

ADMINISTRATIVE PRACTICE LETTER

SUBJECT: SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM

APPENDIX A

Required Program Elements (Page 1 of 2)

| Program Element | Program or License Date | Audit/Inspection Date | Action Date | Responsible Person |
|---|--------------------------------|------------------------------|--------------------|---------------------------|
| Air Emission Permits/Licenses | | | | |
| Asbestos Management | | | | |
| Boiler Inspections/Certifications | | | | |
| Clean Government Compliance | | | | |
| Chemical Inventory Management and Reporting | | | | |
| Confined Space | | | | |
| Emergency Planning and Preparedness | | | | |
| Electrical Safety | | | | |
| Elevator Inspections/Certifications | | | | |
| Energy Conservation | | | | |
| Excavations | | | | |
| Fall Protection | | | | |
| Fire Protection | | | | |
| General Safety | | | | |
| Hazard Communication | | | | |
| Hazardous Waste Mgmt | | | | |
| Hot Work Program | | | | |
| Laboratory Safety | | | | |
| Lockout/Tagout of Hazardous Energy Sources | | | | |
| MEDPES or storm water Permits/ Licenses | | | | |
| Oil SPCC Planning | | | | |
| OSHA Injury/Illness Recordkeeping | | | | |

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|---|--|--|--|--|
| Resident Safety | | | | |
| Self Audit and Improvement Program | | | | |
| Site Location of Development Permitting | | | | |
| Solid Waste Mgmt | | | | |
| Training Record Documentation | | | | |
| Training Record Management | | | | |
| Universal Hazardous Waste Management | | | | |
| 5 Year Capital Plan | | | | |