

3.1.14

EMS Aspects: Student Housing, Auxiliary Enterprises, Water

Aspect Ranking: 7

Auxiliary Enterprises (AE) is a division within University of Texas Health Science Center at Houston (UTHSC-H) comprised of business entities which specialize in services for the student, faculty, employee and often the Texas Medical Center community.

The UTHSC-H south campus houses the Auxiliary Enterprises' Recreation Center, Student Faculty Apartments, Child Development Center, and Expansion of Student Housing apartment complex.

Expansion of Student Housing Water, Environmental Releases

Task/Activity Description:

Storm Water Quality Management Plan and Permit

The Expansion of Student Housing is an 8.5 acre development completed in 2004 and is required by the City of Houston (COH) Ordinance 47.271 to have a permanent Storm Water Quality Management Plan (SWQMP) and annual permit. Key features of the plan include a Storm Trooper storm water interceptor and a detention basin utilized as structural controls to reduce storm water pollutants, and storm drain stenciling and liter control.

The Storm Trooper storm water interceptor is inspected by AE maintenance staff monthly for excess liter and depth of sediment and oil. Oil and sediment levels are measured utilizing a 15 foot Sludge Judge sampling device and results are recorded and kept in the AE maintenance shop. The Storm Trooper and control box are cleaned annually or when sediment or oil depth exceeds 12 inches. Cleaning is performed by a contracted vacuum pumping service provider.

The detention basin is inspected on a quarterly basis by AE maintenance staff and is mowed on a regular basis.

In addition, the Storm Trooper storm water interceptor and detention basin are inspected annually by a professional engineer as a condition of permit renewal.

Key Control Points:

AE maintenance staff record monthly and quarterly inspections in the SWQMP binder

EHS performs semi annual inspection of the grounds, inclusive of the storm water pollution prevention structural devices

Related Forms, Records, SOPs:

- Expansion of Student Housing SWQMP
- Storm Trooper Engineering Manual
- Storm Trooper and Detention Basin inspection reports

Personnel Responsible:

Maintenance Manager, AE

- Ensure liter is removed weekly
- Perform monthly and quarterly inspections of Storm Trooper and detention basin and record in the SWQMP binder
- Schedule annual vacuum service to clean Storm Trooper and control box
- Ensure detention basin is mowed on a regular basis

Safety Specialists, EPP

- Perform Semi-annual grounds survey
- Assist AE maintenance staff complete structural control inspections

Safety Manager, EPP

- Assist AE with annual SWQMP permit process

Director, EHS

- Liaison with the Auxiliary Enterprise Facility Operations Directors
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Task/Activity Description:

Grounds Survey, inclusive of Storm Water, Hazardous, Universal and Recyclable Waste

Schedule: Semiannual

To assist Auxiliary Enterprises employees, who provide maintenance for the student faculty apartments and recreation center complex, in complying with the requirements for management of hazardous and universal wastes, The Environmental Health & Safety Department's Environmental Protection Program (EPP) conducts semiannual inspections of the facility grounds for storm water pollution prevention practices and hazardous and universal waste management. Hazardous and universal wastes are stored at the

maintenance building termed “Central Accumulation Area”, and must meet certain conditions under state and federal environmental regulations. Wastes generated typically include: used batteries, spent lamps, mercury thermostats, paint, and used oil for recycling. Characteristic or listed hazardous wastes are generally not generated from AE facilities on a regular basis.

Inspections are performed by the EPP safety manager or safety specialist utilizing a checklist survey form. Currently, deficiencies are noted on the form by checking the “yes, no, or not applicable” boxes or by adding items to an additional comments section on the survey form. Once the survey is complete, a memo listing any noted deficiencies and corrective actions is sent to the maintenance supervisor. The memo is also copied to the vice president of auxiliary enterprises, as well as filed by the EPP for future reference.

Deficiencies noted during the survey are tracked for resolution utilizing EHS Assistant (EHSA). As part of the deficiency tracking process, at least thirty days are given to correct any deficiencies, before potentially escalating enforcement actions.

Key Control Points:

- Verify inspection records are maintained according to the SWQMP
- Identify potential mismanagement of hazardous and universal wastes, improper storage and disposal, impacts to storm and waste water, impacts to public and personnel health
- Communicate environmental compliance requirements to personnel who generate hazardous and universal wastes

Related Forms, Records, SOPs:

- SWPP & Environmental Grounds Survey
- Poster – “Avoid Messy Situations”

Personnel Responsible:

Maintenance Manager, AE

- Ensure wastes are labeled and stored properly
- Call EPP and request waste pickups
- Perform and document monthly and quarterly inspections according to the SWQMP
- Notify EPP of any SWQMP inspection performed by the City of Houston

Safety Manager/Safety Specialists, EPP

- Perform facility survey

- Enter deficiencies into Environmental Health & Safety Assistant (EHSA) database and generate memo report
- Track appropriate response through EHSA.
- Monitor inspection schedule through the EPP compliance calendar
- Advise appropriate actions on the compliance process

Director, EHS

- Provides oversight and appropriate actions on the compliance process
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Annual Training – Environmental Management Systems and Environmental Awareness

Task/Activity Description:

For the communication of environmental programs and environmental management systems, the EPP provides training on an annual basis for AE housing and recreation center maintenance staff. This training introduces and reinforces environmental management system principles, waste management practices specific to the AE business unit's operations, and environmental concerns and compliance requirements for storm water, air emissions, and hazardous materials management. The training is lead by an instructor on an annual basis, and the training materials are available on the EH&S web page.

Key Control Points:

- Communicate environmental compliance requirements, environmental management concepts, and emergency procedures to personnel who maintain the SWQMP for the Expansion of Student Housing

Related Forms, Records, SOPs:

- [Environmental Awareness and Environmental Management Systems for Facility Personnel](#)

Personnel Responsible:

Maintenance Supervisor, AE

- Ensure AE maintenance staff attend training

Safety Manager/Safety Specialists, EPP

- Develop training materials and submit updates to for web page

- Schedule training time, place, and date (annually)
- Present training materials to AE staff
- Document training by obtaining a sign in sheet with all participants listed, deliver sign in sheet to EH&S administrative assistant who will enter names of personnel trained into a training data base

Director, EHS

- Provide management review, liaison with VP of Auxiliary Enterprises