

# F&A QUARTERLY NEWS

## DIVISION OF FINANCE & ADMINISTRATION

*The Division of Finance & Administration has developed a newsletter, F&A Quarterly News to provide useful information to the College community, as well as to advise of divisional highlights and upcoming major projects. We hope you find the information useful and informative. Your feedback and questions are welcome and should be addressed to: [financeandadministration@csi.cuny.edu](mailto:financeandadministration@csi.cuny.edu)*

## NEWS YOU CAN USE

### PUBLIC SAFETY

#### Public Safety Advisories

- The College's Office of Public Safety has reported an increase in the theft of unattended personal property. Please be sure not to leave your laptops, notebooks, cell phones, backpacks, pocketbooks, etc. unattended at any time.
- At this time of the year, we have many visitors on campus for New Student Orientation, camp groups, etc. Please be especially cautious while driving to keep our visitors and our College community safe.
- Please report all unsafe, suspicious or hazardous conditions to the Office of Public Safety Department at (718) 982-2111.

The Public Safety Department is thankful to our campus community

for their daily assistance in helping to maintain a safe and secure place to learn, live and work.

Your continued cooperation will allow us to keep the College of Staten Island safe from crime and accidental injury.



### BUSINESS OFFICE

Reluctantly we say so long and good luck to Assistant Vice President Eduardo Rios. Ed has worked at the College of Staten Island since 2007, and has been part of The City University of New York system since 1986. Ed will continue to be a part of CUNY in his new role as Vice President for Finance and Administration at Kingsborough Community College. We wish Ed much success in his new position.

## **FOR YOUR INFORMATION**

### **FACILITIES MANAGEMENT**

#### **New Administrative Superintendent**

After a nationwide search, we are pleased to announce that Ms. Mildred Segui was hired as an Administrative Superintendent overseeing custodial staff and housekeeping services. Ms. Segui has extensive experience in maintaining facilities and implementing best practices. Additionally, she keeps current with industry changes and standards. Ms. Segui's office is in Building 1M-107, she can be reach at Ext. 3210.

#### **Dolphin Award Winners**

The Office of Campus Planning and Facilities is proud to announce that it had two staff members recognized for their outstanding service to the College. Lillian McGinn, Campus New Facilities Officer, received the Outstanding Service and Contribution to the College by a Member of the Non-Teaching Instructional Staff in the HEO Title, and Lucy Tirado, Custodial Assistant, received the Outstanding Service and Contribution to the College by a Member of the Non-Instructional Staff in Maintenance, Operations and Security Staff at this year's Dolphin Awards ceremony. Congratulations to Lillian and Lucy!



Lillian McGinn and President William J. Fritz



Lucy Tirado and President William J. Fritz

## **FOR YOUR INFORMATION (continues)**

### **ENVIRONMENTAL HEALTH & SAFETY**

#### **Chemical Inventory Management**

Federal, State and local regulations require that CUNY colleges keep an accurate inventory of the chemicals stored on each campus. CSI's Office of Environmental Health and Safety (EHS) reports this chemical inventory to the governing regulatory agencies in the form of the NYC DEP Tier II report, DHS Chemical Facility Anti-Terrorism Standards (CFATS) and DHS select agent list. Users are also able to keep track of their chemicals, conduct laboratory hazard assessments, provide chemical hazard information to emergency responders, and minimize unnecessary stockpiling of chemicals. PIs and lab/shop managers are responsible to report the hazardous materials they have on hand.

#### **How do labs manage their inventory?**

The College of Staten Island EHS uses the ChemTracker online application to inventory chemicals arriving on campus, fixing a readable barcode to each container. As the containers are emptied, they are returned to EHS for scanning out of the system. EHS initially inventoried all laboratories and shop areas in 2006 and makes every effort to bench check inventories and track movement via ChemTracker. Each lab and shop that uses chemicals should update their chemical inventories in ChemTracker at least annually; the program can be accessed by clicking the following link: <https://chemtracker.org>

#### **What needs be inventoried in ChemTracker?**

All hazardous chemicals and chemical products must be inventoried by container. All pure compounds with a C.A.S. number in excess of 1 mg and reagents with appreciable hazards that may be part of a kit or standalone must also be inventoried.

Examples include:

- Compressed gases (including liquefied gases)
- Flammable/combustible liquids (i.e., alcohols, solvents, lubricants, paints)

- Flammable solids (i.e., magnesium, sodium, organo-metallics)
- Oxidizers (i.e., concentrated mineral acids, bromates, chlorates, permanganates)
- Organic peroxides (i.e., hydrogen peroxide (>8%), benzoyl peroxide)
- Poisons not included in the above categories (i.e., biological toxins, select agent toxins, dyes, adhesives, specimen solutions)
- Corrosives (acids or bases which are corrosive to the skin and other materials having a pH of  $\leq 5.5$  or  $\geq 11.0$ )
- Irritants, carcinogens, acute toxins, and hazardous water pollutants

It is not necessary to inventory:

- Controlled Substances (DEA listed

drugs)

- Retail products used for routine household-like activities (i.e., cleansers, dish soap.)
- Materials to be expended within 1-2 days (e.g., working solutions)
- Radioactive materials
- Bio-hazardous materials
- Non-hazardous buffers
- Growth media
- Enzyme preparations

For more information regarding chemical storage, please contact the Office of Environmental Health and Safety at Ext. 4300

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## **STAFF FEATURE      Do you know Raphael “Rosey” Rosado?**

Ralph retired in May 2015; however, we would like to acknowledge Ralph's service to the College Community. Ralph Rosado joined the College of Staten Island Public Safety team in October of 1995. Since the beginning of his tenure at the College, Ralph always provided the highest level of service to the members of our Campus Community and was known for his diligence in the performance of his duties. He received numerous commendations for his service to our Campus community as well as other institutions within the CUNY system. In recognition of his excellent performance of his job, he was promoted to the rank of Corporal in December of 2002. After his promotion, he continued to serve diligently as an effective supervisor, leader and model employee. The CSI Public Safety Team wishes Ralph all the best in retirement.

