the owner (Georgia State Financing and Investment Commission) when an interruption is needed; they, in turn, contact the Vice President of Facilities Management. Facilities coordinates with Utilities Maintenance and replies to the owner. Utilities Maintenance then coordinates the actual interruption directly with the contractor; gives notifications of the scheduled interruptions to all Institute departments and activities involved; and arranges restoration of service.

Protection of Utilities

Electric, steam, communications, sewer, gas, chilled water, and domestic water lines are buried throughout the campus. These lines are a hazard to personnel digging or excavating in the vicinity of these lines and extreme caution should be taken to protect the lines from damage. Prior to any digging or excavation, the Manager of the Utilities Maintenance Department shall be notified. No digging may proceed until all Georgia Tech owned lines have been located by Georgia Tech personnel and all public utility lines have been located by the Locator Service and the Atlanta Water Department. Outside contractors are responsible for having all Georgia Tech owned lines located and for requesting Locator Service and Atlanta Water Department locator service.

Design & Construction

Policy No: 10.5

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Review Date: Jan 2015

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

Facilities Engineering or Facilities Architect Department

On weekends and holidays and after normal office hours, requests are made to the Institute Police Department for relay to appropriate Plant Operations personnel. Such requests should be limited to emergencies and essential facilities requiring immediate attention.

Requests for Engineering Services

Requests for Engineering Services for work to be funded from departmental and special accounts (non-capital) may be submitted by letter or electronic mail to the Facilities Engineering or Facilities Architect's Department.

All requests for services should furnish the general scope and type of work desired; the person to be contacted concerning details with their room number and telephone number; and the person making the request. If the request involves renovation which will cause the deletion of a teaching area, the request must be in writing and accompanied by the approval of the Office of the Vice President for Academic Affairs.

All requests will be acknowledged in writing, indicating an estimate number which has been assigned. The estimate number should be referred to in all further inquiries and correspondence.

Requests for information concerning the status of an estimate should be directed to the lead designer of the project.

The project will be evaluated to determine if architectural services will be required. A preliminary cost estimate will be developed and the client will be notified in writing or by electronic mail. Upon funding approval from the client, detailed plans and specifications will be developed and a final cost estimate will be prepared.

The client will be requested for final funding approval and a valid account number for the project to be bill.

The project will be forwarded to the maintenance and construction department for bidding.

Requests for information concerning the status of an estimate should be directed to the lead designer of the project.

Master Utility Map

Procedures for updating the master property map for Georgia Tech will be as follows.

- Basic responsibility for the updating of the utility map will lie with the Engineering Department of Plant Operations Division.
- As projects are completed, as built copies will be delivered to the Engineering Department.
- Upon receipt of the new utility information, the Engineering Department will locate the property on a large scale drawing of the campus property maps. This location will be coordinated with and checked with the Office of Campus Planning to insure a double check.

To insure that the Master Utility Maps are kept current, it is imperative that copies of all deeds or any other documents pertaining to the acquisition or disposition of property be forwarded to the Engineering Department of Plant Operations Division.

Departmental Equipment Installations

The installation of special equipment, including items where installation by others will affect space utilization, ordered by the respective department or activity for laboratories, offices, or classrooms usually imposes some work requirements on Plant Operations. This involves electrical and/or other utility connections, such as special drainage, venting, heating and cooling, or other factors and special controls peculiar to the particular equipment operation. Location with respect to existing and/or required operational requirements, physical space and access to the area involved also require early consideration and coordination. In some instances, the building systems will not be able to support adequately the proposed equipment.

When the purchase of such equipment is contemplated by a department or activity, Plant Operations should be contacted in order to verify that the operational characteristics of the equipment to be ordered are compatible with existing utilities in the building or can be reasonably provided and any other limitations reconciled prior to equipment being ordered. Any installation material to be provided by Plant Operations, i.e., special wiring, connections, ducts, and vents should be determined at this time.

As much advance notice as possible as to expected delivery date and required operational date, should be furnished Plant Operations to facilitate scheduling of installation. This will not only assist Plant Operations in timely scheduling but will preclude undue delays in placing equipment in service.

All work performed by Plant Operations Division will be charged to the department involved, and work orders must be set up prior to start of any work by Plant Operations Division.

Related Information:

[Design and Construction](#)

[Operations and Maintenance](#)

[Maintenance Request](#)

Financial Administration

Policy No: 10.2

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Review Date: Jan 2015

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.

Special Requests for POD Services:

When a department has a need for POD services beyond routine scheduled maintenance, arrangements should be made through POD Operations. For emergencies requiring immediate attention, POD Operations should be contacted by telephone. For non-emergency work such as small renovations or repair of instructional or lab equipment or furniture, a written request should be sent to POD. It is recommended that requesting departments ask for an estimate in advance for all special work. Where estimates are furnished and agreed to for in-house repairs, renovations or other services, the department requesting the work will normally be charged the amount of the estimate. Should unforeseen problems arise during the course of the work requiring an increase in the scope of the work (or should the requesting department make a change in the scope of the work after it has begun), charges above the amount of the original estimate should be expected. The total amount charged in this case will reflect the original estimate plus the costs of the changes. When a department requests that special work or services be begun without an advance estimate, due to time considerations or other reasons, the amount charged will be the actual cost of the work. In all cases where specially requested work is performed by an outside contractor, the amount charged to the department will be the amount of the contract.

A written request for special work (unscheduled repairs, renovations, or other services) should contain the following:

1. A thorough description of desired work and services, with location clearly specified by building and room number (where possible) and provision of sketches and diagrams where appropriate.
2. The account number to be billed.
3. Signature of departmental employee authorized to expend these funds.
4. The person(s) to contact should questions arise as to budget transactions, scheduling, or changes to the scope or nature of the work.

Related Information: [Facilities Management](#)

Filming and Photography on Campus

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Effective Date: Aug 2016

Last Revised: Nov 2019

Review Date: Nov 2022

Policy Owner: Capital Planning & Space Management

Contact Name: Margaret L. Nicholson

Contact Title: Event Management Coordinator

Contact Email: maggie.nicholson@cpsm.gatech.edu

Reason for Policy:

Georgia Tech receives requests from students, non-profit organizations, and commercial entities who want to use the Campus as a backdrop for photography, film, or video. This policy protects the daily operations of education, research, other campus activities, and the Institute's reputation and brand while appropriately supporting Georgia's film industry.

This policy also serves to define parameters and provide direction to guide Commercial Photographers who sometimes freely move about the campus and inside campus buildings and other spaces without permission.

Policy Statement:

The Filming and Photography on Campus policy applies to any third-party entity, company, or organization and to students, faculty, staff, or members of the Institute, regardless of relationship, using a third-party vendor.

Third-party entities are required to obtain prior approval before using or representing any space inside a classroom building, conference building, research building, or outdoor space on Campus for filming or photography. Restrictions may include, but are not limited to prohibiting filming during busy periods of the fall, spring, and summer semesters, the

week of final exams, and the reading period before final exams. Academic courses, campus events, and other campus activities will have priority for any use of Campus space. 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 Georgia Tech's role as a public institution of higher education. Approved activities should be in alignment with our strategic goals and mission, as well as complementary to the Institute's well-respected brand.

External requests for filming and photo shoots that do not distract from or interfere with Georgia Tech's education, research, and other campus activities and operations may be considered during the semester on a case-by-case basis. International film requests must also be vetted through the Office of the General Counsel.

Requests from Georgia Tech students, student groups, departments, and cooperative and/or affiliated organizations for filming and photo shoots may be granted based upon the availability and approval of the location requested and the content and purpose of the filming and photo shoot. Filming associated with a course for academic credit will take priority over all other requests to film from the GT community. If a request is made for a film or photo shoot by a member of the GT community, and the production includes the use of a third-party vendor, the use of the third-party vendor for any element of filming or photography production will be evaluated for payment purposes on a case-by-case basis.

All requests for temporary changes to Campus structures for Film Production purposes inside buildings or at outdoors facilities on Campus must be reviewed and approved by the Associate Director of Construction Services or his/her designee prior to any alterations, including but not limited to, building sets on Campus property.

All requests for filming and photo shoots on Georgia Tech Campus that involve use of small unmanned aircraft systems (sUAS), aka drones, must also be immediately submitted to the Georgia Tech Police Department and any proposed sUAS usage must comply with applicable Georgia Tech policies and procedures, applicable local and state laws, and Federal Aviation Administration (FAA) regulations. In addition, Aviation Liability coverage subject to Georgia Tech minimal Insurance requirement must be included on a Certificate of Insurance.

Approval of filming and photo shoot requests is required prior to filming as evidenced by an executed license agreement between the Institute and the filming or photographing entity.

Labor and expense reporting is required by all Georgia Tech employees engaged in supporting a film or photo shoots. Employees must complete the Labor and Expense form (http://www.controller.gatech.edu/sites/default/files/images/labor_and_expense_template.xlsx) provided by the Georgia Tech Controller's Office, at least once a year, to ensure compliance with federal and state tax laws.

Refer to the CPSM website at http://space.gatech.edu/sites/default/files/images/Guidelines_and_Contacts_for_filming.pdf for additional information and applicable procedures

Scope:

The Filming and Photography on Campus policy applies to any third-party entity, company, or organization and to students, faculty, staff, or members of the Institute, regardless of relationship, using a third-party vendor.

Georgia Tech students, student groups, departments, and cooperative and/or affiliated organizations may make requests for filming and photo shoots, which may be granted based upon the availability and approval of the location requested and the content and purpose of the filming and photo shoot. Filming associated with a course for academic credit will take priority over all other requests to film from the GT community. If a request is made for a film or photo shoot by a member of the GT community, and the production includes the use of a third-party vendor, the use of the third-party vendor for any element of filming or photography production will be evaluated for payment purposes on a case-by-case basis.

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. Such photography activities must be coordinated 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.

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

Policy Terms:

Academic Facilities	Classroom and lecture hall buildings whose primary function is serving as a space for instruction, study, research, and other academic functions.
Campus	Institute-owned or leased buildings, grounds, and property including but not limited to certain sidewalks and streets within campus boundaries.
Commercial Filming and Photography	Commercial filming and photography activities are those activities conducted with the intent of deriving revenue and associated profit through the distribution of assets captured in such activities.
Commercial Photography	Any photographer or videographer who is or works for a commercial entity.
Event Venues	Campus facilities whose primary function is to serve as an event space and/or serving in an event hosting capacity, which includes but is not limited to athletic or recreation 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 production, movie, television, commercial (advertisement), video, and documentary filming project.
Film Production Company	Filming company and its representatives. Any individual directly or contracted vendors involved with film production.
Georgia Tech Filming and/or Commercial Photography Location License Agreements	Georgia Tech Filming and/or Commercial Photography Location License Agreements (GT Location License Agreement) are the contractual agreements used to govern all filming and commercial photography on campus for specific film productions or photo shoots.
Limited Scope - Small Film Production (For Event Venues only)	Any production that is located in a single Event Venue for the duration of its film production or photo shoot.

Outdoor Facilities	Campus hardscape and landscape used for athletics and recreation, or for pathways or sidewalks for pedestrian circulation among different areas of the campus.
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Frequently Asked Questions: [FAQ resources can be found at:](#)

Responsibilities:

Capital Planning and Space Management

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

CPSM is responsible for notifying Institute Communications of any request for filming or photography on Campus that passes initial logistical considerations such as dates, locations, and schedule.

CPSM has oversight of the Film Logistics Committee (FLC) review process and may weigh campus concerns when considering the final authorization of a filming or photography request. CPSM should receive the initial request for filming and photography projects to allow for sufficient time for review. Suggestions regarding submission timelines can be found at <http://space.gatech.edu/films-and-photo-shoots>. CPSM shall decide if the request, via the application, warrants further consideration from the FLC.

All Institute departments that reserve space for filming and photography must follow the same procedures and guidelines for use of Campus space. All cooperative and/or affiliated organizations and Georgia Tech departments must coordinate all requests for filming or photography on the Georgia Tech campus through CPSM.

Executive Vice President for Administration and Finance

The Executive Vice President for Administration and Finance is responsible for final approval for filming and photography on Campus.

Fire Safety Office

The Film Production Company must submit all required site drawings and documents to the Fire Safety Office for review. The Fire Safety Office is responsible for reviewing the layout, determining mitigation measures, if any, to correct flaws in the submission materials where they do not meet local, state, or federal codes and other requirements. Layouts must be submitted and approval by the Fire Safety Office must be provided before production or filming is permitted.

Institute Communications

Institute Communications (IC) is responsible for reviewing the content of filming projects and photography requests as part of the approval process to protect the Institute’s reputation and brand. IC will review requests that have passed initial logistical consideration by CPSM regarding content issues. In addition, IC will evaluate any request that involves the use of the Georgia Tech brand and/or trademarks, logos, images, and symbols, such as the iconic Tech Tower or Campanile. IC is also 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.

Insurance and Claims Management

The Georgia Tech Office of Insurance and Claims Management is responsible for determining insurance requirements for each Production held on Campus in accordance with Board of Regents and Institute requirements. Certificates of insurance must be submitted and approval by the Office of Insurance and Claims Management must be provided before production or filming is permitted.

If sUAS are being used to film, an Aviation Liability endorsement must be included in the Certificate of Insurance.

Office of the General Counsel

The Georgia Tech Office of the General Counsel is responsible for the review of all location license agreements before any film production or commercial photography is permitted on Campus.

Security

The Georgia Tech Police Department is responsible for the security of all campus property. City of Atlanta permits are required for city street closures. Any private security company hired by the Film Production Company must report to and coordinate with the Georgia Tech Police Department.

Enforcement:

Procedures outlined in “Brief Outline of Steps and Contacts for Filming and Still Photography” on the CPSM website at http://space.gatech.edu/sites/default/files/documents/Guidelines_and_Contacts_for_filming.pdf are required for compliance with this Filming and Photography on Campus policy.

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

To report suspected instances of ethical violations, 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
11-11-2019	Capital Planning and Space Management	Policy updates
4-11-2016	Capital Planning and Space Management	New Policy

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

Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Effective Date: Jul 2015
Last Revised: Jul 2015
Review Date: Jul 2018
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@facilities.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:

5.1 Use of Fuel Card	
Criteria for Obtaining a Personal Identification Number (PIN)	<ul style="list-style-type: none"> • Must be a Georgia Tech employees, students, or employee with sponsor funded program. • Completion of the Fuel Card Application Process which includes: <ol style="list-style-type: none"> 1. Signed PIN and User Agreement Form 2. Completion of on-line Fuel Card training 3. Completion of on-line Class C Operator Safety training. • All participants must complete an on-line annual recertification.

5.1 Use of Fuel Card	
Allowable Purchases	Georgia Tech fuel card shall only be used to purchase fuel for Georgia Tech owned or controlled vehicles and equipment used for official business.
Prohibited Purchases	<p>The following types of purchases are strictly prohibited by State policy. No exceptions will be granted unless otherwise indicated and in writing.</p> <ol style="list-style-type: none"> 1. Personal purchases of any kind, including fuel for personal vehicles, non-State vehicle. 2. Cash advances 3. Gift cards 4. Alcoholic beverages 5. Tobacco products 6. Food, ice, beverages or related items including "snacks" while traveling on official business 7. Other purchases not specifically allowed under Allowable Purchases. <p>No exceptions will be granted unless otherwise indicated and in writing.</p>
Mileage Entry and Meter Rejects	<p>Accurate mileage is the lifeblood of good fuel management and it is necessary for Georgia Tech Fleet Services to effectively monitor vehicle utilization, track vehicle preventive maintenance compliance , predict accurate vehicle cost-per-mile, understand vehicle fuel miles-per-gallon, forecast vehicle carbon footprints, calculate optimal vehicle lifecycles and other mileage related activities.</p> <ul style="list-style-type: none"> • Drivers of Georgia Tech vehicles are required to enter the correct odometer reading (excluding tenths of miles) at the time of fuel purchase when prompted. • In the event the vehicle operator makes an error in the odometer reading entry, the driver should contact Georgia Tech Fleet Services with the correct information.
Bulk Fuel Sites	<ul style="list-style-type: none"> • DOAS/OFM has provided necessary interfaces to enter bulk fuel data into the statewide Fleet Management Information System (FMIS). • All fuel obtained from bulk fuel site shall be properly documented and entered into DOAS/OFM's management information system within five (5) business days following the original transaction date.
Declared Emergencies and Natural Disasters	The Georgia Procurement Manual (GPM) grants authority to forego standard procurement requirements for needs

5.1 Use of Fuel Card	
	<p>arising from unforeseen causes. In cases involving the welfare of the general public, extreme weather conditions, or officially declared emergencies, the Program Administrator is allowed to obtain after-the-fact approval for exceptions to this policy.</p>
Define and document use of fuel card	<p>The Wright Express card is the only fuel card authorized for use by employees of Georgia Tech. The Institute may not provide or subscribe to any other fuel programs or services, systems, or products other than those provided by DOAS/OFM.</p>
Method for reporting fraudulent use	<ul style="list-style-type: none"> • Wright Express Fuel System alerts Georgia Tech Fleet Services automatically of any unauthorized purchases. • Georgia Tech Fleet Services reviews all questionable transactions. • Georgia Tech Fleet Services informs the department supervisor regarding any employee who committed apparent misuse or fuel card fraud. <p>Georgia Tech Fleet Services immediately notifies Internal Audit and DOAS/OFM and provides pertinent information gathered regarding apparent misuse or fraud.</p>
Managers / Supervisors	<p>Georgia Tech Managers and/or Supervisors must review the monthly record of all fuel card transactions to ensure drivers are in compliance with current published policies regarding purchase of fuel. Drivers are not allowed to approve their own fuel transactions. Manager or Supervisor review and approval is required without exception. The Manager or Supervisor should ensure the review is accomplished monthly. The Manager or Supervisor should contact Georgia Tech Fleet Services regarding any discrepancies.</p>
Fueling state owned or controlled vehicle and equipment	<p>All Georgia Tech vehicles must be fueled using the state issued fuel card. For vehicles not using the fuel card, (diesel fueled) all transactions must be filed with Georgia Tech Fleet Services on the 10th of every month for the previous calendar month listing the vehicle by state ID, VIN, # of transactions, the total gallons, and the actual cost per gallon. Vehicles that go more than 90 days without reporting activity, will, within the following 10 days, be surrendered to Surplus at DOAS for redistribution or sale. Georgia Tech Fleet Services will provide a template for reporting all fuel transactions. http://facilities.gatech.edu/fleet_services/index.php</p>
Fueling Operations	<p>Georgia Tech Fleet Services maintains and operates bulk fuel dispenser tanks for the main campus. The cost of the</p>

5.1 Use of Fuel Card

fuel is below market rate. Georgia Tech Fleet Service is the primary fueling source for fueling requirements for the main campus. This offers the best value and all employees are encouraged to utilize the campus facility rather than purchase fuel offsite.

NOTE: There are currently two types of fuel cards available for Georgia Tech vehicles. Each card type provides specific parameters use with few exceptions.

“Blue” cards are designated for passenger carrying cars and light duty trucks. “Red” cards are designated for equipment. Equipment examples are lawn mowers, weed-eaters, and equipment that can be fueled from a small gas can. Exceptions include “Red” card usage for short term rental cars and for immediate fueling of a newly acquired vehicle until the “Blue” card arrives.

- All fuel will be purchased using the State fuel card provided by DOAS/OFM unless procured from the Georgia Tech bulk site for diesel fuel.
- Georgia Tech is not authorized to have separate commercial fuel card accounts. Fuel shall not be purchased with state Procurement Card or other commercial fuel credit cards.
- Gasoline powered vehicles will use only regular unleaded 87 octane fuel. Higher cost/grade fuel usage is only permitted if required by the vehicle operations manual provided by the manufacturer for that vehicle. Flexible fuel vehicles (FFV’s) can operate on straight unleaded gasoline or any percentage of ethanol up to 85%. Georgia Tech Fleet Services and DOAS/OFM will monitor this area for compliance.
- All vehicle drivers/operators are required to record accurate mileage of vehicle at the time of any fuel purchase. Whether this is done through an automated fuel dispensing equipment system or manually at Georgia Tech bulk fuel site, entries must be accurate.
- Each driver (by name) will be assigned a specific individualized Personal Identification Number (PIN). This PIN can be used by an individual with any card on his/her Georgia Tech account and serves as a digital signature. Generic PINs are prohibited (such as one PIN for an office/department). Vehicle numbers will not be used as a PIN. PIN numbers will not be written on the card. Compromised PINs will be cancelled

5.1 Use of Fuel Card	
	<p>immediately.</p> <ul style="list-style-type: none"> • The “Red” fuel card can be used for short-term commercial rental vehicles if the operators do not have any other form of payment and submit receipts as part of travel expenses to the agency. • If a card is lost or stolen, it will be cancelled immediately. • Sharing of PINs between employees, students or departments is STRICTLY PROHIBITED <p>If a vehicle is transferred, sold or submitted to surplus, the card will be cancelled immediately.</p>

In addition to DOAS, the Georgia Tech Fleet Services has procedures in place to help with fuel card use procedures:

5.2 Program Procedures	
Ensure Compliance	<ul style="list-style-type: none"> • Georgia Tech follows the Statewide Fuel Card Standards and Guidelines, which can be accessed at http://doas.ga.gov/fleet-management/rules-policies-and-compliance • Fuel card limits are set by Fleet Management at DOAS/OFM and monitored through Wright Fuel Express System
Criteria for obtaining a fuel card	<ul style="list-style-type: none"> • A separate fuel card will be issued for each vehicle. Georgia Tech must obtain the initial fuel card through DOAS/OFM to ensure the card contains all necessary vehicle information and correct fuel data postings for each vehicle in the DOAS/OFM Management System. At no time shall fuel products for any other vehicle/use be charged to a fuel card issued for a specific vehicle. • The “Red” card is designated only for the purchase of fuel for secondary storage tanks for dispensing fuel at work sites as well as portable fuel cans or gas tanks and for use in portable and motorized equipment, lawn tractors, mowers, and emergency use. The “Red” fuel card is only available via a Red Fuel Card Request Form. • 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.

Form Links:

[Fuel User PIN Request Form](#)

[Georgia Tech PIN user Agreement](#)

[Red Fuel Card Request Form](#)

[George Tech Fuel Transaction Log](#)

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

Related Information:

- [Statewide Fuel Cards Standards & Guidelines](#)
- [Georgia Fleet Management Manual](#)
- [Policy Number 10](#)
- [Class C Operator Safety Training](#)
- [Allowable Expenses Policy](#)
- [Matrix](#)
- [EthicsPoint](#)

Policy History:

Revision Date	Author	Description
July 2015	Facilities Fleet Services	

Insurance and Claims Management

General Information

Policy No: 8.1
Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Last Revised: Jun 2017
Review Date: Jun 2019
Policy Owner: Insurance and Claims Management
Contact Name: Frederick Trotter
Contact Title: Director of Insurance & Assets
Contact Email: Frederick.trotter@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 liability claim that goes into suit is generally controlled by the State Attorney General's Office.

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 manage and investigate all claims, including collection of money from an at-fault party's insurance company.

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

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Last Revised: Apr 2012

Review Date: Apr 2023

Policy Owner: Insurance and Claims Management

Contact Name: Frederick Trotter

Contact Title: Director of Insurance & Assets

Contact Email: frederick.trotter@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
Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Last Revised: Mar 2015
Review Date: Mar 2023
Policy Owner: Insurance and Claims Management
Contact Name: Frederick Trotter
Contact Title: Director of Insurance & Assets
Contact Email: Frederick.trotter@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
 - claimant forms (if so required by DOAS)

NOTE

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 process language and contact information

Georgia Tech Buildings - DOAS Physical Inspections

Policy No: 8.14

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Last Revised: Mar 2015

Review Date: Mar 2023

Policy Owner: Insurance and Claims Management

Contact Name: Frederick Trotter

Contact Title: Director of Insurance & Assets

Contact Email: Frederick.trotter@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 and contact information update

Insuring Rental Vehicles

Policy No: 8.16
Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Last Revised: Mar 2015
Review Date: Mar 2020
Policy Owner: Insurance and Claims Management
Contact Name: Frederick Trotter
Contact Title: Director of Insurance & Assets
Contact Email: Frederick.trotter@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 and contact information update

Insuring of Vehicles Long-Term

Insuring Long-term Leased Vehicles

Policy No: 8.15.2
Policy Book: Campus Use & Facilities

Type of Policy: Administrative
Last Revised: Mar 2015
Review Date: Mar 2023
Policy Owner: Insurance and Claims Management
Contact Name: Frederick Trotter
Contact Title: Director of Insurance & Assets
Contact Email: Frederick.trotter@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:

Table with 3 columns: Revision Date, Author, Description. Row 1: March 2015, Insurance and Claims Management, Minor language update and contact information

Insuring of State Owned Vehicles

Policy No: 8.15.1
Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Last Revised: Oct 2018
Review Date: Sep 2022
Policy Owner: Insurance and Claims Management

Contact Name: Frederick Trotter
Contact Title: Director of Insurance & Assets
Contact Email: frederick.trotter@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:

All vehicles assigned to the Institute must be insured by the departments for physical damage coverage. DOAS will provide this coverage 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 GT Fleet Services for inspection, application of appropriate identifying numerals and logos, and maintenance scheduling.
2. The GT Fleet Services Manager shall contact DOAS Fleet Management before releasing the vehicle and communicate pertinent data for insurance purposes. The data shall consist of:
 - The four digit state vehicle number assigned by GA Tech.
 - Make, Model and Vehicle Identification Number.
 - Year of manufacture.
 - Type of vehicle (sedan, station wagon, etc.)
 - Cost/value of the vehicle
 - 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
Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Last Revised: Nov 2020

Review Date: Nov 2023

Policy Owner: Insurance and Claims Management

Contact Name: Frederick Trotter

Contact Title: Director of Insurance & Assets

Contact Email: frederick.trotter@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 Cost Center 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

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Last Revised: Mar 2012

Review Date: Mar 2020

Policy Owner: Insurance and Claims Management

Contact Name: Frederick Trotter

Contact Title: Director of Insurance & Assets

Contact Email: Frederick.trotter@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

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Last Revised: Sep 2012

Review Date: Sep 2022

Policy Owner: Insurance and Claims Management

Contact Name: Frederick Trotter

Contact Title: Director of Insurance & Assets

Contact Email: frederick.trotter@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

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Last Revised: Mar 2015

Review Date: Mar 2023

Policy Owner: Insurance and Claims Management

Contact Name: Frederick Trotter

Contact Title: Director of Insurance & Assets

Contact Email: Frederick.trotter@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 state's crime insurance company of the loss.
- 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 and contact information update

Processing Liability Claims Against Georgia Tech

Policy No: 8.10
Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Last Revised: Sep 2015
Review Date: Sep 2022
Policy Owner: Insurance and Claims Management
Contact Name: Frederick Trotter
Contact Title: Director of Insurance & Assets
Contact Email: frederick.trotter@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
Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Last Revised: Mar 2015
Review Date: Mar 2023
Policy Owner: Insurance and Claims Management
Contact Name: Frederick Trotter
Contact Title: Director of Insurance & Assets
Contact Email: Frederick.trotter@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#: 20 WB AT0511
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:

Table with 3 columns: Revision Date, Author, Description. Row 1: March 2015, Insurance and Claims Management, Updated Contact Information

Review of Incident Reports

Policy No: 8.2
Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Last Revised: Mar 2015
Review Date: Mar 2023
Policy Owner: Insurance and Claims Management
Contact Name: Frederick Trotter
Contact Title: Director of Insurance & Assets

Contact Email: frederick.trotter@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:

Table with 3 columns: Revision Date, Author, Description. Row 1: March 2015, Insurance and Claims Management, minor language and contact info update

Low Speed Vehicle Policy and Golf Cart Policy

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Effective Date: Mar 2016

Last Revised: Mar 2016

Review Date: Mar 2019

Policy Owners: Facilities Fleet Services

Contact Name:

Jerel Harris
Samuel Evans III
David Crites

Contact Title:

General Safety Manager

Fleet Manager
Transportation Operations Manager, Parking and Transportation

Contact Email:
jerel.harris@ehs.gatech.edu
samuel.evans@facilities.gatech.edu
david.crites@pts.gatech.edu

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 Registration

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

5.1 Registration

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;

5.1 Registration

- 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 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.

5.2 Purchase

Street Legal

The purchase of non-street legal golf carts by any Georgia Tech unit is prohibited as of the date of this policy.

Vehicle Purpose

LSVs and street legal golf carts may be purchased for use on the Georgia Tech campus only for legitimate Georgia Tech business purposes. These purposes include:

- a) transporting goods or services for delivery;

5.2 Purchase

- b) transporting materials and skilled individuals to provide safety, maintenance, and repair services;
- c) transporting individuals to comply with ADA requirements for special events;
- d) transporting individuals with the specific purpose of attending Georgia Tech meetings, or touring the campus for fundraising, recruiting, and enhancing Georgia Tech; and
- e) incident or emergency response.

Approval Procedures

- 1) Georgia Tech departments requesting approval by the **Fleet Services** to purchase authorized vehicles must justify the service purpose for which the vehicle is intended.
- 2) **Georgia Tech Procurement Services** is responsible for approving for purchase only those vehicles that are in compliance with federal and state law and have a vehicle identification number (VIN).
- 3) LSVs purchased by any Georgia Tech department must comply with **DOAS Office of Fleet Services** requirements for on-road vehicles that became effective June 30, 2007.
- 4) All Georgia Tech vehicle purchases must be approved in writing by **DOAS Office of Fleet Services**.
- 5) Any Georgia Tech unit seeking approval from DOAS to purchase a vehicle must first contact the **Fleet Services Coordinator** through the online Vehicle Purchase Request form.
- 6) The **Fleet Services Coordinator** is the liaison between Georgia Tech units and DOAS for all vehicle purchase requests.
- 7) DOAS and the State Accounting Office have launched the **Asset Management System** to track all state assets. The purchase of all state vehicles,

5.2 Purchase

including LSVs and golf carts, must be approved by the **DOAS Office of Fleet Service** through the **Asset Management System**. All requests are routed to DOAS through the **Fleet Services Coordinator**.

5.3 Maintenance

Motor Vehicle Maintenance Policy

To ensure the safety and prolonged use of all Institute motor vehicles, each unit owning a motor vehicle shall refer to the [Georgia Fleet Management Manual](#) and the [Georgia Tech Motor Vehicle Maintenance Policy](#) regarding the required maintenance, repair, inspection, and asset registration of motorized vehicles.

5.4 Operations

Drivers

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

5.5 Allowed Use

Parking

Departments operating LSVs and golf carts on the Georgia Tech campus, other than Landscape/Maintenance Utility Vehicles, must purchase and display the appropriate GT campus parking permit and must purchase a reserved stall if the charging station is in a parking deck or lot.

LSVs and golf carts on the Georgia Tech campus must only be parked in officially designated "Service Vehicle" parking areas, "LSV" parking stalls and loading docks.

Drivers of LSVs and golf carts on the Georgia Tech campus must obey all parking regulations.

5.5 Allowed Use

Streets

Drivers of Georgia Tech LSVs must not use LSVs on high-speed streets (i.e., streets with above 35 miles per hour speed limits) surrounding the campus.

Drivers of Georgia Tech golf carts must not use streets with speed limits above 25 miles per hour.

Drivers should refer to the **Low Speed Vehicle Safe Boundary Map**

Drivers of Georgia Tech LSVs and golf carts must obey all traffic regulations.

Sidewalks

Driving and parking LSVs and golf carts on sidewalks and pedestrian walkways within the Georgia Tech campus is prohibited, with the exception of when they are used occasionally for tasks requiring use on sidewalks and grass for required Georgia Tech services, including:

- a) Carrying out irrigation, trash pick-up, and other Facilities Management or Parking/Transportation business;
- b) Building inspections for hazardous materials, and other EHS business;
- c) Supporting Institute Communications photo and video operations;
- d) Delivering Georgia Tech mail;
- e) Delivering Georgia Tech library materials and collections;
- f) Repairing Buzzcard-related equipment;
- g) Transporting individuals in compliance with ADA/disability requirements; and
- h) Incident or emergency response.

Privately Owned LSVs & Golf Carts

Privately owned LSVs and golf carts on the Georgia Tech campus are subject to Institute policies and procedures regarding registration, parking, and allowed

5.5 Allowed Use

use. Anyone found violating these policies and procedures shall be cited and held personally responsible.

Unauthorized Use

Non-street legal golf/motorized carts, other than landscape/maintenance utility vehicles, 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.

5.6 Penalties

Citation, Enforcement and Impoundment

Georgia Tech Police Department and **Georgia Tech Parking and Transportation** shall share enforcement duties regarding the operation and parking of LSVs and golf/motorized carts on campus.

GTPD is responsible for citations involving LSV and golf/motorized cart moving violations.

Parking and Transportation is responsible for citations involving LSV and golf/motorized cart parking violations.

Any LSV or golf/motorized cart found in violation of this policy will be subject to citation and/or impoundment.

The GT Driver that violates this policy will be submitted to the department head for follow up corrective action.

5.7 Exceptions

Special Events

Exceptions to the policy for reasons of access during special events must be approved in advance in writing by the Executive Vice President for Administration and Finance or the EVP's designee.

Form Links: [Vehicle Purchase Request Form](#)

Related Information:

[BOR Motor Vehicle Use Policy](#)

[Georgia Fleet Management Manual](#)

[Georgia Tech Motor Vehicle Maintenance Policy](#)
[DOAS Training Resources](#)
[Low Speed Vehicle Daily Safety Reminders](#)

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

Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Effective Date: May 2014
Last Revised: Jun 2017
Review Date: May 2021
Policy Owner: Ethics, Compliance & Legal Affairs
Contact Name: Sally Robertson
Contact Title: Counsel, Ethics & Compliance
Contact Email: sally.robertson@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. Under Georgia state law, 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 ([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** (within 24 hours) report any reasonable suspicion or knowledge of abuse to minors, including inappropriate touching, sexual or physical abuse, child endangerment, 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, no matter where the alleged abuse took place.

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

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, child endangerment, and neglect.

- Sexual abuse: employing, using, persuading, inducing, enticing or coercing a minor to engage in any sexual act.
- Physical abuse: non-accidental physical injury of a minor, which can include beatings, burns, bites, fractures, bruises, welts, etc.
- Child endangerment: intentionally allowing a child to witness the commission of a forcible felony, battery, family violence, or be present where any person is manufacturing or has intent to manufacture methamphetamine; or driving under the influence of alcohol, drugs, or other intoxicating substances while transporting a minor under the age of 14 years-old.
- Neglect: when a parent or caretaker allows a minor to experience avoidable suffering or fails to provide basic essentials for physical, social, and emotional development.

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 by law are also considered **mandatory reporters** and must report child abuse under Georgia state law (e.g., licensed 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 (within 24 hours)** 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 24 hours of receipt of an incident report.

GTPD will investigate all child abuse reports which occur on the Georgia Tech campus, in addition to reporting to DFCS. For reports of child abuse outside of the state of Georgia, GTPD will report to the local police jurisdiction.

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 Office of Human Resources and/or 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.

Frequently Asked Questions: [The Office of Legal Affairs website for questions regarding Mandatory Reporting of Child Abuse](#)

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.

Related Information:

[Mandatory Reporting of Child Abuse Training](#)
[Youth Programs Policy](#)

Related Documents: [georgia_code_19-7-5_2016.pdf](#)

Policy History:

Revision Date	Author	Description
05/2014	Legal Affairs and Risk Management	New Policy
05/2017	Legal Affairs and Risk Management	Updated per 2016 Georgia Code

Minors in Laboratories, Hazardous Areas and Animal Facilities

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Effective Date: Dec 2016

Last Revised: Dec 2016

Review Date: Dec 2019

Contact Name: Nazia Zakir

Contact Title: AVP of 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 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 the Minor has been pre-authorized in writing by a hiring or volunteer manager and approved by the AVP of EHS.

If a Minor is permitted in a laboratory, hazardous area or animal facility, 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 in a laboratory or hazardous area.
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 are not permitted to 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 the Institutional Animal Care and Use Committee (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:
 1. Research that requires the Minor to assign ownership interest in any resulting intellectual property to the Georgia Tech Research Corporation or other third party.
 2. Research that fits the definition of Dual Use Research of Concern (DURC).
 3. Research that requires confidentiality agreements or that may include agreements or funding which include restrictions on participants.
 4. 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.

Scope:

This policy applies Minors (persons under 18 years of age) who enter laboratories or other hazardous areas. This policy excludes and does not apply to Minors who are enrolled at Georgia Tech or to Minors participating in an adult escorted, scheduled demonstration or tour. These excluded Minors are expected to follow safety instructions and safety rules but do not require compliance with this Policy.

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 returns 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 potential hazards in the area the Minor will be working or volunteering. 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 the IACUC, Institutional Biosafety Committee (IBC), Radiation Safety Committee (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 the AVP of EHS, 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 (PI) 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 PI 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.

Mentor

A mentor is an employee of the Institute and must be assigned by the PI if the PI cannot provide direct supervision. It is expected that the mentor will have a constant line of sight of the Minor while in the laboratory, hazardous environment or animal facility. The mentor is responsible for making sure the Minor has fulfilled the requirements of this Policy; 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; reporting any accidents or incidents involving the Minor; and maintaining a constant line of sight supervision of the Minor at all times while in the lab. Any mentor 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. The mentor must be an adult as defined by in the Child Abuse Prevention policy.

Hiring or Volunteer Manager

The hiring or volunteer manager is responsible for making sure that the documents required in the Procedure in this Policy have been completed for the Minor.

Environmental Health & Safety

EHS is responsible for reviewing and determining approval for submitted "Applications for Authorization of a Minor..." in a timely manner and notifying the manager when authorization has been granted. Review of the form may include obtaining additional information, conducting an inspection of the space, and providing the required safety training and additional safety measures.

Enforcement:

To report suspected instances of noncompliance with this policy, please contact Environmental Health and Safety or visit Georgia Tech's *EthicsPoint*, a secure and confidential reporting system, at: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7508

Related Information:

- [USG Policy on Age Criteria](#)
- [Youth Rules: Workplace Hazards](#)
- [Child Labor Regulations](#)
- [GA DOL Child Labor Information](#)
- [Federal Select Agent Program](#)
- [Georgia Tech Child Abuse Prevention Policy](#)
- [Georgia Tech Mandatory Reporting of Child Abuse Policy](#)
- [Minors on Campus](#)
- [Dual Use Research Concern](#)

Policy History:

Revision Date	Author	Description
12/16/2016	EHS	New Policy

Motor Vehicle Maintenance Policy

Policy Book: Campus Use & Facilities

Type of Policy: Administrative

Last Revised: Mar 2015

Review Date: Mar 2020

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](#).

Form Links:

- [Vehicle Maintenance Procedures](#)
- [Preventive Maintenance Checklist](#)
- [Weekly Motor Vehicle Inspection Checklist](#)
- [General Liability Insurance Identification Card](#)
- [Vehicle Purchase Form](#)

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](#), a secure and confidential reporting system, at: <https://secure.ethicspoint.com/domain/media/en/gui/7508/index.html>

Related Information:

- [Vehicle Maintenance Procedures](#)
- [Georgia Fleet Management Manual](#)
- [DOAS State Tort Claims Policy](#)
- [DOAS Auto Program](#)
- [GT Insuring of State Owned Vehicles Policy](#)
- [GT Insuring Long-Term Leased Vehicle Policy](#)
- [DOAS Comprehensive Loss Control Program](#)
- [GT Motor Vehicle Use Program](#)
- [USG-BOR Motor Vehicle Policy](#)
- [USG-BOR Vehicle Policy](#)
- [USG-BOR Motor Vehicle Use Policy](#)
- [GT Rental Vehicle Policy](#)
- [GT Privately Owned Vehicle-Business Use Policy](#)

Policy History:

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

Youth Programs Policy

Policy Book: Campus Use & Facilities
Type of Policy: Administrative
Effective Date: May 2017
Last Revised: Jul 2019
Review Date: May 2022
Policy Owner: Ethics, Compliance & Legal Affairs
Contact Name: Sally Robertson
Contact Title: Counsel, Ethics & Compliance
Contact Email: sally.robertson@carnegie.gatech.edu
Reason for Policy:

Georgia Tech and third-parties utilizing Georgia Tech facilities organize many youth programs for non-student minors of various ages, both on- and off- campus, including internships, summer camps, daycare, and community service projects. The intent of this policy and related procedures is to help those involved with youth programs to ensure the safety and well-being of non-student minors both on- and off- campus.

Policy Statement:

2.1 Youth Programs Registration

All Georgia Tech youth programs (on or off campus) for non-student minors, including third-party youth programs utilizing Georgia Tech facilities, must register annually (beginning January 1st each calendar year) with Georgia Tech. A non-registered youth program is subject to cancellation without advance notice. Youth programs must receive written approval from Youth Programs Compliance before starting the program.

2.2 Code of Conduct

Georgia Tech individuals or units organizing youth programs are responsible for ensuring that proper procedures are in place for all individuals working with minors through the program.

All individuals who work with non-student minors in those youth programs must follow the Youth Programs Staff & Volunteer Code of Conduct, in addition to any program-specific procedures for working with minors.

2.3 Background Checks, Pre-Screening, and Training

Georgia Tech individuals or units organizing youth programs are responsible for ensuring that all individuals who will have direct contact with non-student minors through their youth program have the following complete before being allowed to have direct contact with non-student minors:

- 1. a criminal background check;*
- 2. appropriate pre-screening; and
- 3. training on mandatory reporting of child abuse.

*A criminal background check must have been run and the individual cleared to work with minors by the Georgia Tech Office of Human Resources in writing within the past 4 years and then every 4 years afterward. Please note, additional Office of Human Resources policies regarding background checks may apply outside of the Youth Programs Policy.

2.4 Third-Party Programs

Third-party youth programs that use Georgia Tech facilities must sign a Youth Programs Facilities Use Agreement / License Agreement. Such programs must comply with Georgia Tech policy requirements for background checks and

training of program employees and volunteers, and must demonstrate that they have minimum insurance requirements as required by the Youth Programs Facilities Use Agreement/License Agreement.

Scope:

This policy applies to all individuals involved in Georgia Tech youth programs, as well as third-party youth programs utilizing Georgia Tech facilities. Programs, activities, and/or research designed for non-student minors with IRB approval may also be subject to the Youth Programs Policy.

This policy does not apply to non-residential field trips to Georgia Tech supervised by a minor’s school or organization and that do not involve overnight lodging. Campus tours and athletics and admissions recruiting programs are not considered youth programs.

Policy Terms:

Adult	Any person 18 years old or older.
Direct Contact	<p>Direct Contact includes, but is not limited to:</p> <ul style="list-style-type: none"> • Care, custody, and/control of the non-student minor, and/or; • Frequent or sustained contact, and/or; • Interactions with the intent to develop a mentoring relationship between an individual and non-student minor(s). <p>Generally, speakers, presenters, exhibitors, registration/logistics volunteers, exam proctors, scorekeepers, clock operators, competition judges, campus tour guides, and admission interviewers/admission events are not considered to have direct contact with minors.</p>
Georgia Tech Organizer	For the purposes of this policy, a Georgia Tech Organizer includes a Georgia Tech College, School, Department, Office, Georgia Tech Registered Student Organization, or a Georgia Tech employee within the scope of their employment.
Georgia Tech Facilities	Georgia Tech facilities shall include facilities owned by the Georgia Institute of Technology and facilities owned by Georgia Tech Affiliated Organizations.
Minor	Any person under the age of 18.
Non-Student Minors	Minors who are not Georgia Tech students.
Volunteer	A person who freely takes part in a youth program, or youth program task, without receiving monetary compensation.
Youth Program	A program or activity for non-student minors organized by Georgia Tech, or third-party entities utilizing Georgia Tech

	<p>facilities. Some examples of youth programs include, but are not limited to</p> <ul style="list-style-type: none"> • Day and overnight camps • Tutoring/mentoring in local schools • Internships for minors in labs/research facilities <p>Campus tours and athletics and admissions recruiting programs are not considered youth programs.</p>
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Procedures:

5.1 Registration	
Youth Programs Registration	<p>Georgia Tech requires all youth programs to register annually (each calendar year, beginning January 1) no later than 30 days before the program start date. This includes third-party youth programs utilizing Georgia Tech facilities.</p> <p>The Georgia Tech online Youth Program Registration Form is available here: http://youthprograms.gatech.edu/youth-program-registration</p>
Program Considerations	<p>Program administrators are required to certify compliance with this policy and that their youth program has considered and met the following criteria in the planning of the program (see http://youthprograms.gatech.edu/ for additional information about the below):</p> <ul style="list-style-type: none"> • Pre-screening, background checks, and training of individuals with direct contact with minors • Appropriate staffing and supervision ratios by age range in accordance with American Camp Association standards • Safety and security planning including but not limited to: knowledge of facility evacuation plans and shelter in place locations, participant check-in and check-out procedures, and enrollment of the on-site contact in the Georgia Tech Emergency Notification System • Protocols for injury, illness, medication storage, missing participants, participant misconduct and staff misconduct • Transportation and housing needs • Participation registration forms including but not limited to waivers, pick-up authorization documentation, and emergency contact information. • Licensing requirements of state and federal agencies

5.2 Code of Conduct

Code of Conduct

Georgia Tech youth programs are responsible for having all individuals working with minors read and sign the Youth Programs Staff & Volunteer Code of Conduct. The Youth Programs Staff & Volunteer Code of Conduct is provided here: <http://youthprograms.gatech.edu/code-conduct-youth-programs>, and in the Protect Children mandatory training.

5.3 Background Checks

Background Checks

Criminal background checks for individuals with direct contact with non-student minors through Georgia Tech youth programs must have been run and the individual cleared to work with minors by the Georgia Tech Office of Human Resources within the past 4 years and then every 4 years afterward. Offenses dealing with domestic abuse, drugs, violence, crimes against the elderly, infirm, etc. must be assessed carefully. The youth program will be charged the vendor fee for the criminal background check. Proof of the clearance must be obtained by the program organizer prior to allowing the individual to have direct contact with non-student minors. The Office of Human Resources background screening website can be found here: <http://ohr.gatech.edu/screening>. Additional Office of Human Resources policies regarding background checks may apply.

5.4 Pre-Screening

Pre-Screening

Youth program staff in charge of screening individuals should be aware of the inherent limitations of background checks and should seek to utilize other screening methods, when possible, to include application questions, in-person interviews, and personal and professional reference checks.
Missing application information and any personal or professional reference issues must be resolved by the youth program before an individual is allowed to have direct contact with non-student minors within the program.

5.5 Training

Training

Individuals with direct contact with non-student minors through Georgia Tech youth programs must complete the Georgia Tech online Protect Children training annually, in addition to any program specific training. Proof of completion of the training must be obtained by the program organizer prior to allowing the individual to have direct contact with minors. The Georgia Tech online training is available here: <http://youthprograms.gatech.edu/training>

5.6 Third-Party Programs

<p>Third-Party Programs</p>	<p>Third-party youth programs that use Georgia Tech facilities must sign a Youth Programs Facilities Use Agreement / License Agreement contractually agreeing to comply with Georgia Tech policy requirements for background checks and training of program employees and volunteers, and must demonstrate that they have minimum insurance requirements. Third-party programs should utilize their own background check vendor, training, and code of conduct.</p> <p>The model Youth Programs Facilities Use / License Agreement for third-party youth programs is available here: http://youthprograms.gatech.edu/forms</p> <p>Georgia Tech entities managing the facility reservation should contact Legal Affairs (asklegal@gatech.edu) before executing a Youth Programs Facilities Use/ License Agreement with a third-party youth program. Verification that the Certificate of Insurance meets minimum coverage limits, and execution of the Youth Programs Facilities Use Agreement / License Agreement is required prior to third-party youth program approval.</p>
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5.7 Minors in Labs

<p>Minors in Labs</p>	<p>All Georgia Tech youth programs, and third-party youth programs using Georgia Tech facilities must follow the Minors in Laboratories, Hazardous Areas and Animal Facilities Policy and use the Minors in Labs forms available here: https://www.ehs.gatech.edu/minors</p> <p>Confirmation of Minors in Laboratories, Hazardous Areas and Animal Facilities policy compliance is required prior to youth programs approval.</p>
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5.8 Mandatory Reporting Procedures

<p>Mandatory Reporting Procedures</p>	<p>All Georgia Tech employees and volunteers acting in the course of their employment or service to Georgia Tech must comply with Georgia Tech’s Mandatory Reporting of Child Abuse Policy.</p>
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5.9 Documentation and Record Retention

<p>Documentation and Record Retention</p>	<p>Georgia Tech youth program organizers are responsible for keeping documentation about their program, employees, volunteers, and youth participants, and retaining the documentation for the proper records retention period – until 3 years after youth program participants reach the age of 18. These documents must include: proof of an individual’s background check clearance, training completion certificates which include code of conduct attestations, application/registration forms, parental consent forms, activity records, incident reports, and</p>
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	<p>attendance records for participants and individuals working with the youth program. Additional documentation may also include, but is not limited to: IRB approval, Minors in Labs approval, Youth Programs Facilities Use /License Agreements, COI verification, and youth program registration approval. .</p> <p>The Georgia Tech Office of Human Resources is responsible for retaining documentation of background checks and training for Georgia Tech employees who have direct contact with non-student minors. Georgia Tech individuals or units sponsoring youth programs are responsible for retaining proof they received written clearance from the Georgia Tech Office of Human Resources prior to allowing individuals to have direct contact with non-student minors.</p> <p>The University System of Georgia Records Retention Schedule for Child and Youth Program Participant Records is available here: http://www.usg.edu/records_management/schedules/925</p> <p>Contact Legal Affairs for more information on statute of limitations and records retention: asklegal@gatech.edu</p>
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Form Links:

- [Youth Programs Registration Form](#)
- [Youth Programs Staff & Volunteer Code of Conduct](#)
- [American Camp Association Supervision Standards](#)
- [Protect Children Training](#)

Enforcement:

Georgia Tech and the Board of Regents of the University System of Georgia may periodically audit youth programs for compliance with this policy. Violations of this policy could result in disciplinary action for Georgia Tech employees, students, and volunteers in accordance with Institute procedures. A non-registered youth program is subject to cancellation without advance notice.

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>

Related Information:

- [USG Policy 6.9 Programs Serving Minors](#)
- [USG Programs Serving Minors Website](#)
- [USG Sample Youth Program Forms](#)
- [USG Background Investigation Screening](#)
- [GT Pre-Employment Screening Policy](#)

- [GT Background Screening Website](#)
- [GT Protect Children Training](#)
- [GT Third-Party Youth Programs Facilities Use/License Agreement](#)
- [GT Minors in Laboratories, Hazardous Areas and Animal Facilities Policy](#)
- [GT Minors in Laboratories, Hazardous Areas, and Animal Facilities Policy](#)
- [GT Minors in Labs Forms](#)
- [GT Mandatory Reporting of Child Abuse Policy](#)
- [Georgia Mandatory Reporting Law](#)
- [USG Records Retention Schedules](#)
- [EthicsPoint](#)

Related Documents: [Georgia Code 19-7-5 2016.pdf](#)

Policy History:

Revision Date	Author	Description
July 2019	Ethics Compliance & Legal Affairs	Updated Policy
May 2017	Legal Affairs and Risk Management	Updated Policy
December 2016	Legal Affairs and Risk Management	Compliance with New Board of Regents Policy 6.9
June 2015	Legal Affairs and Risk Management	Background Check and Training Time Period
May 2014	Legal Affairs and Risk Management	New Policy