Step 3: Second Level Unit Review and Ranking (Deans/Directors/Department Heads)

Using the program review results posted on the Prioritization Process webpage, please complete the below information and submit to ovcafo@hawaii.edu as a word doc or pdf file by **March 15, 2009**. Please ensure the e-mail subject heading reflects the Department/School/College name followed by “Second Level Review.” For example: SOEST – Second Level Review.

Department/School/College: Environmental Health & Safety Office

The department would fall under which of the following Vice Chancellor’s offices?

[ ] Academic Affairs  [ ] Research and Graduate Education  [ ] Student Services  [X] Administration, Finance, and Operations

Advisory Committee Members (list names and titles):

Roy Takekawa, Director  
Emma Kennedy, Industrial Hygienist  
David Pence, Diving Safety Officer  
Irene Sakimoto, Radiation Safety Officer  
Stacie Cheramie, Environmental Compliance Officer  
Hubert Olipares, Biological Safety Officer  
Irineo Gappe, Jr., Fire Safety Officer  
Tim O’Callaghan, Hazardous Materials Management Officer
Administrative Unit (e.g. College) Prioritization Summary

This form is to be used to provide a summary of program priorities within an administrative unit (e.g. college). Please list each program identified in the Summary Matrix forms and Optional Guides in a priority category. This Prioritization Summary form should be forwarded, along with all self-review materials, to ovcafo@hawaii.edu for posting on the Prioritization Process webpage by March 15th for the next level of review to take place.

<table>
<thead>
<tr>
<th>New/In Transition</th>
<th>Target for Growth or Investment</th>
<th>Maintenance</th>
<th>Reorganize/Restructure/Merge/Consolidate</th>
<th>Reduce in Size or Scope</th>
<th>Phase Out Close Eliminate</th>
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<tbody>
<tr>
<td>Biological Safety Program</td>
<td>Radiation Safety Program</td>
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<td>Diving Safety Program</td>
<td>Occupational Safety &amp; Health Program</td>
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<td>Fire Safety Program</td>
<td>Hazardous Materials Management Program</td>
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<td>Environmental Compliance Program</td>
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Brief Summary (no more than 2 pages)
Please include a brief narrative with an overview of the rationale for placement of the components on the Prioritization Summary form and any supportive or explanatory text or data that will assist higher levels of review in determining the relative priority of each program. You may wish to comment on the program self-reviews.

Since all of our programs are “essential in meeting mandates based on statutory or government regulations” (Item 12); it would not be prudent to reduce or phase out these programs. The services that our office provides are required to allow for certain types of operations and activities critical to the University’s mission. Examples are the use of radioactive material, the conduct of scientific diving, the use of recombinant DNA technologies, and the use of chemicals. In addition, several programs monitor University facilities, operations and activities to ensure their compliance with governmental regulations regarding occupational and environmental health and safety (enforced by the State of Hawaii’s Department of Labor and Industrial Relations and Department of Health). Loss of these programs would result in increased likelihood that the University would be in non-compliance and could result in regulatory citations, monetary fines and unwanted publicity. These fines can be substantial, as evidenced by the 1.2 million dollar penalty paid for violations related to hazardous waste disposal in 1999.
Some of our programs; Radiation Safety, Hazardous Materials Management, Environmental Compliance and Workplace Health and Safety, are functioning with adequate resources to address current needs. These have been listed in the “Maintenance” category above.

There are several programs; Biological Safety, Fire Safety and Diving Safety programs, which could be doing a more thorough job if they had increased resources. These programs are targeted for growth or investment. While these programs are doing the best they can with what they have, there are areas in which program deficiencies exist which need to be addressed.

Regulatory mandates which require new activities or programs are issued on a regular basis by the U.S. Congress and our State legislature. Oftentimes, these mandates require significant workload for existing resources which are already fully committed. Should any of our programs be reduced in size or scope, our ability to respond to these mandates would be severely reduced. Indeed, we foresee that governmental regulatory activity is likely to increase in our area which would lead to an increase in demand for our services.