




MEMORANDUM

Senior Vice President

TO: Deans, Directors, Department Heads, Senior Business Officers,
and Home Department Coordinators

FROM: Todd R. Dickey 
Senior Vice President and General Counsel

DATE: June 16, 2005

SUBJECT: **Environmental Health & Safety Regulatory Compliance**

As you are aware, USC is subject to unannounced inspections by environmental and safety regulatory agencies. Such agencies generally have authority to enter public or private property connected with an activity governed by a permit or regulation. These regulatory agencies include among others: the Environmental Protection Agency (EPA); the Los Angeles Sanitation and Health Departments; the Occupational Health and Safety Administration (OSHA); and the Air Quality Management District (AQMD).

Additionally, OSHA may impose penalties for failure to report a serious injury, illness, or death of an employee within 8 hours of discovery. Serious injury or illness is defined as: *any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.*

In order to efficiently interact with such agencies, I ask that the university's office of Environmental Health & Safety (EH&S), a department of Career and Protective Services, be notified promptly in the event of a serious injury, an environmental or safety related regulatory agency inspection, or receipt of a written notice from such an agency. EH&S can be reached at 213-740-6448 during business hours (213-740-6000 during off-hours).

Thank you for your cooperation.