

PURDUE UNIVERSITY

Compliance & Risk Reduction Funding Request

Date of Request: _____ Department: _____

Total Project Cost: _____ Building: _____

Amount Requested: _____ Project Room: _____

Who is placing the order? REM Requested By: _____

Department Requestor's Phone: _____

Complete this section only if requesting cost sharing:

Department Funding: _____	Account: _____				
	<table border="1"> <tr> <td style="font-size: small;">GL Account</td> <td style="font-size: small;">Fund</td> <td style="font-size: small;">Cost Center</td> <td style="font-size: small;">Order</td> </tr> </table>	GL Account	Fund	Cost Center	Order
GL Account	Fund	Cost Center	Order		

Department Head: _____ **REM Amount Approved:** _____
(Signature required for all requests over \$1000)

Project Description *(Attach supporting documentation including a photocopy of catalog information or quote.)*

Project Justification

Compliance Reason *(Explain):*

Hazard *(Describe the specific hazard or hazards to be mitigated by this project or equipment.):*

REM Approval: _____ Date: _____

Forward to REM by one of the methods listed below:

- Email to plhill@purdue.edu
- Campus mail to Phyllis Hill/REM/CIVL
- Fax to (765) 494-7403

Guidelines and Procedures for Requesting Purdue Compliance & Risk Reduction Funding

Policy

Purdue University, its faculty, staff, and students are required to comply with environmental health, and safety laws and regulations issued by the Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Nuclear Regulatory Commission (NRC), Department of Transportation (DOT), Indiana State Department of Health (ISDH), and others. In addition, faculty, staff, and students must also comply with related University policies, procedures, and instructions. To assist with environmental health and safety compliance and ensure a safe work environment, limited funds from Purdue's OSHA Fund may be provided by the University's OSHA Officer.

Scope and Application

General fund departments at the West Lafayette Campus, University Farms, and Agricultural Centers may request access to OSHA funds. The OSHA Fund is administered by the Department of Radiological and Environmental Management (REM) and funds are approved by the University OSHA Officer or their designee(s). OSHA Funds may be used for a wide variety of health, safety, and environmental compliance activities. OSHA Funds are not intended for:

- Facility repair and rehabilitation
- Equipment repair or upgrades
- Incidental supplies and expenses
- Replacement of obsolete equipment
- Research start-up
- Travel
- Wages

Minor department-related compliance costs, generally, less than \$100 per item shall be borne by individual departments. Requests for funds to correct major deficiencies, such as repair and rehabilitation projects should be submitted through established channels.

Procedures for Requesting OSHA Funds

1. Contact REM at (765) 49-46371 and ask to speak with an Occupational Safety Specialist about your compliance and safety concerns.
2. The Occupational Safety Specialist will advise you on the appropriateness of the funding request and assist with compliance and safety concerns.
3. If funding is appropriate complete the Form 113 and submit it to REM via one of the methods listed below to initiate the funding request process:
 - Email to plhill@purdue.edu
 - Campus mail to Phyllis Hill/REM/CIVL
 - Fax to (765) 494-7403
4. Attach all appropriate supporting documentation such as estimates, quotes, part numbers, and order information. If further assistance or supporting documentation is needed, contact the REM Occupational Safety Specialist you spoke with in step 1.
5. Occasionally, the OSHA fund is used to partially fund projects when the requesting department will fund the remainder of the cost. If this is the case, complete the shaded portion on the form as well.
6. The department head of the requesting department must sign all requests over \$1000 and projects with shared funding.
7. After the request is evaluated, you will be notified by REM and given instructions on how to proceed.