

Compliance Officer Duties

- 1) Attend scheduled CO training conducted by EH&S.
- 2) Act as a conduit for information to your organization from EH&S.
- 3) Serve as a contact person for EH&S initiatives (hazardous waste minimization, laboratory labeling, safety training, environmental audit, etc.).
- 4) Notify EH&S and your delegating authority of unresolved compliance issues and situations involving potential safety hazards, exposures, accidents, injuries, illnesses, spills, releases or other regulatory or environmental issues.
- 5) Working with EH&S, represent your organization in Regulatory Agency interactions.
- 6) Problem-solve EH&S issues in your organization.
- 7) Meet with your delegating authority at least every six months to discuss EH&S initiatives in your organization.
- 8) Coordinate correction of all university-sanctioned EH&S Audit findings in your organization.

Senior Compliance Officer Additional Duties

- 1) Serves on ASU EH&S Operations Committee to represent your Campus, Institute, College or School.
- 2) Hold at least two CO meetings per year with departmental COs in your College/School.
- 3) Special assignments as requested by the Chair, EH&S Operations Committee, in order to study or facilitate EH&S compliance activities at ASU.
- 4) Replace COs departing from your College/School expeditiously.

EH&S Role and Responsibilities

- 1) Maintain list of all ASU COs and develop routine communication vehicle
- 2) Develop and distribute Regulatory Fact Sheets to all COs.
- 3) Conduct orientation training for all new COs in April and October of each year.
- 4) Appoint one EH&S Liaison Officer for COs. All CO-EH&S communication will be sanctioned by this liaison. The focus of the liaison officer will be to assure that all EH&S communication and activities with COs is value-adding to the institution.
- 5) Conduct two meetings per year for all COs.
- 6) Notify and copy COs on correspondence of all EH&S activities impacting their organization.
- 7) Work with Human Resources to incorporate Compliance Officer duties into performance evaluation, and merit award.