



Department of Environmental Safety ANNUAL REPORT 2006-2007

Prepared by: The Department of Environmental Safety

The DES Mission



The Department of Environmental Safety provides technical, regulatory, and related management services to the University of Maryland community in order to achieve a safe and healthful campus environment in compliance with environmental and life safety regulations and standards. DES takes a leadership role in working with students, faculty, and staff to arrive at innovative, cost-effective solutions in response to their needs and to create a culture in which all share the responsibility for an environmentally safe campus.

Our Mission Is Achieved Through the Following Specific Services:

- Policy and standard development related to Environmental, Safety and Health regulatory matters with a focus on cost containment.
- University of Maryland representation and intermediary to MDE, EPA, NRC, NIH, MOSH, OSHA, CDC, DOE, DOT, USDA, FDA, OSFM, WSSC, other appropriate federal, state, and local regulatory agencies, neighboring communities, and professional and educational organizations.
- Technical assistance and evaluation to assess and communicate risks.
- Investigation of accidents, exposures, discharges, illness clusters and incidents.
- Authorizations, certifications and other in-house requirements for ORAA.
- Implementation of customized programs in biosafety, campus safety, environmental protection, industrial hygiene, radiation protection, fire protection and insurance.
- Training and education related to Environmental, Safety and Health programs.
- Management of insurance claims process
- Collection and maintenance of records regarding exposures, waste, compliance, permits and incidents
- Oversight of inspection and testing of campus safety equipment and systems.
- Emergency planning and response for the University.
- Departmental representation and support to relevant campus committees.

What We Do

The Department of Environmental Safety provides many services to the University of Maryland community. The following is a list of DES Sections and the related programs and information. Further detail is available at www.des.umd.edu/general/map2.html

Biological Safety

Autoclave Procedures
Autoclave Safety
Bloodborne Pathogens
Containment Laboratory Design
Infectious Agents
Recombinant DNA
Select Agents
Sharps (Use & Disposal)
Shipping Infectious Agents

Environmental Affairs

Air Quality Permitting
Emergency Spill Response
Environmental Site Assessment
Facility Planning – Real Estate Support
Hazardous and Controlled Waste Management
Laboratory Cleanouts
Oil Management
Pollution Prevention Management
Stormwater Permitting and Monitoring
Wastewater Permitting

Fire Marshal's Office

Construction Plan Review and Inspection
Fire & Life Safety Inspections
Fire Safety Education
Greek Facilities Safety
Hot Works Permits
Open Fire Permits
Laboratory Fire Safety
Public Assembly
Resident Hall Fire Safety
Stairwells/Corridors
Fire Investigation
Consultation and Risk Assessment
Emergency Management

Radiation Safety

Dosimetry-Radiation Producing Equipment
Dosimetry-Radiation Producing Materials
Laser Safety
Particle Accelerators Radiation Producing Equipment
Radiation Producing Materials
X-ray Devices

Occupational Safety/Health

Accident/Incident Response
Asbestos Management
Autoclaves/Sterilizers' State Inspection
Chemical and Lab Safety
Confined Spaces
Construction Safety
Design Review
Drinking Water Testing
Electrical Safety
Ergonomics
Fall Protection
Hazard Communication
Hearing Conservation
Incident Response
Indoor Air Quality
Lead Management
Lockout- Tagout
Machine Safeguarding
Material Safety Data Sheets
Noise Control
Personal Protective Equipment
Powered Industrial Trucks
Respiratory Protection
Trenching and Shoring

Risk Management and Communications

Diving Safety
E,S&H Management Policy
Fifteen Passenger Vans
Insurance
Public Education
Tort Claims
Training Records
Training Schedules
Travel Safety
Vehicle Accidents
Workers' Compensation

Sustainability

Greenhouse Gas Inventory
Campus Climate Commitment Work Group
Sustainable Practices

How We Do What We Do:

Our DES Staff Profile

The Department of Environmental Safety is comprised of more than 40 full time and part time professionals who support the mission and goals of the department. Our staff holds a variety of bachelor's and master's degrees in a wide array of disciplines such as Civil Engineering, Fire Protection Engineering, Fire Science Administration and Business Management as well as a variety of certifications and specializations:

- American Academy of Microbiology Specialist Microbiologist
- Assistant State Fire Marshal
- Certified Biological Safety Professional (CBSP)
- Certified Building Official (CBO)
- Certified Fire and Explosion Investigator
- Certified Fire Inspector I, II, III
- Certified Fire Protection Specialist (CFPS)
- Certified Hazardous Materials Manager (CHMM)
- Certified Industrial Hygienist (CIH)
- Certified Professional Environmental Auditor (CPEA)
- Certified Safety Professional (CSP)
- Certified Plans Examiner
- Certified Indoor Environmentalist
- Accredited Asbestos Inspector
- Accredited Asbestos Management Planner and Project Designer
- Accredited Lead Inspector
- Accredited Lead Risk Assessor
- Comp TIAA A+
- Diving Certifications (6)
- First Aid and CPR/AED
- ICC Certified Fire Inspector
- Paralegal Certificate
- Professional Engineer (PE)
- Registered Biosafety Professional (RBP)
- Registered Environmental Professional (REP)
- Special Assistant State Fire Marshal – Inspector
- Special Assistant State Fire Marshal – Inspector / Investigator
- State of Maryland Certified X-ray and Accelerator Inspectors

The most current DES Staff Directory is available at <https://des.umd.edu/employee/list.cfm>

How We Do What We Do:

With The Help of Compliance Officers

The University of Maryland's Environmental, Safety and Health Management Policy (E,S&HMP) calls for the University to be a model of quality in environmental, safety and health practices. A critical linkage in the development of this level of quality is the College or Department Compliance Officer (CO).

The CO, by virtue of their special training and relationship to the Department of Environmental Safety, serves as the coordinator of those activities which support the E,S&HMP and the activities of the Policy and Operations Committees. The CO is appointed by the Dean, Chair or Department Head to represent the college or department in the coordination of environmental, safety and health activities. This includes the responsibility to notify the DES Director of instances, as perceived by the CO, that pose a hazard to the safety of faculty, staff, students and visitors, a threat to the environment and/or to university assets.

The number of COs per college or department is determined by the Dean, Chair or Department Head based on the size and complexity of the facility and operations. It may be necessary to assign CO duties to more than one individual based on criteria such as number of laboratories, number of faculty and staff or number of buildings that the department occupies.

Compliance Officer Duties Include:

- Attendance at scheduled CO training conducted by DES.
- Distribution of information between their department and DES.
- Serve as a contact person for DES initiatives
- Notify DES of unresolved compliance issues and situations involving potential safety hazards, exposures, accidents, injuries, illnesses, spills, releases or other regulatory or environmental issues.
- Work with DES to represent their college or department during regulatory agency interactions.
- Work with DES to investigate and resolve E,S&H issues in the CO's department/college.
- Request an annual meeting with the Dean, Chair or Department Head to discuss E,S&H initiatives in the organization.

A current list of Compliance Officers is available at <https://des.umd.edu/compliance/list.cfm>.

Making a Difference:

DES Staff Involvement

DES continues with its commitment to support the University of Maryland's mission and goals as the Flagship Institution of the University System of Maryland.

Many DES staff members serve on regional, state and national committees, advisory boards and professional society boards of directors. Some examples are:

- NFPA standards committees
- Council on Governmental Relations, Working Group on Biosecurity
- EPA College and University Sector Program – Environmental Management Systems and Regulatory Innovations Work Group
- American Society of Safety Engineers, Campus Fire Safety Advisory Group
- Governor's Risk Management Advisory Council
- State Risk Management Committee
- University Risk Management & Insurance Association – Inter-Association Alliances Subcommittee
- Maryland State Fire Code Update Committee
- Maryland Metropolitan Fire Chiefs Code Enforcement Subcommittee
- Center for Campus Fire Safety
- University System of Maryland representative to the State Asbestos Oversight Committee
- Executive Board – American Biological Safety Association

DES staff members help to support the campus through collaborative work on safety-focused committees and groups that plan special events on campus. These committees and work groups include:

- Biological and Chemical Hygiene Committee
- Radiation Safety Committee
- Institutional Biosafety Committee
- Institutional Animal Care and Use Committee
- UM Accident Review Board
- Maryland Day Planning Committee and Event
- Commencement Committee
- Fire Department training initiative
- Prince George's County 4H Babysitter Training Program
- UM Alcohol Management Task Force
- First Look Fair
- Emergency Operations Plan Committee

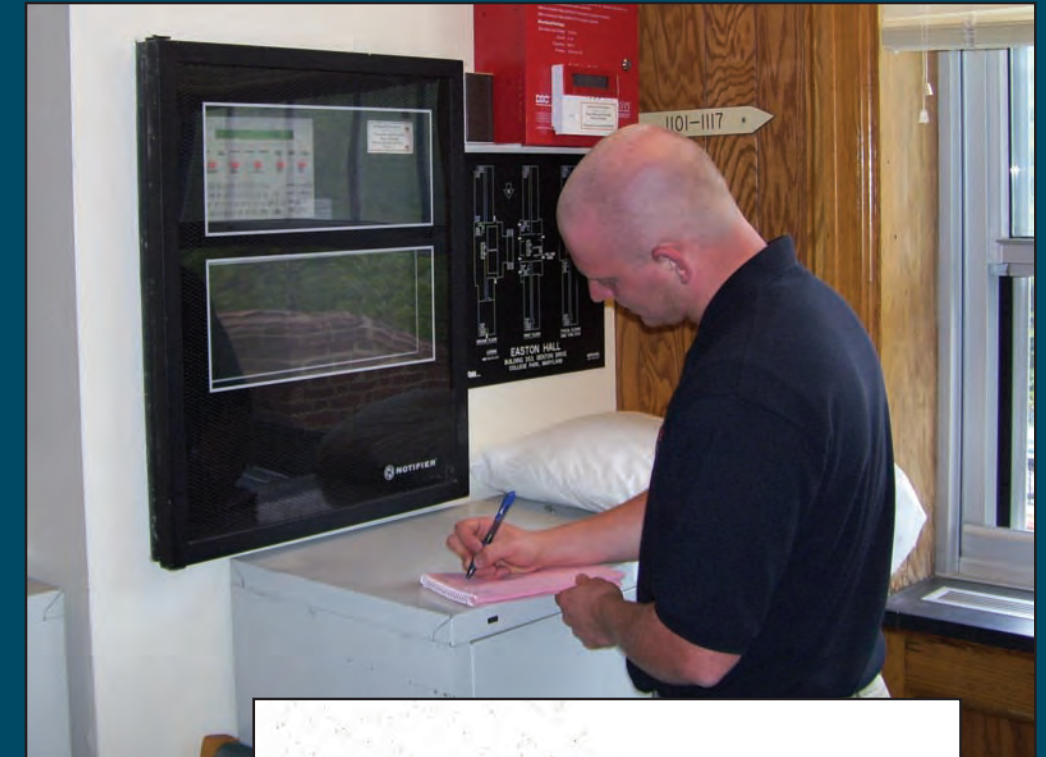


Of Special Note:

Innovation and Leadership

A number of initiatives were undertaken during this fiscal year. Of special note are:

- Initiated project to procure and install central monitoring of the campus fire alarm systems
- Hosted and co-sponsored the 2nd “Smart and Sustainable Campuses Symposium” in April 2007
- Named as the Coordinator for Campus Sustainability
- Attended IACLEA “Simulation-Based Training for Command Post Personnel”
- Co-coordinated disaster preparedness/continuity of operations planning for the campus with the Department of Public Safety
- Participated on the Avian Influenza Pandemic Flu Planning Committee
- Member of FEMA Multi-Hazard Mitigation Grant Planning Committee
- Hosted the pilot program for Center for Campus Fire Safety’s, FEMA grant-supported, Firewise Campus training program
- Transferred responsibility for the procurement of insurance and coordination of certificates of insurance from the Department of Business Services to the Risk Management division
- Participated and fulfilled a leadership role on the Risk Management in Higher Education Committee for the State of Maryland
- Issued Safety Talk Newsletter
- Providing support and technical consultation for East Campus Redevelopment Project
- Participated in the annual Congressional Aide Fire Training Academy at MFR1
- Attended the invitation-only Howard Hughes Medical Institute Environmental Health and Safety Conference
- Participated in the North American Occupational Safety and Health Week festivities at the U.S. Capitol
- Presented at the Campus Safety, Health and Environmental Management Association Professional Development Conference
- Member of the Department of Homeland Security Chemical Facilities Sector Higher Education Working Group



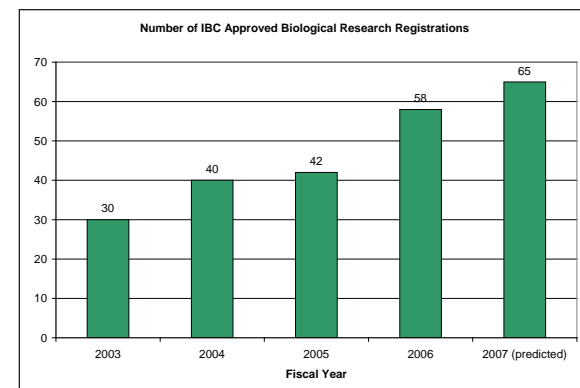
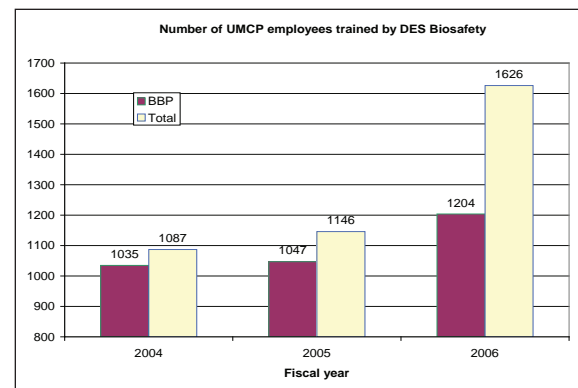
Highlights from Biosafety

The main objective of the Biosafety Unit in DES is to provide guidance to researchers for preventing occupationally acquired infections and to assist UM faculty and staff achieve compliance with local, state, and federal regulations. During the past year we have had our best performance to date, providing new training classes, reviewing over 150 grant applications, processing 60 research registrations, auditing Biosafety Level 1 and 2 labs, and assisting with a safe transition for labs relocating to the Biosciences Research Building. In addition, we have been able to improve on or initiate the following achievements:

- Provided bloodborne pathogens (BBP) training in Amharic, Haitian Creole, and Mandarin in addition to current BBP training classes in Vietnamese, Spanish and English
- Trained 46 principal investigators on NIH Guidelines for Research Involving Recombinant DNA Molecules
- Audited 68 BSL-1 and BSL-2 labs for compliance with NIH Guidelines

- Provided containment design consultation to the Department of Cell Biology and Molecular Genetics for renovation of the Plant Sciences BSL-3 laboratory and construction of the Biosciences BSL-3 laboratory
- Performed a select agent tabletop exercise with Veterinary Medicine BSL-3 lab staff
- Trained 183 new students, teaching assistants, and principal investigators in New Lab Researcher training, a 161% increase over 2005-2006

In FY 2007-2008, Biosafety's goals include providing support to additional labs in the Biosciences Building, including a new high containment facility; expanding web-based training to include NIH Guidelines Training and Refresher Shipping Infectious Agents Training; spore-testing autoclaves for adequate decontamination of waste; and continued participation in UM and community activities such as Maryland Day.



Highlights From Environmental Affairs

The 2006-2007 fiscal year was one that posed many challenges and new initiatives within the Environmental Affairs (EA) unit. Our focus on campus compliance with environmental regulations remains our primary mission. These issues involve the management of hazardous, radioactive and biological waste including the operation of a permitted storage facility; stormwater management; oil storage tank management, and air quality permitting. EA was also very active in working with the US Environmental Protection Agency in the reissuance of our landfill permit and initiating discussions about the redevelopment of the East Campus. As in past years, the unit also responded to several petroleum and hazardous material incidents or fires involving such materials, and continues to assist the campus in its real estate efforts. Some of our major initiatives are described below and Figures 1, 2 and 3 present relevant year-end statistics.

- Completion and issuance of a new permit with the US Environmental Protection Agency governing UM's historic landfill areas.
- Development of a renewed campus-wide air quality permit with the Maryland Department of the Environment (MDE) that is expected to become final in September 2007.
- An exhaustive review of a proposed federal regulation governing the management of hazardous waste in college and university laboratories in support of the Campus Safety Health and Environmental Management Association.
- A detailed evaluation of the University's permitted hazardous waste storage facility including site visits to several other universities and preparation of detailed recommendations for a new facility on campus.
- Completion of a new sewer line at the Maryland Fire and Rescue Institute to capture

and direct fire training wastewater to the sanitary sewer thereby eliminating the need for a site stormwater permit.

- Purchased and outfitted a new hazardous materials emergency response truck equipped with wireless internet access, critical maps and spill control equipment.
- Conducted an environmental compliance survey of UM's research farms in preparation for site visits.
- Participation in a University System of Maryland audit of DES, including operations within EA.

In addition to its core programs, the Environmental Affairs Unit significantly expanded its involvement in campus sustainability to further the University's goal of becoming a more sustainable campus. Moreover, the unit continues to be active in addressing historic environmental challenges and new issues posed by campus development. For example, Environmental Affairs was involved in the following efforts during the reporting year:

- Development of a Corrective Measures Study Workplan to assess the potential natural degradation of hydrocarbon contamination in groundwater at MFRI.
- Conduct of an extensive soil and groundwater study within the East Campus Redevelopment area to assess the presence and magnitude of contamination within fill materials and shallow groundwater.
- Management of natural resource permitting associated with construction including efforts associated with the North Gate Park, the expansion of the Lab for Physical Science, conduct of emergency restoration activities in the Paint Branch, the renovation of Washington Quad, and several projects at other USM locations.

- Participation in the provision of training to the College Park Volunteer Fire Department to better ensure coordinated emergency response.
- Continued support of the campus Environmental Stewardship Committee in the implementation of the campus Environmental Stewardship Guidelines.
- Cosponsored and hosted the second “Smart and Sustainable Campus Conference”, a national college and university environmental sustainability event held at UM on April 17-19, 2007.
- Development of the 2007 Campus Sustainability Report detailing the many sustainability initiatives underway and completed at the University during the past two years.
- Development of a University Sustainability website, with the assistance of the Environmental Stewardship Committee, that provides a central information resource about sustainability issues, initiatives and news for the campus community.

In FY 2007-2008, the Unit plans to expand its web-based training offerings, become significantly involved in the East Campus redevelopment project and continue to support environmental sustainability efforts. In addition, we will closely monitor changes in state and federal regulatory requirements and support new initiatives related to campus facilities.

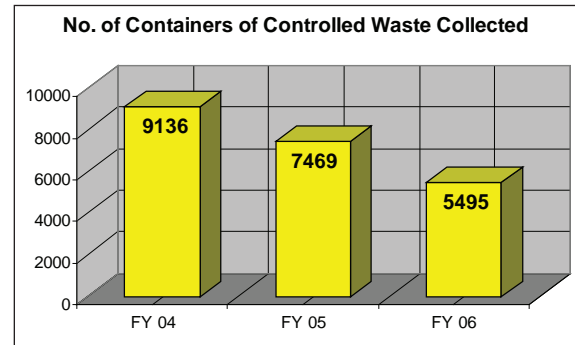


Figure 1

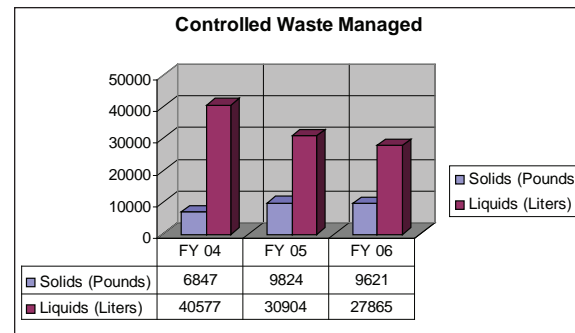


Figure 2

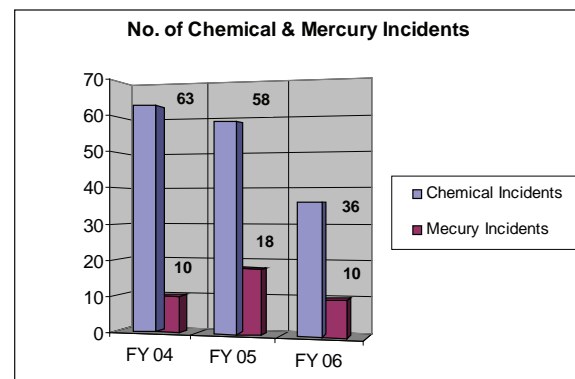


Figure 3



Highlights from the Fire Marshal's Office

Collaboration is a key component of the University's fire safety program

During the 2006-2007 fiscal year, Fire Marshal's Office staff worked closely with the many divisions, colleges, offices, and departments throughout the University community including:

- Department of Resident Life
- Department of Residential Facilities
- Department of Public Safety
- Department of Transportation Services
- Office of Campus Programs
- Intercollegiate Athletics
- Facilities Management
- Office of Information Technology (OIT)
- Vice President's Office - Student Affairs
- Maryland Fire and Rescue Institute

Working relationships extend beyond the campus and include:

- Office of the State Fire Marshal
- College Park Volunteer Fire Department
- Prince George's County Fire/EMS Department (PGFD);
- City of College Park.
- Center for Campus Fire Safety

Recent collaborative efforts include:

- Developing of new Resident Assistant training programs with Resident Life.
- Developing a 10 year, multi-million dollar plan for fire protection system improvements with Facilities Management and Residential Facilities.
- Planning the procurement and installation of a \$700,000 fire alarm central monitoring system with Facilities Management, Public Safety, and OIT.

- Off campus housing fairs with the Off-Campus Housing Office and City of College Park
- Public education outreach with PGFD, College Park VFD, Branchville VFD and Public-Private Apartment management.
- Conducting Fire Drills in the privately owned University View apartment building through a contract agreement with the management.
- Updating the Design Criteria Facilities Manual with Facilities Management.
- Hosted the Center for Campus Fire Safety pilot session of the "FireWise Campus" national training program for campus officials.

Emergency preparedness for the University community has emerged as a vital issue in recent years. The University Fire Marshal works jointly with the Department of Public Safety Technology Services Bureau Commander to develop the University's disaster response and recovery plans. Projects underway include:

- Department Operations Plans which document and guide the actions of twelve key University departments during emergency response and initial recovery.
- Emergency Preparedness and Action Plans for the entire University community that will provide information and guidance on dealing with emergencies.

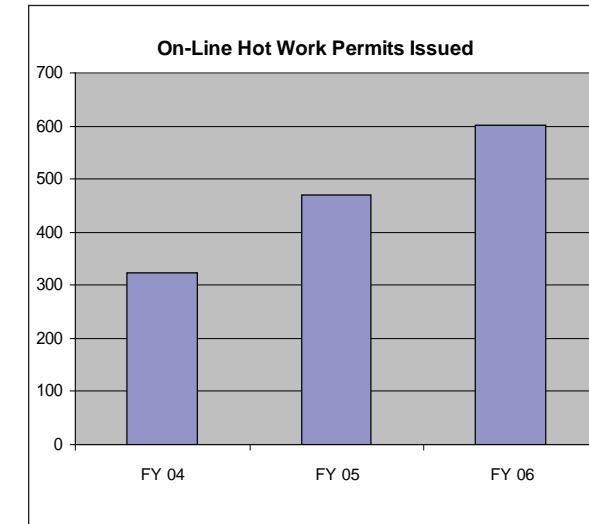


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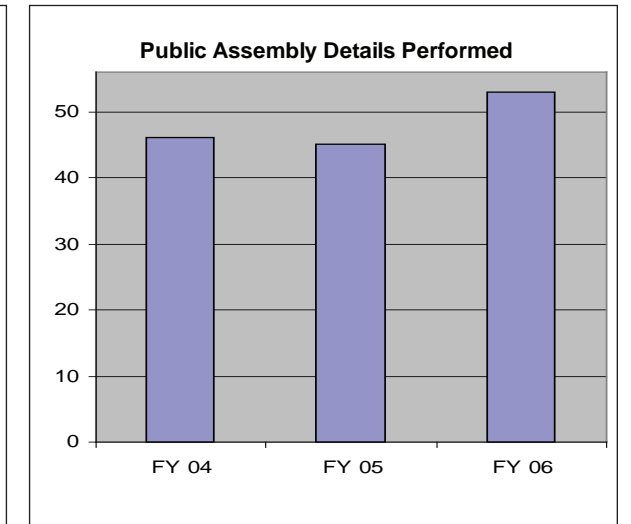


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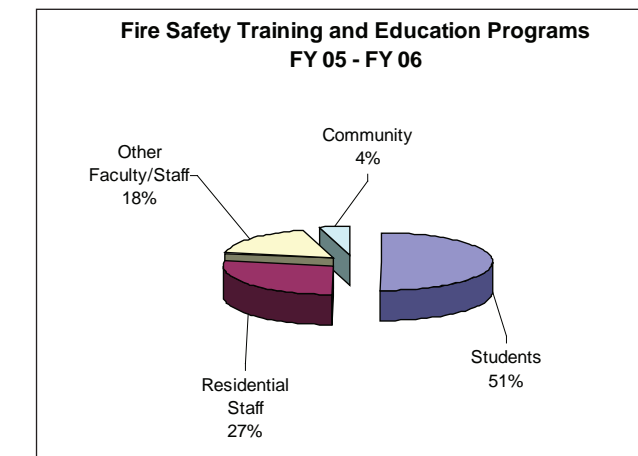


Figure 3

Highlights from Occupational Safety & Health

The UM Occupational Safety & Health (OS&H) Program continued to expand through FY07. The unit's focus to occupational safety and training initiatives was unimpeded despite the turnover of several staff. OS&H develops and maintains programs to minimize the risk associated with physical and chemical hazards. OS&H provides support services to the campus to facilitate compliance and reduce risks associated with noise exposure, hazardous materials and physical hazards.

Some major initiatives and accomplishments of the unit are described below:

- Incorporated 74 University police officers and 43 health care providers into the UM Respiratory Protection Program including annual training and respirator fit-testing components.
- Continued to provide essential safety training services including development and enhancement of several web-based training programs. Figure 1 presents number of classroom training sessions conducted and the numbers of personnel trained in classroom and web-based settings.
- Assumed Chief Editor responsibilities for DES newsletter, and published Fall and Spring editions that were sent to all faculty staff.
- Developed and posted annual Asbestos Management Plan detailing asbestos responsibilities, appropriate procedures and summary of asbestos work conducted during the year.
- Responded to ninety-nine emergency incidents including seventeen injuries, twenty-four odor complaints and ten chemical exposures.
- Identified asbestos hazard priorities and prepared FY09 request (\$1M) to State for abatement funding. Completed FY07 State-

funded asbestos removal project in Main Administration Bldg. Received FY08 project funds for abatement projects in Engineering Labs, Computer & Space Sciences, and Shoemaker Buildings.

- Provided contractual Environmental, Health and Safety support services to Center for Advanced Research in Biotechnology and USM Shady Grove Center in Rockville.
- Continued support to Indoor Air Quality Program including investigation of reported problems and concerns. Educational efforts focused towards preventative methods and expeditious response to floods have reduced the extent of problems reported by the UM Community. Figure 2 presents numbers of investigations conducted.
- Coordinated periodic inspections of fume hoods and steam autoclaves. Nearly six hundred fume hoods were inspected for proper airflow resulting in forty-four service requests to Facilities Management to correct deficiencies.
- Enhanced the provision of laboratory safety efforts by designating a Laboratory Safety Coordinator and hiring a new employee responsible for comprehensive lab audits.
- Worked with Prince George's Fire Department and University Public Safety to enhance the availability of essential emergency response resources.
- Provided safety code reviews for construction projects including evaluation of hazmat remediation contractors and compliance documents. Code review provides Service Center support throughout the University System.
- Continue to emphasize requirements for laboratory implementation of a written Chemical Hygiene Plan. Figure 3 presents

Plan submissions to date and number of laboratory rooms covered.

- Completed comprehensive audits in 310 laboratories, developed statistical analysis, and reported results to the Provost, Deans, Chairs and Administrative Council.
- Maintained and updated more than one thousand warning signs at entrances to laboratory areas. This is the primary means to notify visitors and responders of the hazards within each lab and emergency points of contact.
- Identified and prioritized facility deficiencies including necessary roofing fall protection systems, egress improvements in high voltage rooms and improvements to emergency deluge showers/eyewashes that do not satisfy current codes.
- Participated in a University System of Maryland audit of policies and procedures in place to comply with regulations and best practices for laboratory safety and the control/use of hazardous materials in laboratories. Coordinated site inspections of 136 UM labs, reviewed identified problems, and reported results to Chairs for correction.
- Conducted sound level assessments to characterize noise levels emanating from campus construction sites and determine effectiveness of building fire alarms in a high rise residence hall.

FY08 goals will include expansion of web-based training offerings, enhancement of systems to provide essential safety data to the UM Community, development & implementation of computer-based collection/reporting of lab audits, implementation of Dept of Homeland Security chemical inventory management systems and improvements to hands-on compliance assistance efforts to all customers.

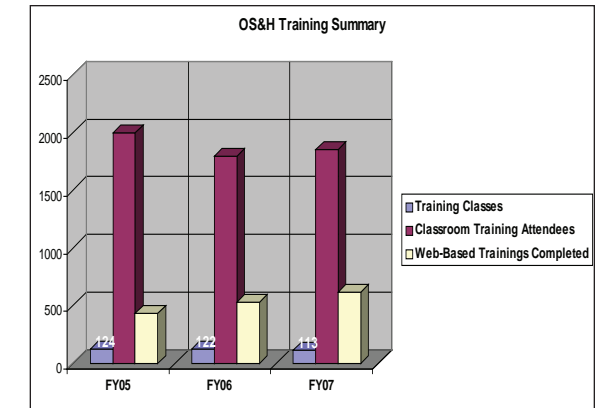


Figure 1

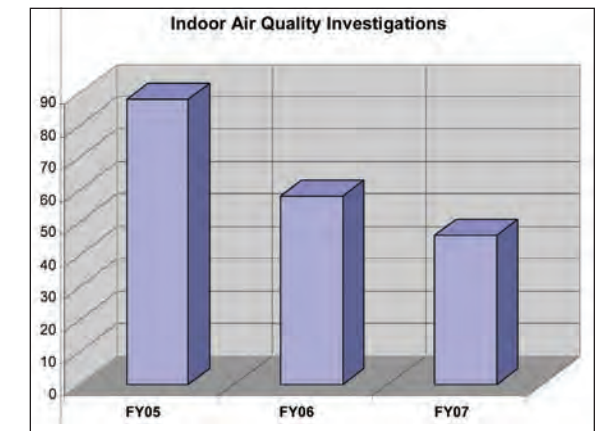


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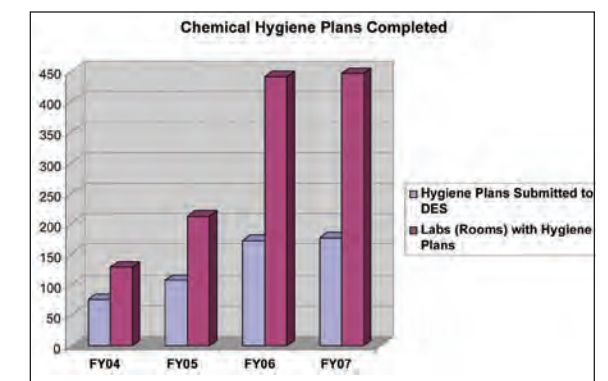


Figure 3

Highlights from Radiation Safety

Radioactive material and radiation producing devices continue to be powerful research tools used by a variety of departments at the University of Maryland College Park and at satellite campuses within the broader University System of Maryland. Federal and state regulations require that sources of ionizing radiation be under the control of a Radiation Protection Program to insure the health and safety of both the researcher and members of the general public. The potential and real harm associated with radiation is one of the most studied and investigated fields involving human detriment, yet at the same time, providing enormous benefits in science, industry and medical fields, including the healing arts.

The objective of the Radiation Safety Program is to keep radiation exposures to all individuals As Low As Reasonably Achievable (ALARA).

- Maintaining a well-established regulatory compliance program working with the campus Radiation Safety Committee to ensure campus compliance with state, federal and local regulations.
- Adherence to basic protection principles and practices including the controlled access of personnel, property, and material; inspection and surveys of laboratories; and personnel training.
- Conducting online and one-on-one training with personnel requesting to use radioactive sources and radiation producing devices; monitoring individual exposures through dosimetry; conducting quarterly inspections of authorized users, and assisting Environmental Affairs in the disposal of unneeded radioactive sources as well as radioactive waste. Figure 1 shows selected program statistics for 2005-2007.
- Maintaining campus compliance and keeping personnel safe from unnecessary exposures by staying abreast of radiation regulations,

standards and recommended practices. The Radiation Safety Officer (RSO) actively participates in the Penn State Roundtable each year, sharing ideas, solutions and comments on practical methods of radiation protection. Our participation in the past has led to sharing our unique on-line and practical one-on-one training programs and valuable insight and safety practices of the UMCP irradiator with other institutions, as well as discussions involving confidential information on current security and increased controls of radioactive materials. Both new and veteran RSOs benefit from the open discussions in their radiation protection programs.

- Oversight by the Maryland Department of the Environment's (MDE) Radiological Health Division inspecting the University program on an annual basis. In February of 07 the MDE inspector spent two full days with the Health Physics staff inspecting the University's Broad Scope License. Three minor violations were found by the inspector that were quickly and efficiently corrected by the University. In July and August MDE returned to inspect the University's Irradiator License and Special Nuclear Material License respectively and found NO violations.
- Two week thorough review of the Radiation Safety Office by a third party external auditor. The review was the most extensive the University Radiation Safety Program had ever undergone. The results of this external audit were published in a report titled "Radiation Safety Program Review March 2007. The report focused on the general guidance of the Nuclear Regulatory Commission's NUREG 1556 documents regarding model audits for non-medical Broad Scope licensees like the University of Maryland College Park. The review also encompassed the University Laser Safety Program and a look at other non-ionizing safety issues regarding UV, RF

and microwave radiation. The University is home to numerous class III and class IV lasers which are the two most hazardous classes of lasers according to OSHA and the American National Standards Institute which sets the recommendations under which personnel may be exposed to laser light. As a result of the review DES is adding two additional staff members to the Radiation Safety Program in the fall of 2007: a Radiation Safety Specialist and a new Assistant Director/RSO to lead the program. This is a significant positive step forward in providing continued excellence in safety to the campus community.

- Providing a safe campus community through continuous disposal of unwanted radioactive material sources from the University. Over the past two years the University has successfully removed over 150 sources that were no longer needed for research. There are 19 sources remaining for disposal; more than half of these in the planning stages for removal from the University.

The Health Physics staff will continue to face new challenges in radiation protection in both the ionizing and non-ionizing arena; working side by side with faculty, staff and students on new experiments involving: radioactive materials, x-ray devices, the University of Maryland Training Reactor, Linear Accelerator, Cobalt-60 Irradiator, lasers, UV, RF and microwave emitting devices.

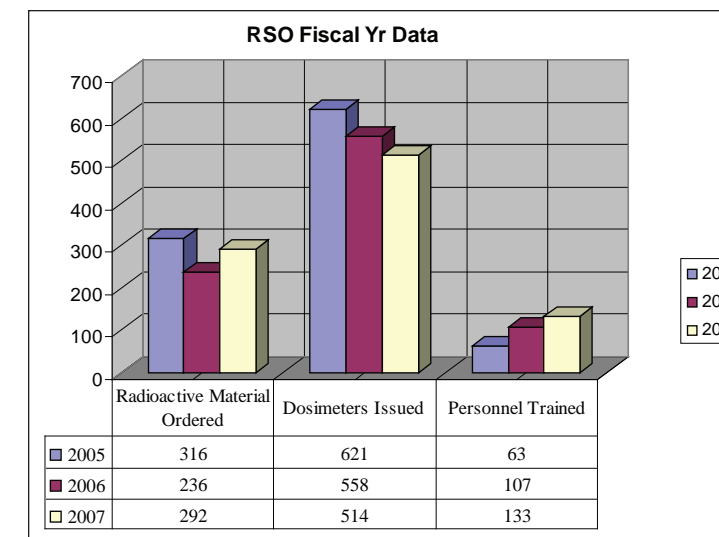


Figure 1

Highlights from Risk Management & Communications

The mission of the Risk Management Unit is to provide a centralized area within the University to develop and manage a wide array of proactive risk management and insurance programs aimed at minimizing the loss to the University's human resources, property, and financial assets. The University utilizes a combination of self-insurance and commercial insurance to cover numerous risk areas within the institution. The core programs within the Risk Management Unit continue to be the management of the University's Workers' Compensation Program, Auto, General Liability and Property Insurance claims management, IT Services & Website Development, Public Education, and management and oversight of the UM Scientific Diving Program.

In addition to the core programs, the Risk Management Unit continued to grow in activity despite the fact that the Unit was without a dedicated full time insurance coordinator for most of FY2006. In coordination with Legal Affairs, this past year brought increased involvement in the review of contracts and lease agreements for insurance requirements and indemnification language and issues requiring the purchase of commercial insurance policies. The Unit also continues to be involved in risk management issues as part of national, state, local and campus Boards and committees. In FY2007—2008, the Risk Management Unit will expand its responsibilities into managing all insurance underwriting with the State when the purchase of commercial insurance is required.

Some of the Risk Management Unit's major initiatives in FY2006–2007 are listed below:

- Expanded involvement in contract review and lease agreements for insurance requirements and indemnification language.

- Due to effective coordination with campus units and diligent case management with other entities, the Workers' Comp program continues to see a decrease in frequency of injuries, a fairly static number of recordable injuries and approximately the same amount of lost work days despite a growth in new hires (~350) to the University.
- Re-established and re-designed the UM Accident Review Board
- Participated in the development of the UM Hazard Mitigation Plan.
- Participated in the purchasing of an autonomous Athletics Insurance Policy, independent from the State and other USM institutions.
- Created and completed the standardization of pull down menus in all DES applications to access department/sub-department fields in the DES Centralized Training Database.
- Conducted Insurance Fire Survey and evaluation with the State contractor for the State insurance underwriters.
- Compiled and submitted to the State, the annual Insurance survey to ensure adequate and appropriate insurance is procured for all UM properties and equipment.
- With the expansion of the UM Scientific Diving Program, thirty-four (34) divers have logged nearly 600 dives and almost 600 hours underwater.
- Developed a cyber security plan to meet regulatory requirements pertaining to the Select Agent and Toxins Program.
- As the primary source of environmental safety and health information for the campus community, approximately 2,600,000 web pages are visited annually.

- During FY2006–2007 approximately 2200 faculty and staff received EH&S training in a face-to-face setting. Another 2000 employees received on-line training from some of the 21 training courses DES currently offers on-line.

Additionally, Risk Management was involved in the following activities during FY2006–2007:

- Hosted a Risk Management web cast involving multiple campus departments regarding issues involving higher education risk management.
- Serve as a member of the University Risk Management & Insurance Association Board of Directors.
- Risk Management staff served on or chaired numerous search committees both internal and external to DES.
- UM Risk Management was instrumental in establishing the Washington Metropolitan Area Risk Management Roundtable with area colleges and universities.

- UM Risk Management continues to play an active role in risk management /workers' compensation issues at the State level by serving on the SERMA Risk Management Committee and as appointed SERMA representative to the Governor's Advisory Council on Risk Management.

- As our most significant core function is the management of the University's self-insurance programs funded by the State Insurance Trust Fund (SITF), the charts listed below provide a historical perspective of the University's history with regard to Auto Liability, General Liability, Property Loss and Workers' Compensation.

Auto Liability

Auto liability includes legal damages for bodily injury and property damage arising out of the use of owned vehicles, hired autos, and non-owned autos operated with the permission of the University.

Fig. 1 summarizes a five year history of this line of coverage. There are currently about 1,250 covered vehicles in our fleet. The annual premium per vehicle for FY07 is approximately \$215, which generates a premium of \$267,314.

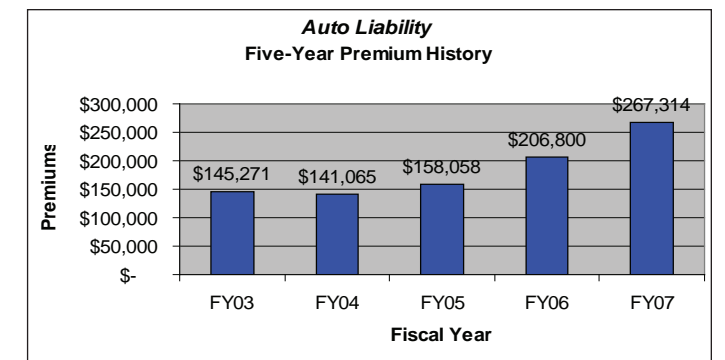


Figure 1

General Liability

General liability includes the University's legal liability arising out of bodily injury or property damage to a third party.

Property Insurance

Property insurance covers risks of direct physical loss or damage to State-owned property. Significant property loss from the Tornado of 2001, the Physics Fire in 2002, and the Hartwick Bldg fire in 2003 figure prominently in property loss data and assessed premiums. See Fig. 2.

Workers' Compensation Insurance

Workers' Compensation is a no-fault system under which injured employees receive benefits in connection with work-related injuries or occupational illness. The Workers' Compensation Office processes approximately 500 accidents per year. Both Accidents Reported and Claim Counts have remained fairly constant. See Fig.3

From FY 06-07, UM experienced a 4.97% increase in Total Paid Claims, a 3.89% decrease in Paid Medical, and a 15.65% increase in Paid Indemnity. The Workers' Comp Premium increased 64% between FY06 & FY07, but is expected to decrease in FY08. See Fig. 4.

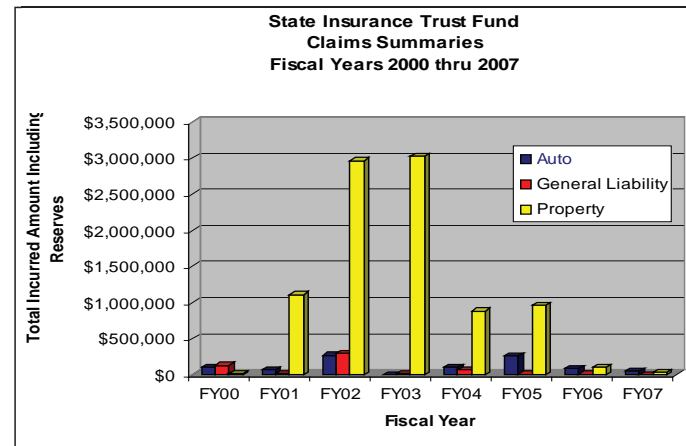


Figure 2

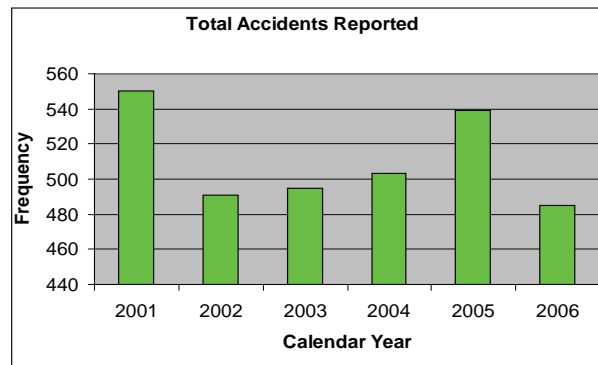


Figure 3

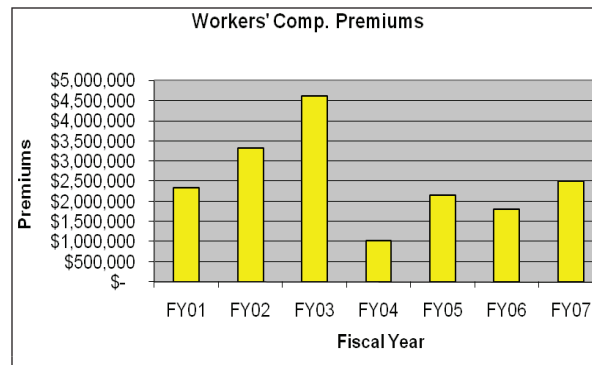


Figure 4



Environmental Savings compared to traditional virgin-fiber paper

Trees Saved	Water-borne Waste Lbs.	Wastewater Flow Saved Gal.	Solid Waste Not Generated Lbs.	Net Greenhouse Emissions Lbs.	Energy BTU	Air Emissions Lbs.	Natural Gas Cu Ft.
.65	1.85	274	30	59	455,600	31	73

Above information based on:
 200 copies of the report – 1000 sheets of Mohawk Text, 28# (100% PCU) 12 x 18
 +200 sheets of Mohawk Cover, 80# (100%PCU) 12 x 18



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