

Safety and Chemical Hygiene Plan

Department of Geology and Environmental Science
James Madison University
August 24, 2021

I. Purpose and Scope

The purpose of this document is to comply with all applicable federal, state, and local regulations and to promote the safety and health of the students, faculty, and staff who work in the Department of Geology and Environmental Science at James Madison University.

II. Roles and Responsibilities

Department Head

The Department Head (currently Stephen A. Leslie) is responsible for promoting compliance with the Safety and Chemical Hygiene Plan and addressing concerns brought forward by the Department Safety and Chemical Hygiene Officer and/or Department Safety Committee. The Department Head collaborates with the Safety and Chemical Hygiene Officer, the Department Safety Committee, and members of the University Risk Management Department to ensure that all departmental faculty, staff, and students adhere to the guidelines of the safety and chemical hygiene plan.

Department Safety and Chemical Hygiene Officer

The Department Head appoints the Department Safety and Chemical Hygiene Officer. In the Department of Geology and Environmental Science, the Safety and Chemical Hygiene Officer is the Lab Manager (currently Ronald D. Phillips). The Safety and Chemical Hygiene Officer acts as a consultant to laboratory personnel on safe procedures and practices and serve as a liaison between the Department and the College of Science and Mathematics (CSM) safety committee.

Department Safety Committee

The Department Safety Committee primarily consists of the Safety and Chemical Hygiene Officer and the University Environmental Health Coordinator. Additional members are recruited on an ad hoc basis as needed. At a minimum, the committee meets to annually review the safety and chemical hygiene plan. Additional meetings may be called to review an incident or address specific issues.

Laboratory Supervisors/Instructors and Research Advisors

It is the responsibility of the laboratory supervisor(s)/instructor(s) and research advisor(s) to enforce safe working practices and report hazardous conditions to the Safety and Chemical Hygiene Officer. The laboratory supervisor(s)/instructor(s) and research advisor(s) are also responsible for ensuring that Laboratory Workers are trained and informed of safe procedures and lab-specific hazards.

Laboratory Worker

The Laboratory Worker is responsible for following all safety guidelines and procedures. Hazardous conditions should be reported as they are encountered. If unsafe conditions exist, work should not begin or be discontinued until the hazard has been mitigated.

III. Definitions

Compressed gas is a material which is a gas at normal room temperature and pressure but is packaged as a pressurized gas, pressurized liquid, or refrigerated liquid.

Department Head is the individual who oversees the entire operations of the Department, including faculty, staff, and students. This may be filled as a permanent, full-time, part-time or acting position.

Department Safety and Chemical Hygiene Officer is an individual who is experienced, with or without formal training, in laboratory safety practices and issues.

Domestic life includes, but is not limited to, livestock, pets, landscaping plants, and crops owned and tended to by the landowner.

Emergency is any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment resulting in a health-threatening situation or an uncontrolled release of a hazardous chemical into the workplace.

Explosion is a sudden, almost instantaneous release of pressure, gas, and heat when a substance is subjected to sudden shock, pressure, or high temperature.

Field researcher is an individual who is out-of-doors to obtain data, samples or information. The individual may or may not be accompanied by a supervisor or field trip leader.

Field trip is an activity that takes place outside of the confines of a building. The experience may be limited to vehicular travel or include outdoor activities on foot for any length of time.

Field trip leader is the supervisor or individual who is most knowledgeable about the location and environment where the fieldwork will be conducted.

Fume hood/Laboratory-type hood is a device located in a laboratory, enclosed on five sides with a movable sash or fixed partial enclosed on the remaining side. It is constructed and maintained to draw air from the laboratory and to prevent or minimize the escape of air contaminants into the laboratory. It allows chemical manipulations to be conducted in the enclosure without insertion of any portion of the employee's body other than hands and arms.

Hazardous chemical/Hazardous substance is a substance for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees.

The term *health hazard* includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic systems, and agents which damage the lungs, skin, eyes, or mucous membranes.

Lab Manager is the individual who oversees the lab readiness and operation of the lab equipment and supplies. The individual may or may not be trained in the entire operations of the lab.

Laboratory Worker is an individual in a laboratory who may be exposed to hazardous chemicals in the course of the assignment(s) or project(s).

Laboratory is a facility where the "laboratory use of hazardous chemicals and substances" occurs. It is a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis.

Landowners include any individual(s) who own, rent or lease the land that will be studied or crossed during fieldwork.

Medical consultation takes place between an employee and a licensed physician for the purpose of determining what medical examinations or procedures, if any, are appropriate in cases where a significant exposure to a hazardous chemical may have occurred.

Normal working hours are 8:00 am - 5:00 pm, Monday through Friday excluding holidays.

Personal property includes all non-living items on the property of the landowner. These may include, but are not limited to, buildings, vehicles, equipment, fences, wells and bridges.

Physical hazard is a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer pyrophoric, unstable (reactive) or water-reactive. In a general safety sense, it is a hazard of physical origin (i.e. which may result in a fall, burn, laceration, contusion, etc.) and not necessarily a chemical or infectious disease hazard.

Protective laboratory practices and equipment are those laboratory procedures, practices, and equipment identified and accepted by laboratory health and safety experts as effective in minimizing the potential for employee exposure to hazardous chemicals.

Wildlife includes all non-domestic animals or plants on lands owned by an individual or federal or state government.

IV. Classroom and Lab Safety Review

Department labs may fall in one of three categories: lab safety precautions needed at all times; lab safety precautions not needed (i.e., no OSHA/VOSH hazards ever evident in the lab); and mixed-use labs. Signage indicating specific hazards will be posted on affected labs and will be reviewed annually.

- Engineering/Geosciences Rooms 3012, 3014 and 3021 are rooms in which potential hazards are always present, based on the items stored and the activities normally conducted. Appropriate eye protection and footwear are required for persons working in those spaces. 3012 also has an X-ray generating machine on the premises.
- Engineering/Geosciences Rooms 3009, 3107, 0201, and 0202 are predominantly used as classrooms or for labs in which hazards are not present, but do have some lab activities where relatively mild hazards are present. The main hazard during lab activities is the

use of 10% HCl solution from dropper bottles to determine the presence of calcium carbonate in rocks and minerals. These rooms have designated acid dropping stations, safety glasses, and eyewash stations with appropriate signage. While this hazard may be present during certain laboratory exercises, it can be completely removed so as to result in no potential hazard exposure during other classroom activities.

- Engineering/Geosciences Rooms 3010, 3011, 3023, and 3028 are laboratory areas that occasionally have hazards present, including the presence of acids and solvents. They are considered mixed-use areas and require the use of protective eyewear when hazards are present. At other times, the hazard can be completely removed so as to result in no potential hazard exposure. 3011 and 3028 also have X-ray generating machines on the premises.
- Engineering/Geosciences Room 0101 and the Geology Annex Rock Prep Lab have rock cutting, grinding, and polishing equipment that could present some mechanical hazard to users. Protective eyewear is required while this equipment is being used.

V. General Lab Practices

1. Lab workers should never work alone in a laboratory situation that may be hazardous. Always ensure that another person is aware of your presence in the lab and the type of work being done.
2. Running, horseplay, practical jokes, and irresponsible behavior are forbidden in the lab.
3. Safety glasses or goggles must be worn when working with chemicals or when there is the potential for foreign substances to enter the eye (scoring and breaking glass or crushing rocks, for example).
4. A lab coat or apron should be worn when there is the potential for hazardous materials to splash or spill.
5. Appropriate hand protection should be worn. Gloves should be selected to protect against the hazards that are present. If you are handling chemicals, gloves should be made of material which is resistant to that particular chemical. If sharp objects are being handled, then cut resistant gloves should be worn.
6. Sandals, flip-flops, or open-toed shoes should not be worn in the lab.
7. Children should not be in the lab unless supervised by a person with lab safety training.
8. Smoking is prohibited in labs, as is working in the lab while under the influence of drugs and/or alcohol.
9. Lab workers should refrain from eating and drinking in the lab.
10. No food or beverage storage containers are allowed in the lab. Samples and solutions must be stored in appropriate lab containers with labels.
11. Food items must not be stored in refrigerators or freezers where chemicals are stored. Chemical storage refrigerators and freezers must be labeled "Not for food storage."
12. Never purposefully smell or taste chemicals.
13. Never pipet by mouth. Always use a pipet bulb or similar approved suction device.
14. Open-handling of solvents and volatile chemicals must take place in a fume hood.
15. Any transport chemicals must be in approved carriers and not outside of the Department, unless for field use with a readily available SDS (formerly MSDS).
16. To the greatest extent possible, minimize the amount of chemicals stored in laboratories.

17. Ensure that chemicals are properly labeled and stored (i.e. incompatible materials must not be stored together).
18. Properly dispose of all chemicals.
19. Thoroughly wash your hands before leaving the lab.
20. Contact the Lab Manager or your Laboratory Instructor for specific guidance.

VI. Chemical-Specific Safety

Chemical Inventory: An inventory of chemicals used in the Department is available from the Lab Manager. The inventory is kept electronically in the JMU Vertere Inventory Manager and is continually updated as new chemicals are received and others are consumed or disposed of. For tracking purposes, barcode tags from empty containers should be affixed in designated areas or returned to the Lab Manager. Annually a physical inventory will be conducted to verify that the electronic inventory is accurate and complete.

Metals: Many metals are cumulative poisons and very toxic to humans. Ensure that you handle them very carefully and only while wearing appropriate gloves. In addition, some metals like Sodium and Magnesium are flammable solids. Protect those types of materials from contact with water and moist air. Store metals away from strong oxidizers.

Acids: Strong mineral acids like hydrochloric and sulfuric can cause serious burns if skin contact occurs. Always wear acid resistant gloves. If a concentrated acid must be diluted with water, always add the acid to the water—never add water to the acid. Neither mineral acids nor organic acids, like benzoic acid, may be stored beside other organic materials or near bases.

Acid Drums: Bulk acids in drums shall be stored in the drum cabinet in 7135C. When acid is transferred from the drums, personal protective equipment (goggles, gloves, apron, and footwear) shall be worn. Acids shall be transferred via siphon pump into a labeled refillable container. The refillable container shall be placed in secondary containment during the transfer process.

Bases: Bases such as sodium and potassium hydroxide can also cause severe burns if skin contact occurs. Always wear gloves that protect against the particular base that you are handling. When solid hydroxide bases are dissolved in water, considerable heat is generated. Be aware for the potential for thermal burn and ensure that the dissolution is performed in a suitable container.

Oxidizers: Oxidizers must be segregated from metals as well as any other material that is indicated as being incompatible with oxidizers.

Compressed gases: Compressed gas cylinders must be stored and transported with the safety cap on. When transporting a compressed gas cylinder, use an approved hand-truck and when it is in use ensure that it is secured to a wall or bench top so that it cannot fall over.

VII. Equipment-Specific Safety

Sample Preparation Equipment: Do not use rock saws, crushers, splitters, grinders, or material separation equipment without first receiving proper training from the Lab Manager, Lab Instructor, or Research Advisor. Appropriate personal protective equipment must be worn when

operating this equipment. Training will be documented (Appendix II or other documentation), and operators may work independently upon demonstrating competency to the trainer. The Department is piloting a paperless system whereby student training is documented on a Canvas module.

VIII. Emergency Procedures

Reporting Incidents: All laboratory incidents should be documented using Appendix I “James Madison University Laboratory Incident Report.”

Fires: Small fires may be extinguished by smothering or with the use of a fire extinguisher. Do not attempt to extinguish a fire unless you have a clear means of egress, have been properly trained, and feel comfortable doing so. Otherwise evacuate the area and call x6911.

Spills: Small spills may be absorbed with paper towels, vermiculite, or other approved spill absorbing material. For large chemicals spills, evacuate the area and call x6911.

Injuries/Illnesses: Promptly report all injuries and illnesses to your instructor. For minor cuts or burns, run the affected area under cool water for ~15 minutes. If the injury is more severe, call x6911 and remain with the person until help arrives.

Chemical Exposure: If a chemical splashes into your eyes, flush your eyes at an eyewash station for ~15 minutes. If you experience skin contact, flush the affected area at the sink, using cool water, for ~15 minutes. If you experience light-headedness, coughing, or other symptoms of inhalation exposure, remove yourself to fresh air as quickly as possible. For any form of chemical exposure, report the issue to your instructor, and if symptoms persist or worsen, seek medical attention.

Evacuation/Emergency Response Procedures: In the event of an evacuation, all personnel must evacuate to a safe location until the ‘all clear’ signal has been given. Shut off all equipment and machinery. Leave the building via the closet, safest exit. Egress points from classrooms, labs, and the building must be kept clear of obstructions.

IX. Maintenance of Safety Equipment

Safety Showers/Eyewash stations: Safety showers and eyewash stations will be inspected on a monthly basis and an inspection log will be maintained. If the equipment has been damaged, the flow appears inadequate, or very unsymmetrical for the eyewash, submit a work order and ensure repairs are completely promptly.

Chemical Fume Hoods: Chemical fume hoods will have an annual face velocity evaluation to ensure that the average face velocity is 80-120fpm. If the face velocity falls outside of the acceptance criteria, submit a work order for prompt repairs.

Periodic Inspections: At least annually a safety inspection of the Department will be performed to ensure on-going safety compliance. All observations will be addressed and action items tracked to completion.

Gloves/Face Shields/Aprons/Other forms of Personal Protective Equipment: Personal protective equipment will be maintained in adequate supply in areas with apparent chemical or physical hazards.

X. Field Safety—General Guidelines

Every field environment possesses different hazards and it is important that the field worker be knowledgeable and prepared for those hazards. The list below, while not comprehensive, is intended to serve as a guide to facilitate effective pre-planning. To communicate potential hazards to students and to assist with field trip pre-planning, faculty, at their discretion, may use the Field Trip Information Form (Appendix III). In lieu of Appendix III, the Department may use a paperless system whereby student training is documented on a Canvas module. The Department may also use the AttendMe app, where student attendance is electronically documented by scanning a field trip barcode with a cell phone. The AttendMe app can also be used to provide contact and emergency contact information for each student on the trip.

1. Landowner permission must be obtained before entering an area (this includes government and park systems.). Evaluate the potential hazards that may exist during a given outing. Certain adverse situations should be anticipated, including domestic life, wildlife, hazardous terrain, political/social hazards, fire, flood, avalanche/landslide, health hazards and injuries. Be prepared to address such situations.
2. In some cases, it may be acceptable to obtain permission the day work will take place. While in other cases it may be necessary to apply for special permits well in advance of the field trip. Thoroughly investigate the requirements for each outing far enough in advance that the specific requirements can be addressed. At all times, while in the field, care must be taken to follow all requests and rules with attention to protecting personal property, domestic life, and wildlife.
3. Fieldwork can be physically demanding and challenging. If you have specific health issues that could impact your ability to participate in a fieldwork, you must notify your instructor. You must remember to carry sufficient supply of any necessary medication.
4. Evaluate weather conditions, and prepare for inclement weather in advance of fieldwork. Obtain accurate forecasts and if weather conditions become unsafe, do not continue to work.
5. During fieldwork, be cognizant of your surroundings and of your fellow participants. Immediately alert the trip leader if someone becomes separated from the group or an unsafe situation develops.
6. Be aware of hunting seasons and the potential for hunters in the field area. Minimize the risk of hunting accidents during fieldwork by wearing blaze orange clothing.
7. All participants are required to abide by all state, federal, and local laws and statutes. All traffic laws must be obeyed. Travel routes, road conditions, fuel availability, lodging, maps, GPS should be accessed and identified before departure.

8. Verify that all necessary emergency equipment is available and functioning properly. This equipment includes but is not limited to, first aid kit, fire extinguisher, communications devices (cell phones, FM radios, CB radios, etc.), roadside signaling and warning devices (flags, cones, flares, etc.). Field trip leaders should be knowledgeable in their use.
9. Ensure that you have a sufficient supply of protective equipment, such as hard hats, eye and ear protection, bug repellent, and sunscreen. If the outing includes more than a 5-minute hike from a vehicle, you should also equip yourself with drinking water, personal first aid kit, and a flashlight. Food items should be chosen to withstand temperature extremes without spoilage. Take care that all items are operative, complete, and durable for the length of the trip.
10. If individual field research is planned an itinerary should be provided. It should include the nature and location of study, the location of the base camp, estimated return date/time, names of the field workers and their emergency contacts, and an emergency contact number for the field area (local law enforcement number).
11. At the conclusion of the fieldwork, all equipment should be checked, cleaned and properly stored. Any non-functioning equipment or vehicles should be repaired or reported for repair.
12. All field trip leaders should have working knowledge of emergency equipment such as communications equipment, fire extinguishers, roadway signaling devices, tire changing equipment.

XI. Driver Safety—General Guidelines

All personnel who operate JMU-owned vehicles must abide by University Policy #4303 (Use of State Vehicles). A copy of this policy has been placed in the clipboard of each Department vehicle. To communicate basic requirements and expectations for operating JMU-owned vehicles, faculty, at their discretion, may use the Driver Information Form (Appendix IV). For emergency contact purposes, faculty may also request cell phone numbers of anyone operating department vehicles.

XII. Information and Training

The safety and chemical hygiene plan is located in the office of the Lab Manager. It will be reviewed, updated, and submitted to Risk Management on an annual basis.

Additional information concerning Permissible Exposure Limits (PELs) and action limits can be found in the 29CFR, 1910.1000, tables Z1-Z3 at the following website: www.osha.gov.

Documentation of equipment training

All personnel who work in a Department Laboratory must be trained on all aspects of the laboratory safety portion of this plan prior to performing any lab work. Depending on the nature of the work to be performed and training completed, the Department may require

that Appendix II “Geology and Environmental Science Equipment Use and Safety & Chemical Hygiene Agreement Form” be completed and signed.

Donating or accepting donated chemicals

Employees and students are prohibited from donating JMU chemicals. University policy 1506 Property Use (University) expressly “prohibits using, borrowing, or removing university property for personal or private purposes” which would also apply to chemicals purchased with university funds.

In addition, employees and students are prohibited from accepting donated chemicals. Doing so is an inherently risky practice that creates safety and compliance issues (i.e. labeling, storage, availability of SDS) and exposes the university to significant liability and disposal costs.

Prudent practices to be followed when using chemicals

1. Assessing surplus chemicals prior to ordering new chemicals.
2. Ordering the minimum amount of chemicals necessary.
3. Substituting less hazardous chemicals when feasible.
4. Assessing whether adequate storage space exists for chemicals and any waste that will be produced prior to purchasing chemicals.

Accessing safety data sheets

<https://jmu.kha.com/>

SDS Mobile App by KHA can be downloaded to mobile devices from the App Store or Google Play.

Username: jmusds2019

Password: jmusds2019

Once logged in, click on settings, select James Madison University and save.

All personnel who work in a Department Laboratory must be trained on all aspects of the laboratory safety portion of this plan prior to performing any lab work. Depending on the nature of the work to be performed and training completed, the Department may require that Appendix II “Geology and Environmental Science Equipment Use and Safety & Chemical Hygiene Agreement Form” be completed and signed.

Appendix I

James Madison University Laboratory Incident Report

Date: _____	Time: __	Location: _____
Date of report: _____		
Incident Type – injury, fire, near miss, etc. _____		
Name of person involved - print: _____	Sign: _____	
Address	room,	
	apartment :	
	building,	
	street	
Telephone: _____	Cell: _____	E-mail: _____
Name of person reporting - print: _____	Sign: _____	
Telephone: _____	Cell: _____	E-mail: _____
Name of witnesses - print: _____	Sign: _____	
Telephone: _____	Cell: _____	E-mail: _____
Name of witnesses - print: _____	Sign: _____	
Telephone: _____	Cell: _____	E-mail: _____

Incident

Description of Incident: _____

Corrective Actions Taken: _____

Additional Corrective Actions Planned: _____

Appendix II

Department of Geology and Environmental Science

Equipment Training and Use Agreement Form

I _____ have received training on the items checked below and understand the aspects of the Safety & Chemical Hygiene Plan that apply to these activities. I agree to follow the safety procedures required by the Department.

(student signature)

Equipment/Room	Trainer Initial	Student Initial	Date
<input type="checkbox"/> Crusher	_____	_____	_____
<input type="checkbox"/> Water/Oil saw	_____	_____	_____
<input type="checkbox"/> Lapidary polishers	_____	_____	_____
<input type="checkbox"/> Thin Sections	_____	_____	_____
<input type="checkbox"/> Shatterbox	_____	_____	_____
<input type="checkbox"/> Pellet Press	_____	_____	_____
<input type="checkbox"/> Zetium XRF	_____	_____	_____
<input type="checkbox"/> Fluxer/Muffle furnace	_____	_____	_____
<input type="checkbox"/> IRMS/EA	_____	_____	_____
<input type="checkbox"/> AA	_____	_____	_____
<input type="checkbox"/> Dionex	_____	_____	_____
<input type="checkbox"/> Bruker XRF	_____	_____	_____
<input type="checkbox"/> Particle Analyzer	_____	_____	_____
<input type="checkbox"/> Humboldt loader/direct shear	_____	_____	_____
<input type="checkbox"/> Phenom SEM	_____	_____	_____
<input type="checkbox"/> FTIR	_____	_____	_____
<input type="checkbox"/> XRD	_____	_____	_____
<input type="checkbox"/> Raman	_____	_____	_____
<input type="checkbox"/> Geochemistry Lab	_____	_____	_____
<input type="checkbox"/> Soils Lab	_____	_____	_____
<input type="checkbox"/> Materials Separation Lab	_____	_____	_____
<input type="checkbox"/> _____	_____	_____	_____

Appendix III

FIELD TRIP INFORMATION FORM James Madison University Department of Geology & Environmental Science

Students should be aware that fieldwork activities have inherent hazards. JMU faculty and staff will seek to minimize these hazards by imposing appropriate safety precautions. However, to reduce the risk of accidents, students must abide by the following field trip provisions:

Obey all safety instructions given by the field trip leader. Students not conforming to these instructions may be dismissed from the trip.

Stay with the group or working teams except by clear arrangement with the field trip leader. Immediately alert the trip leader if someone becomes separated from the group or team.

Immediately report any accident, injury, or illness to the field trip leader.

Wear appropriate clothing, footwear, and personal protective equipment as advised by the field trip leader.

Prior to the trip, notify the field trip leader of any disability (i.e. injuries, phobias, etc.) or medical condition (i.e. heart condition, asthma, allergies, etc.) that may impact your ability to participate safely. Carry a sufficient supply of any necessary medication.

All participants must travel in University vehicles, and all passengers must wear seat belts.

After a trip, all participants must assist with clean up. This may include removing trash from vehicles, cleaning and storing equipment, and reporting any damage to vehicles or equipment.

I have received and understand the safety instructions provided by the field trip leader. I agree to abide by these safety instructions and the provisions listed above. I recognize that the course will involve moderate physical activity and other activities that pose a risk of personal injury. In the event of an emergency, please notify the contact listed below.

Printed Name: _____ Cell Phone: _____

Signature: _____ Date: _____

Emergency Contact: _____ Relationship: _____

Address: _____ City: _____ State: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Appendix IV

DRIVER INFORMATION FORM James Madison University Department of Geology & Environmental Science

Driving a JMU-owned vehicle is an important responsibility. By signing and dating this form, drivers acknowledge the basic requirements and expectations for operating a JMU-owned vehicle.

In order to operate a JMU-owned vehicle, **the driver must meet the following conditions:**

1. Be a JMU student or employee or be affiliated with a JMU-sanctioned program.
2. Have a valid driver's license.
3. Be at least 19 years old.
4. Have at least two years of driving experience.

The driver of a JMU-owned vehicle must abide by University Policy #4303 (Use of State Vehicles) which includes, but is not limited to, the following requirements:

5. Travel must be associated with the mission of the Department, club activity, or JMU program.
6. Personal travel and non-essential stops or detours are prohibited.
7. The driver and all passengers must wear seatbelts.
8. Distracted driving is prohibited (i.e. using cell/smart phones, GPS devices, etc. while moving).
9. Carrying non-JMU passengers is prohibited (i.e. friends, family, general public, etc.)
10. Possession or use of alcoholic beverages or drugs and smoking are prohibited.
11. The vehicle must be safeguarded while parked (windows rolled up, doors locked, etc.).
12. If a breakdown occurs, the JMU Maintenance Garage and JMU Public Safety must be called.

In the event of an accident, the driver must:

13. Immediately call JMU Public Safety at 568-6911 if the incident occurs on or near the JMU campus or the State Police for all other incidents.
14. Follow all instructions in the Accident Information Packet found in the vehicle clipboard.

I have read and understand the basic requirements and expectations for operating a JMU-owned vehicle. I agree to abide by these provisions and applicable motor vehicle laws and regulations. I understand that any deviations may not be covered by the University insurance policy and may become the legal and financial responsibility of the driver.

Printed Name: _____ Cell Phone: _____

Signature: _____ Date: _____

Emergency Contact: _____ Relationship: _____

Address: _____ City: _____ State: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____