

**INTERIM REPORT**

**FOR THE**

**NEW HAMPSHIRE COLLEGE AND  
UNIVERSITY COMPLIANCE  
ASSISTANCE COOPERATIVE PROGRAM  
(NHC3UA)**

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*Prepared for*

**Davis Educational Foundation  
4 Fundy Road  
Falmouth, Maine 04105**

*Prepared jointly by*

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**DARTMOUTH**

**July 10, 2008**

DAVIS EDUCATIONAL FOUNDATION

Grant Report

Grantee: University of New Hampshire Interim Report  Final Report   
Contact: Brad Manning Email: [Brad.Manning@unh.edu](mailto:Brad.Manning@unh.edu) Telephone: 603-862-2571  
Project Title: New Hampshire College and University Compliance Assistance Cooperative (NHC3UA)  
Date Awarded: June 2006 Amount Granted: \$113,774 Term: Three years.

Please use this form for preparing interim and final grant reports for your Davis Educational Foundation grant. The foundation uses this information in several ways: to learn of your progress and results; as one means of assuring its fiduciary responsibility in carrying out the foundation's charitable purpose; to inform future grant making; and to advise other colleges contemplating similar efforts.

If the grant period exceeds one year, we request that you provide an interim report at the end of each year and a final report at the conclusion of the grant period. Interim reports should address the questions below to the extent possible, given the project's degree of implementation. Final reports should address all of the questions below. *Please provide an electronic copy of your report as an attachment to the email address below and one paper copy mailed to the Foundation's office.*

We encourage your candid assessment of the project. In five pages or less, please provide answers to the following questions:

1. Please list your original goals for this project and describe the extent to which the goals were achieved.
2. To what extent did the project advance the foundation's objectives of strengthening teaching and learning practices and controlling costs? Specifically,
  - a. What methods were used to assess the project's impact on student learning? What were the results of that assessment?
  - b. How did the project impact costs? Please include quantitative data, if collected.
3. What did you learn in the course of the project that might be beneficial to another college contemplating similar work? Please include challenges encountered and unanticipated outcomes.
4. How do you intend to sustain and build upon, if appropriate, the outcomes of this project?
5. How were the Davis Educational Foundation's grant funds spent? Please attach an itemized expense summary comparing actual expenses with your original budget. Please briefly explain variances.
6. In an effort to improve our grantmaking, we welcome your comments regarding our grant application, site visit, award notification and post-grant reporting process.

**Please list your original goals for this project and describe the extent to which the goals were achieved.**

The NHC3UA was co-founded by Dartmouth College and the University of New Hampshire to help New Hampshire educational institutions identify specific federal, state, and local regulatory requirements and create a site-specific Environmental Management System (EMS). Entering into the third year of the cooperative program, the NHC3UA continues to reach its objectives by directly responding to the feedback received from its participating members. After the initial safety audits, schools have provided examples of how they are following recommendations and have requested more training programs. The NHC3UA has provided more health and safety training opportunities to colleges and universities and continues to promote best environmental management practices.

The NHC3UA has responded to the member schools' requests for more training programs by initiating a number of seminars, workshops, and multimedia projects. We are offering our members a direct service by providing a free 10-hour OSHA training at the OSHA Training Institute Education Center on October 7-8, 2008 in Manchester, NH. The 10-hour OSHA training certificate is becoming a standard for general industry and should be required for contractors and general industry workers. This OSHA training is a valuable asset to NHC3UA schools and will reduce liability and encourage safe work practices on college and university campuses.

New Hampshire institutions are limited in resources and may not have a lot of time allotted to create their own training materials for their staff. Therefore, the NHC3UA has focused on providing easily-accessible training resources.

The script for the Spill Prevention Control and Counter-Measures (SPCC) training video has been completed and the filming is in progress. The video will include footage from New Hampshire Department of Environmental Services spill prevention exercise on the Great Bay. The video will be distributed to NHC3UA members giving them a SPCC training tool readily available to train all of their employees who work with oil, including food services departments. A Universal Waste Training Video is also in progress and will be another tool for schools to access at their convenience.

The NHC3UA is testing online training modules that enable members to create their own online-training. The training modules would provide a PowerPoint-like template that will be converted to Flash™ for faculty and staff to view and answer test questions online.

In addition to the multimedia projects mentioned above, the NHC3UA website is regularly maintained to ensure it is a valuable resource for our members. The NHC3UA website has been updated to highlight our upcoming projects and to provide more information about our past programs. The NHC3UA website continues to serve as an information clearing house and virtual library for regulatory compliance. It also provides news updates, event notices, compliance links, and program templates for our members.

The NHC3UA is moving beyond compliance and providing environmental stewardship opportunities for our members. Participants in our May 2007 annual meeting requested a workshop on energy conservation. NHC3UA responded by hosting an EPA Energy Star Workshop in Durham, New Hampshire on November 16, 2007. An EPA representative attended our second annual meeting on May 2008 and we discussed creating a second educational workshop to follow-up with our energy saving initiatives.

The NHC3UA would also like to help schools reduce the quantity and toxicity of hazardous material use and storage by sponsoring a Green Chemistry Workshop, August 21-22, 2008 in Durham at the University of New Hampshire. We are working with the American Chemical Society and instructors from the New England Green Chemistry Network to form the workshop and are thereby expanding a sustainable community and helping our environment by reducing the amount of chemicals in the hazardous waste stream. We will be extending this workshop to include New Hampshire high school chemistry departments as well.

The NHC3UA is an evolving cooperative that is continually providing the most useful environmental health and safety materials to New Hampshire educational institutions. The NHC3UA is an innovative program that has become an essential avenue towards environmental compliance and environmental stewardship for schools with limited resources.

**To what extent did the project advance the foundation's objectives of strengthening teaching and learning practices and controlling costs? Specifically,**

- a. What methods were used to assess the project's impact on student learning? What were the results of that assessment?**
- b. How did the project impact costs? Please include quantitative data, if collected.**

The NHC3UA Cooperative received progress updates from member schools at our last annual meeting on May 22, 2007. Each school has responded remarkably to the NHC3UA recommendations given after the initial site visit. Cooperative members have focused on projects that they feel would have the most impact on student learning and provide the best cost controlling results. Examples of site-specific environmental management plans from four participating schools will follow.

Colby-Sawyer College has made great improvements following the NHC3UA site visit. They are working towards hazardous waste compliance by having proper labeling and records for all chemicals and for all hazardous waste materials on campus. They have put all Material Safety Data Sheet (MSDS) information online and it is now available for campus members and security to use. Colby-Sawyer is involving their students in the compliance process by employing work study students to audit art studios and keep records for inspections. They have also purchased artist safety guide books for all faculty with the understanding that faculty will pass this knowledge onto their students. Students have become further involved in a sustainability committee that has been formed on campus. Colby-Sawyer is overall looking to increase their campus-wide safety training and to meet compliance regulations for the benefit of their students and staff.

Rivier College has enacted many formidable changes throughout their campus subsequent to the NHC3UA site visit in April 2007. They have removed asbestos in dormitories and installed fire suppression systems. All electrical outlets in labs have been changed to Ground Fault Circuit Interrupter (GFCI) outlets. All fume hoods, emergency shower and eyewash stations have been labeled with inspection dates. All MSDS information has been evaluated and organized into binders for all the labs, maintenance shops and the housekeeping department with copies made for the security office. To sustain their progress, Rivier is implementing many programs such as a Universal Waste Program, Safety Committee, Chemical Hygiene Plan, Recycling Program and an Energy Audit Program. Rivier's progress has undeniably saved them money by avoiding regulatory fines and has given them the ability to offer their students the invaluable security of a safer campus.

Keene State College felt the best way to improve student safety was to establish a Chemical and Biological Safety Committee. The committee has been diligently working on “The Chemical and Biological Safety Procedure for the Sciences” and will continue to develop a similar plan for the Arts as well.

The New Hampshire Institute of Art (NHIA) has been utilizing the EPA Energy Star Portfolio manager introduced at the NHC3UA workshop in November 2007. The NHIA has installed an Energy Star Heat Recovery Ventilator in their oldest building. They have documented energy use data before and after the installation of the ventilator and now will be able to use the portfolio manager to track their cost savings. They have been focusing largely on environmental stewardship and have created an opportunity for student involvement by forming a volunteer recycling committee.

Student learning will be further impacted through the NHC3UA Green Chemistry Workshop. Participants will be learning the best environmental practices in chemistry today. Chemistry departments can then provide their students with the latest innovations in laboratory experiments and translate the importance of being environmentally responsible. The Green Chemistry Workshop will not only decrease the amount of hazardous chemicals in laboratory inventories, but will also provide a valuable teaching tool for New Hampshire colleges and universities.

The progress reports from NHC3UA members exemplify the advantages of safety audits and workshops offered by the cooperative in the first two years of the program. Students directly benefit from the safety initiatives and better environmental practices being employed at member schools. However, the cost savings of each school due to increased environmental health and safety standards is difficult to quantify. Schools see immediate savings from the free training materials and workshops that NHC3UA sponsors (e.g., 10-hour OSHA training, SPCC training video). Additionally, the NHC3UA continues to promote the EPA Energy Star Portfolio Manager for schools to manage benchmarking statistics that could calculate savings from energy conservation efforts.

**What did you learn in the course of the project that might be beneficial to another college contemplating similar work? Please include challenges encountered and unanticipated outcomes.**

It has been necessary for the NHC3UA cooperative to evolve depending on the needs of our members. Schools have limited personnel and resources to devote to environmental health and safety issues, which in turn creates a greater need for NHC3UA programs. Many schools do not have designated environmental health and safety departments and most of the participants in our programs are facilities managers, professors, etc. that must divide their time between many different responsibilities. The NHC3UA has made adjustments to be sensitive to our members' time constraints. Originally, the NHC3UA planned to host two bi-annual meetings but in the interest of time maximization we hosted only one meeting annually and provided program updates before workshops and training seminars. Also, we have placed greater importance on producing training materials that can be easily managed and accessed by our members at their convenience. Additionally, we have found it beneficial to focus on training programs because recommendations for our initial site audits take time to enact and schools need more time to respond. The NHC3UA is constantly looking for ways to make it easier for schools to not only be compliant, but to also cut costs and use less resources.

**How do you intend to sustain and build upon, if appropriate, the outcomes of this project?**

The NHC3UA cooperative continues to create programs in response to our members needs and will sustain our mission to be a valuable resource. We are capturing our training materials in DVD format with the SPCC Training Video, Universal Waste Video and Hazardous Waste Training Video for our members to have in their libraries. We are testing online training modules that will be available to our members once the software is in place. We are promoting innovative programs such as the Green Chemistry Workshop. We foresee the need for further site audits as schools are allowed time for adjustments. This would carry us beyond the three-year timeline. We continue to receive funding from our corporate sponsors but we will need to secure additional funding in the future. The NHC3UA has the potential to be a long lasting cooperative and we look forward to continuing its vitality.

**How were the Davis Educational Foundation's grant funds spent? Please attach an itemized expense summary comparing actual expenses with your original budget. Please briefly explain variances.**

The NHC3UA cooperative has maintained its high level of services below the proposed budget costs for year two of the program. Some of the cooperative expenses have been absorbed by our corporate sponsors. In addition, many of the projects begun in 2007 are still in progress and money not spent in this fiscal year will be needed when these projects are completed in year three.

In 2007 it was estimated that \$20,000- \$25,000 would be needed to produce training videos available on DVD. This fiscal year \$5,757.50 was spent on the production of the SPCC Training Video. The training video will be finished this summer 2008 and it will require a larger financial commitment after it is completed. UNH Video Services has projected that another \$6750 will be needed to pay for their services. Funds will also be directed to the production of the Universal Waste Training Video in the third year that will bring our costs incongruence with the 2007 estimation.

It was projected that \$5000 - \$10,000 would be dedicated to the Green Chemistry Workshop in 2007. This workshop needed to be postponed due to reasons beyond our control and has been rescheduled for August 21-22, 2008. The estimated cost for the workshop is still accurate and the costs will be reflected in the 2009 budget.

The current NHC3UA intern performed services which were going to be provided by the UNH Research Computing Center. This allowed the cooperative to save money on projects such as website design and maintenance. As indicated in the previous annual report, the amount of activities performed by the NHC3UA intern continues to increase. Therefore, consideration will be given to change this position to a full-time, non-benefitted position until the end of the grant. In addition, consideration will be given to increase the salary for the NHC3UA intern.

**In an effort to improve our grantmaking, we welcome your comments regarding our grant application, site visit, award notification and post-grant reporting process.**

The questions outlined for the post-grant reporting process are very clear and provide a manageable way to capture all the accomplishments of the NHC3UA Cooperative program. The directions provided were succinct and easy to follow. There are no improvements that are necessary and it has been a pleasure working with the Davis Educational Foundation.

# New Hampshire College and University Compliance Assistance Cooperative Budget

## Original Projected Budget from Grant Proposal:

Item Description	Year One	Year Two	Year Three	Total
1. Web Hosting	\$1,320	\$1,320	\$1,320	\$3,960
2. Website design/maintenance	\$5,200	\$1,300	\$1,300	\$7,800
3. Database design/maintenance	\$20,800	\$1,950	\$1,950	\$24,700
4. Consultants	\$15,000	\$5,000	\$5,000	\$25,000
5. Intern	\$15,625	\$15,625	\$15,625	\$46,875
6. Travel expenses	\$1,813	\$1,813	\$1,813	\$5,439
7. Totals	\$59,758	\$27,008	\$27,008	\$113,774

## Interim Report Budget from 2007:

Item Description	Total Money Expended
NHC3UA Computer	\$1,037.30
NHC3UA Web Site	\$5,785.25
Travel/Meetings/Seminars	\$3,808.51
Salary	\$10,026.50
<b>Total expensed in FY 07</b>	<b>\$20,621.67</b>

## Davis Foundation Grant 14N638 URREHS

FY '08 -- July 01, 2007 - June 30, 2008

Date	Consultant	PO	Expended	Total	
03/31/08	UNH Video Services	E8URE90	\$650.00		
07/07/07	Nobis	P8URE02	\$5,107.50	<b>\$5,757.50</b>	<b>SPCC Training Video</b>
	<b>Date Website</b>				
07/07/07	UNH RCC	E8URE10	\$32.50	<b>\$32.50</b>	<b>NHC3UA Web site</b>
	<b>Date Travel/Meetings/Seminars</b>				
06/27/07	Gillum travel Site Visit St. Anselm's		\$35.89		
10/07/07	Dartmouth travel from FY 07		\$653.52		
08/02/07	Manning travel to Dartmouth		\$96.04		
	Blayney-11/14 & 11/16 travel				
11/14&16/07	PSU, UNH, NHDES		\$143.20		
04/16/08	Massicotte travel		\$40.40		
04/28/08	Massicotte travel		\$97.97		
05/14/08	Gillum travel		\$31.31		
05/22/08	Massicotte travel		\$35.35		
05/22/08	Polzin travel		\$43.37		
06/20/08	Massicotte travel		\$97.97	<b>\$1,275.02</b>	<b>Travel</b>
	<b>Date Meetings</b>				
11/16/07	Distance Learning Room/Energy Star		\$399.00		
11/16/07	Parking for Cars		\$200.00		
11/16/07	UNH Hospitality Services (catering)		\$672.00		
04/16/08	Misc supplies for sustainability conference		\$143.43		
06/18/08	Misc supplies for SPCC training video		\$12.85	<b>\$1,427.28</b>	<b>Meetings</b>
	<b>Date Intern Salaries</b>				
	Joyce Massicotte		\$4137.50		
	Fringe (FICA)		\$ 335.64		
	Matt Polzin		\$7878.00	<b>\$ 12,358.92</b>	<b>Salary</b>
				<b>\$ 20,851.22</b>	<b>Total FY 08</b>