

## **Service Provider Acknowledgement**

Arizona State University is committed to protecting the health and welfare of students, faculty, staff, visitors and the environment. Accordingly, it is important that all members of the ASU community recognize and share this commitment and comply with the environmental, health and safety policies, rules, procedures and regulations governing ASU campus activities.

ASU is also looking to the community, including service providers, for cooperative and responsible leadership that will help the University implement a safer environment through safer practices and more environmentally sustainable solutions.

ASU expects all service providers to maintain responsibility for environmental, health and safety issues created or otherwise arising from or related to their work under the contract. ASU expects each service provider to provide their employees and subcontractors with proper instructions, training, safety controls, personal protective equipment, or PPE, and safe work practices to decrease potential for a near miss, accident or injury to service provider employees, subcontractors' employees, and to others, as well and prevent damage to property and material on ASU sites.

The service provider shall obtain proper identification, such as officially issued picture identification or badge, required for their work. Service providers must instruct their employees about the boundaries of their work areas. Service providers are responsible for complying with local, state and federal rules and regulations that apply to their operation. This includes requirements related to the Occupational Safety and Health, or OSHA, Act of 1970.

Service providers are expected to review and follow the guidance provided in the [ASU Service Provider Orientation video](#). In addition, service providers must provide this information to all employees, subcontractors and subcontractor employees of the guidelines.

### **Service provider definition**

Refers to any individual, company, or corporation who is hired by ASU to provide construction, repair, operation or maintenance services at ASU sites. Service provider refers to all of their employees, subcontractors and subcontractor employees. Service providers also include installers, installation and assembly service providers.

### **General information**

All service providers are required to read and sign this document to indicate receipt of the ASU Service Provider Acknowledgement prior to performing work on ASU property.

General requirements for work at ASU include the following:

1. Only ASU Facilities Development and Management, or FDM, personnel and their ASU designees are authorized to submit permit applications for construction, installation, demolition and renovation work.

2. If the service provided to ASU requires a construction permit, a license number from the Arizona Registrar of Contractors number is required.
3. FDM review and approval is required for all electrical shutdowns.
4. Permission must be obtained from the project manager or ASU responsible contact whenever it is necessary for service provider personnel to go to the roof of any building, inside laboratories or inside a tunnel. Access to research labs requires permission from the Principal Investigator.
5. Pedestrians should use walkways where provided. Shortcuts shall not be taken through operating areas.
6. Explosives of any type are prohibited on the site with the exception of powder-actuated tools needed to complete specific tasks.
7. Cranes and lifts require pre-approval from ASU Environmental Health and Safety, or EHS.
8. Barricading of ASU streets requires approval from the following: ASU Police Department 480-965-3456, Parking and Transit Services 480-965-6124, and the ASU Fire Marshal's Office 480-965-1823.
9. Compliance with any applicable dust control requirements are the responsibility of the service provider. If a dust control permit is required for a construction project, the service provider must obtain the permit and comply with all requirements, including signage.
10. It is the service provider's responsibility to remove excess materials and waste from ASU property by the end of the project. Consult with the project manager and ASU Environmental Health and Safety, or EHS if the project will involve regulated ASU waste, such as chemicals, biological material, asbestos, lead, potentially contaminated soil, light bulbs, oil or any other regulated waste material.
11. Chemicals, paints, oils, fuels, and similar materials must be located so as to avoid fire hazard and potential contamination of storm drains and dry wells. The project manager or ASU responsible contact will assist with determining the appropriate location.
12. Prior to working in areas where site-related hazards might be present, all service providers shall consult with the project manager information regarding potential hazardous.
13. Failure on the part of the service provider to comply with environmental, health or safety requirements may result in termination of the contract with ASU.

### **Parking**

The proper parking permit must be secured from ASU Parking and Transit Services, or PTS, and displayed appropriately in vehicles. Contact the ASU project manager, responsible contact and/or PTS at [parking@asu.edu](mailto:parking@asu.edu) or 480-965-6124. Park in designated spaces only. Do not block entrance ramps, trash docks, truck doors or other building access areas.

## **Lockout/Tagout, or LOTO**

ASU has established LOTO procedures to control potentially hazardous energy for maintenance, servicing and construction-related activities at ASU. Each service provider conducting activities that require control of hazardous energy must develop and maintain a written program to comply with all requirements of OSHA Standard 29 Code of Federal Regulations 1910.147, Control of Hazardous Energy, also called LOTO. Service providers must also meet all ASU LOTO requirements except that the service provider must use their own designated lock.

## **Electrical services**

Work on live electrical services at 50 volts or higher is prohibited unless permitted through your project manager under the ASU Electrical Safety Program. All work on electrical services must be locked out as required under 29 Code of Federal Regulations 1910.147.

## **Disclosure of asbestos, lead and other hazardous materials**

This document informs ASU service providers of the potential presence of asbestos, which may be found in caulk, sheetrock joints, vinyl tiles, and other items, lead and other hazardous materials at ASU sites. Hazardous materials may be found in laboratories, shops, art studios, makerspaces and other campus locations. Hazardous materials include hazardous chemicals, gases, biological or radioactive substances. In addition, insects and animals may be present. Placards indicate potential hazards in specific locations.

The service provider is responsible for discussing the full scope of work with the project manager or designee so that personnel have the appropriate information related to asbestos, lead and other potentially hazardous materials. If the scope of work changes or the work area is expanded, the service provider must contact the project manager or designee before proceeding to determine if the change in scope may involve the potential disturbance of asbestos, lead or other hazardous materials.

If there are changes to the scope of work affecting areas outside of the original contract area, or, if unforeseen or unidentified structures or materials are uncovered or discovered during the work, the service provider must stop all work which could impact those materials until they can be evaluated by ASU. Immediately upon discovery of any unidentified or unforeseen materials or structures, the service provider must notify the project manager to arrange for ASU to evaluate the items.

Prior to starting construction, excavation or renovation work, inspections for asbestos, lead and other potentially hazardous materials and structures must be completed by ASU. Identified materials containing asbestos, lead or other hazardous materials, that would be disturbed by the current scope of work must be managed, removed or isolated in such a manner as to prevent potential exposure. Please contact ASU Asbestos program manager at 480-965-3363 or [Environmental Health and Safety](#) at 480-965-1823 to determine if there are any hazardous materials at the project location or in adjacent location that may not be disturbed.

## **Service provider job-site safety information**

The [ASU Service Provider Orientation video](#) is meant to serve as a guide for the service provider during their performance within the scope of work under their contract with ASU. Although the

information sets forth certain guidelines and rules of operations on ASU sites, it is not intended to address every potential environmental, safety and health issue that may arise during the scope of the contracted work.

While ASU retains the right to periodically review the work of any service provider, ASU does not assume responsibility for any environmental, health or safety issues identified outside of contract compliance.

### **Tempe campus utility tunnel system**

Asbestos exists in the underground utility tunnel system located on the ASU Tempe campus. Asbestos has been found on the flooring material and in thermal insulation. Disturbing asbestos materials is strictly prohibited unless specified in the project scope. It is the service provider's responsibility to discuss the scope of work with the ASU project manager or designee in order to provide staff with any further information related to asbestos issues which may be encountered during work in the tunnels.

ASU has determined that persons working in the underground utility tunnel system may be potentially exposed to airborne asbestos fibers at or above the OSHA permissible exposure limit of 0.1 fibers per cubic centimeter. Each service provider is responsible for ensuring proper use of PPE, including respiratory protection, at all times while staff are working in the tunnel system. All service providers must follow their respiratory protection program, including medical evaluation and fit testing.

It is the service provider's responsibility to discuss the scope of work conducted within the tunnel system with employees and sub-contracted employees, and to provide the appropriate training, engineering safety controls, PPE and air monitoring as required by OSHA.

### **Polytechnic campus**

The Polytechnic campus is located at a former United States Air Force base and portions are subject to specific excavation requirements. Contact EHS at 480-965-1823 if the project involves any excavation at the Polytechnic campus.

### **Acknowledgement**

Your signature on this document acknowledges that your firm received this disclosure, the [ASU Service Provider Orientation video](#), and that you reviewed the scope of work with the project manager or designee. In addition, the above service provider certifies that they will disseminate the Service Provider Job-Site Safety Information and Guidelines Orientation document to employees, subcontractors and subcontractor employees. You are responsible for providing this information to all staff working on ASU property.

**Service provider name:** \_\_\_\_\_

**Street address:** \_\_\_\_\_ **City, State Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Service provider representative name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Employer representative signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Questions? Contact ASU Environmental Health and Safety  
at 480-965-1823 email [asuehs@asu.edu](mailto:asuehs@asu.edu) website <https://cfo.asu.edu/ehs>  
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