

October 28, 2004



**MEMORANDUM**

**TO:** Deans, Directors and Department Heads

**FROM:** Robert E. Witt *Robert E. Witt*

**RE:** Institutional Safety and Environmental Management

The Occupational Safety and Health Administration, the Environmental Protection Agency, as well as other regulatory agencies, increasingly require a clearly designated office to oversee institutional compliance with federal regulations. I have designated the Office of Environmental Health and Safety and Mr. Hal T. Barrett, Director, to oversee the University's efforts in safety management, to promote informational activities, and to ensure our compliance with federal, state, and local regulations. Mr. Barrett will consult with various University committees and community members in fulfilling the responsibilities of this position. His office is located at 15 Research Drive and his telephone number is 348-5905. Please contact him if you have questions or would like information about applicable regulations.

I encourage you and your faculty, staff and students to contribute to and participate with Mr. Barrett and his staff in the Office of Environmental Health and Safety in this important responsibility. All faculty, staff, and students are responsible for their own personal safety and to set an example of safe and compliance based practices for other members of the University community.



REW/lc