

January 27, 2003

To: Provost, Vice Provosts, Vice Presidents, Chancellors, Deans, Directors, and Heads of Schools, Divisions, Departments, and Offices

Re: Physical Facilities Painting Guidelines

Our staff has been trained in all regulatory requirements, and is properly equipped to complete painting projects in campus facilities. Whenever a department wishes to have an area painted, a work request should be submitted through the normal channels.

From time to time, however, a department may wish to paint small areas using their own employees. While we do not encourage this practice, it may be acceptable provided all OSHA and EPA requirements are met. The procedures below are meant to clarify the guidelines for department initiated painting activities to ensure that Purdue University remains in regulatory compliance and to protect employees from unnecessary exposure to hazardous materials.

1. The use of latex paint only is authorized. **Oil based paints** may contain hazardous materials and **may not be used**. The use of oil based paint requires specialized training and proper hazardous waste management practices.
2. The department is responsible for any repairs or preparation of walls and areas to be painted. If the surface preparation requires sanding or any other procedure that could generate dust or debris, contact Radiological and Environmental Management (REM) to request a survey for the presence of asbestos containing materials or lead based paint. If either of these materials is detected, they will have to be removed by Physical Facilities staff. If they are not detected a report and authorization to proceed will be provided to the department by REM.
3. OSHA requires that all individuals at Purdue receive appropriate hazard communication training through a designated trained individual (DTI). Individuals using latex paint must receive hazard communication training specific to paint application. Contact REM for assistance with this training. If you foresee these types of activities occurring it would be prudent to select a DTI in advance.

4. Unused paint must be stored in properly labeled, closed containers.
5. All waste paint and paint-contaminated materials (brushes, rollers, rags, drop cloths, etc.) must be collected in a closed or sealed container, with a label describing the contents. A "Hazardous Material Pickup Request" form (HMM-001) should be submitted to REM for the removal of the waste.
6. The department is responsible for addressing all complaints of odors and/or dust generated by this painting activity. Please remember that many individuals can be sensitive to odors generated by these activities.
7. Latex paint and painting supplies can be ordered through the Physical Facilities Paint Shop. This will ensure that quality and color consistency is maintained in University facilities.
8. Public areas may not be painted by departmental individuals; public areas requiring painting should be brought to the attention of the building deputy.

It is the responsibility of the department and the employee's supervisor to insure that all regulations and requirements are met. The department will have total responsibility of the actions of its employees, and will be financially responsible if a failure to comply with the regulations results in the University being assessed a fine for non-compliance. Any questions concerning these guidelines should be directed to REM.

Wayne Kjonaas
Vice President for
Physical Facilities