



Note from the Director – Karren Bee-Donohoe

Many activities continue at the Office for Capital Facilities (OCF), all with the goal of providing resources and advocacy in service to the campuses. One area of focus is the Residence Hall Capital Program. The lack of capital appropriations for the program continues to be a major concern to the campuses and a major focus for OCF. Together with SUCF and

DASNY, and support from Chairman McCall, efforts continue investigating options to make capital available for Residence Hall projects. In Energy OCF will be working closely with campuses to find additional energy savings in order to meet the SUNY Strategic Plan and Governor’s goals for energy reduction. Finally, to enhance communications a

new listserv will be created for facilities directors. This will be restricted to SUNY facilities, design and construction management staff for dissemination of important information from OCF staff. The list will supplement, but not replace, the PPAA listserv. - *Karren Bee-Donohoe, Director of the Office for Capital Facilities*

Upcoming Reports

May 20th

- EMBS Report

June 1st

- Municipal Separate Storm Sewer Systems Annual Report

July 1st

- NYS Agencies Reporting of Toxic Chemical Releases
- Annual Document Log for PCBs

Revised Haz Com Standard - Going Global

OSHA recently issued new regulations that modify the Hazard Communication Standard (29 CFR1910.1200). The Haz Com Standard is designed to provide workers with information about the chemicals to which they may be exposed in the workplace and how they should protect themselves. The changes will align the current standard with the provisions of the United Nations’ Globally Harmonized System of Classification and Labeling of Chemicals (GHS). OSHA hopes that the alignment will change

the Haz Com standard from a Right-to-Know standard to a Right-to-Understand standard.

Two primary tools for conveying hazard information are container labels and Materials Safety Data Sheets (MSDSs). Labels and MSDSs currently vary significantly in format and quality; and, sometimes workers have trouble locating good, usable information. The GHS system will replace MSDSs with standardized 16-section Safety Data Sheets (SDSs) with carefully defined terms. The new format

will be supported by new labels which will contain required pictograms and hazard words.

Employers must train their employees in understanding the new label elements and SDSs by December 1, 2013. All manufacturers and distributors will have to move to the GHS system for labels and SDSs by December 1, 2015, but the phase in could start as early as next month.

For additional information, please see [OSHA’s webpage](#) on the topic.

Does This Apply? Aggregate Purchases and Construction Related Contracts

Many procurement requirements for construction and construction related services differ from those for commodities and services. The question often arises - “Does this apply?”

One such question is the applicability of the State Finance Law 163 requirement to consider the “reasonably expected aggregate amount of all purchases of the same commodities or services.” Since this section of law is specifically applicable to the purchase of commodities and services, it does not di-

rectly apply to construction and consultant contracts, **but...**

That being said, the intent of taking aggregate purchases into account when determining discretionary limits is to disallow split ordering and to protect the integrity of the procurement process. Campuses should use sound business judgment when assigning contracts. For example, it would not be appropriate to split a single concrete flat work job and assign two contracts, each under the \$20,000 discretionary limit. Jobs for

the same service should not be artificially divided. On the other hand, if there are two separate and distinct concrete flat work jobs it is not required that they be consolidated simply because there happen to be projects running concurrently on campus.

It is important to use reasonable judgment when assigning discretionary purchase contracts. Think to yourself - “Does this pass the newspaper test?” Would I, my boss, and my neighbors feel good about this as a front page story?

Community College Budget Passage and Project Initiation

As we move into spring and summer many Colleges are moving forward with capital projects. Projects funded with existing unused appropriation and those funded by the 2012/13 State Budget are eligible for SUNY approval.

Prior to proceeding with a project a College must submit the [Project Initiation Form](#) to the Office for Capital Facilities (OCF) with applicable sponsor resolutions indicating the source of local funding. Following review and concurrence with all documentation OCF will provide a memo of approval, along with the forms necessary to finance the project with bond pro-

ceeds. With the changeover to disbursement-based funding Colleges will not have to wait for the next scheduled bond sale to receive funding approval. However, the financing application must be completed and accepted by DASNY before reimbursements can be processed.

Project Reimbursement

OCF urges all Colleges to be diligent in submitting requests for reimbursement. Timely submissions of claims, at least quarterly, enables claim requests to be processed promptly. This facilitates a quick return of the 50% State match to local sponsors. Timely submissions also

help to ensure capital projects are not delayed by State reimbursement and that the reimbursed cash is on hand to redirect to other projects. Aged requests may not be eligible for reimbursement, and will be rejected.

Reimbursement requests also provide vital program information to SUNY and the Division of Budget. The program's cash flow patterns will help OCF to develop proper models to predict future requests for Community College Program bond sales.

Please feel free to contact [Rebecca Goldstein](#) with any questions or concerns.

NYS LENS Program

System Administration's University Police Office encourages campuses to enroll in the License Event Notification Service Program (LENS). The Program is provided by the NYS Department of Motor Vehicles and enables agencies to monitor the New York State drivers' license records of employees who drive on behalf of the agency.

The program is easy to use: simply apply and start adding drivers. The program will notify the agency of any changes to DMV records of enrollees. For more information or to register please visit the [DMV website](#).

Sustainability

Amazing sustainability initiatives are in bloom throughout the campuses. On April 23rd the University at Buffalo launched an artistic [0.7 megawatt solar](#) installation which will provide power for 700 student apartments.



Other campuses celebrated Earth Day with flair, hosting various events from lectures on climate change to more whimsical affairs like an eco-fashion show featuring

creations made from "waste" products.

In March, the Chancellor requested that the campus presidents designate a point of contact for sustainability. The Office for Capital Facilities (OCF) Sustainability Director, Deborah Howard, followed up with a more detailed request to state-operated campuses. SUNY now has a sustainability contact for each campus and program highlights from many of the campuses. Interestingly, the contacts range from executive vice presidents to

managers of facilities and operations to professors.

OCF is coordinating a series of monthly sustainability teleconferences to address a broad range of sustainability issues from energy to food. During the first call the team discussed the Governor's comprehensive new energy efficiency initiative – Leveraging Efficiency and Delivering Savings (NY LEADS).

For more information on this initiative and other sustainability efforts please contact [Deborah Howard](#).

