

January 1, 2019

Tuesday

All Day

NOTES FOR CALENDAR

This calendar provides *some* of the more common EH&S related items. It is not all inclusive! Campuses are advised to review the contents herein and then add campus specific due dates (such as those associated with campus permits).

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QA Quarterly Report to REMSCO for Public Access Defibrillation Program

<https://www.health.ny.gov/professionals/ems/policy/07-04.htm>

January 15, 2019

Tuesday

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Quarterly Haz Waste Tax

Quarterly Return for Special Assessments on Hazardous Waste Generated in New York State (Quarterly Waste Tax)

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The assessment is due on a quarterly basis and payable to the New York State Department of Taxation and Finance.

Information: <http://www.dec.ny.gov/chemical/9099.html>

Form TP-550: http://www.tax.ny.gov/pdf/current_forms/haz/tp550_fill_in.pdf

Instructions: http://www.tax.ny.gov/pdf/current_forms/haz/tp550i.pdf

February 1, 2019

Friday

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Part 1204 Report

The campus must prepare an annual report on building code and fire safety compliance, per 19 NYCRR Part 1204. The campus response will be sent to the Office of Capital Facilities for inclusion on the SUNY report to the Department of State.



Part 1204
cover sheet

Attached is a sample cover page which will be updated by OCF each year.

Requirement:

§1204.14 Annual Reports and Documents.

(a) On or before February 1st of each year, each State agency shall prepare a report pertaining to the

preceding calendar year which shall include the following information:

(1) the name and address of the agency, the code coordinator, and any code compliance managers;

(2) a list of all construction permits, code compliance certificates, and temporary approvals for occupancy which were issued or received during the preceding year along with an indication of which permits, certificates and temporary approvals were still valid on the preceding December 31st;

(3) a list of all fire safety inspections conducted within buildings or structures in the custody of the particular State agency;

(4) a list of all code violations within the agency's buildings or structures which were not corrected within 60 days of their discovery;

(5) a statement of the current status of the violations noted in paragraph (4) of this subdivision

and a plan to correct any such violations still uncorrected; and

(6) a list of all code related complaints and their disposition.

(b) As a part of its first annual report, each State agency shall determine which of the buildings or portions of buildings it occupies, uses, maintains, or operates are within its custody and which are within

the custody of another State agency or are subject to code enforcement by the authority responsible for

enforcement in the particular municipality where the building is located. Any changes in custody and

consequent responsibility for code enforcement shall be identified in subsequent annual reports prepared

by the agency.

(c) Within 30 days after the preparation of its annual report each State agency shall notify the Secretary of its completion.

(d) Construction-permitting agencies may establish procedures and forms consistent with this Part so

as to effectively administer their responsibilities.

(e) All reports, construction permits, code compliance certificates, and temporary approvals for occupancy issued pursuant to this Part shall be prepared in a form acceptable to the Secretary so as to

include sufficient information to identify the State agencies, the particular facilities, and the specific

projects involved.

(f) The Secretary may examine the records of State agencies relating to the administration and enforcement of the Uniform Code. It shall be the duty of State agencies to make such records available to the Secretary.

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PESH Injury Log Posting

Employee Injury and Illness Recordkeeping Information and Forms:

- *Log of Work-Related Injuries and Illnesses:* [SH900](#)
- *The Annual Summary:* [SH 900.1](#)
- *Recordkeeping rule:* [Part 801](#)
- *Instructions for Recording and Reporting Public Employees' Occupational Injuries and Illnesses:* [SH901](#)
- *Injury and Illness Incident Report:* [SH900.2](#)

Please click here to obtain a printable version of the [Public Employees Job Safety and Health](#)

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[Protection poster](#). You must conspicuously post this in your workplace.

[Frequently Asked Questions on PESH Requirements](#)

901.32

(b) An officer of the employer or the highest ranking official working at the establishment or place of maintenance of the records must certify that he or she has examined the SH 900 Log and that he or she reasonably believes, based on his or her knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

(c) The employer must post a copy of the annual summary in each establishment in a conspicuous place or places where notices to employees are customarily posted. The employer must ensure that the posted annual summary is not altered, defaced or covered by other material.

(d) The employer must post the summary no later than February 1 of the year following the year covered by the records and keep the posting in place until April 30.

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Pesticide Report

ECL Article 33, Title 12

The Pesticide Reporting Law (PRL) requires the annual submission of reports by February 1 of each year, detailing pesticide activities for the prior calendar year. Certified Commercial Applicators and Technicians and Commercial Permittees (including Importers, Manufacturers and Compounders) are required to submit the annual reports.

Info:

<http://www.dec.ny.gov/chemical/27506.html>

Annual Report Link:

http://www.dec.ny.gov/docs/materials_minerals_pdf/form26.pdf

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Annual Haz Waste Report

The Division of Solid & Hazardous Materials distributes hazardous waste annual reporting forms and instructions every January to more than 3,000 hazardous waste generators and treatment, storage, and disposal facilities that may be required to file an annual report with the Department. The annual report on a facility's generation and management of hazardous waste during the previous calendar year is due to the Department by March 1 each year.

All sites that receive the request from DEC are required to file at least the Site ID Form and the Hazardous Waste Regulatory Fee Information Form. Additional sites must report if they meet any of the following conditions:

- (a) The site generated in any single month 1,000 kg (2,200 lbs) or more of RCRA or New York State hazardous waste; or
- (b) The site generated in any single month, or accumulated at any time more than 1 kg

- (2.2 lbs) of RCRA acute hazardous waste (see Definitions, page 27); or
- (c) The site generated in any single calendar month, or accumulated at any time, more than 100 kg (220 lbs) of spill cleanup material contaminated with RCRA acute hazardous waste.

Info:

<http://www.dec.ny.gov/chemical/8770.html>

Instructions and forms will be updated on that page. Links to training are also provided on that page.

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Regulatory Prgrm Fee - Haz Waste

Hazardous waste generators are charged annual regulatory program fees in New York State (both base and surcharge fees). Annual invoices are sent by the Department to all TSDF's and to all required generators. Payments are sent to DEC. See: <http://www.dec.ny.gov/chemical/9099.html>

Regulatory Program Fees

Regulatory program fees were established in 1983 through Article 72, Environmental Conservation Law (ECL), which authorizes the Department of Environmental Conservation to collect regulatory fees and penalties from certain public and private facilities required to have air, water (SPDES), hazardous waste and waste transporter permits and from hazardous waste generators. Hazardous waste regulatory fees were amended in 2003, 2004 and 2010. The following are charged annual regulatory program fees in New York State:

- Hazardous waste generators
- Hazardous wastewater generators
- Treatment, storage and disposal facilities (TSDFs)

TSDF fees are assessed according to facility type and the amount of hazardous waste managed.

Annual invoices are sent by the Department to all TSDF's and to all required generators. Payments are sent to DEC. Of the revenue collected, 15% is transferred to the environmental protection fund not to exceed \$2.1 million, 71% is transferred to the Hazardous Waste Remedial Fund's Industry Fee Transfer Account, and the balance is used to fund other environmental quality program needs. The Hazardous Waste Remedial Fund's Industry Fee Transfer Account is used to pay 50 percent of the debt service associated with the 1986 Environmental Quality Bond Act (EQBA) bonds used for the remedial program.

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Tier II Reporting

Title III of the Superfund Amendments and Reauthorization Act of 1986, Section 312, Public Law 99-499, codified at 42 U.S.C. Section 11022.

Owners or operators of facilities that have hazardous chemicals on hand in quantities equal to or greater than set threshold levels must submit either Tier One or Tier Two

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form by March 1.

Thresholds:

- For Extremely Hazardous Substances (EHSs) designated under Section 302 of Title III, the reporting threshold is 500 pounds (or 227 kg.) or the threshold planning quantity (TPQ), whichever is lower.
- For all other hazardous chemicals for which facilities are required to have or prepare an MSDS, the minimum reporting threshold is 10,000 pounds (or 4,540 kg.).

There are many exclusions and special calculation instructions.

Send either a completed Tier One form or Tier Two form(s) to each of the following organizations:

1. State Emergency Response Commission (see next column for address)
2. Local Emergency Planning Committee.
3. The fire department(s) with jurisdiction over your facility.

EPA Info:

<http://www.epa.gov/emergencies/content/epcra/tier2.htm#inst>

SEMO page:

<http://www.semo.state.ny.us/programs/SERC/tier2.cfm>

New York Tier II Reporting Requirements

Tier II Administration:

New York State Emergency Response Commission
1220 Washington Avenue, Building 22, Suite 101
Albany, New York 12226-2251
Phone: 518-457-8900

Special Instructions for NYS: New York is requesting facilities to use Tier2 Submit 2008 and submit electronically. Please see New York's special instructions at -

<http://www.semo.state.ny.us/programs/SERC/tier2.cfm>

April 1, 2019

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QA Quarterly Report to REMSCO for Public Access Defibrillation Program

<https://www.health.ny.gov/professionals/ems/policy/07-04.htm>

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State Agency Env Audit

**** Due Date is Estimate ****

Section 3-0311 of the Environmental Conservation Law requires all New York State agencies and certain public authorities and public benefit corporations, to conduct environmental self-audits of their operations for each State Fiscal Year (April through March). The State Agency Environmental Audit Law was subsequently amended in 1991. In amending the Law, the Legislature declared that: "The operation of state entities

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should set an example for the state municipalities, private citizens, and businesses by strictly adhering to the provisions of the environmental conservation law.”

Link to NYS State Agency Environmental Audit (SAEA) Material:

General Information <http://www.dec.ny.gov/about/783.html>

SAEA Part I [Introduction, Air Resources, Fish, Wildlife & Marine]

http://www.dec.ny.gov/docs/permits_ej_operations_pdf/saeagman1.pdf

SAEA Part II [Lands & Forests, Mineral Resources, Environmental Permits]

http://www.dec.ny.gov/docs/permits_ej_operations_pdf/saeagman2.pdf

SAEA Part III [Solid & Hazardous Materials, Water, Environmental Remediation, Regulatory Fees]

http://www.dec.ny.gov/docs/permits_ej_operations_pdf/saeagman3.pdf

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Annual Emissions Stmt

6 NYCRR Part 202-1 An annual emissions statement is required for

- (1) any owner or operator of a facility located in New York State which is determined to be a major source as defined in Subpart 201-2 of this Title for all or any part of such calendar year; and
- (2) any owner or operator of a facility located in an ozone non-attainment area which emits NOx or VOCs equal to or greater than 25 tons during any such calendar year.

Please note: There may be other reporting requirements contained in the conditions of the air permit under which the facility operates (e.g., cap certifications, quarterly or semi-annual monitoring reports). Those reports are generally due based on the date of the permit.

Registered facilities are also required to maintain records to document compliance, but frequently do not have formal periodic reporting requirements (unless they are also regulated under special regulations such as EPA's MACT standards).

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Department of Taxation and Finance.

Information: <http://www.dec.ny.gov/chemical/9099.html>

Form TP-550: http://www.tax.ny.gov/pdf/current_forms/haz/tp550_fill_in.pdf

Instructions: http://www.tax.ny.gov/pdf/current_forms/haz/tp550i.pdf

June 1, 2019

Saturday

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MS4 Annual Report

Municipal Separate Storm Sewer Systems (MS4s) - annual reporting and certification

40 CFR Part 122 and NYS GP-0-08-002

The annual reporting period ends March 9 of each year. The annual report must be received in the Department's Central Office, electronic or hard copy, no later than June 1 of each reporting year. If electronic, submit in accordance with procedures set forth by the department. If mailed, send to the address below:

NYS DEC "MS4 Coordinator"
Bureau of Water Permits
625 Broadway, 4th Floor
Albany, NY 12233-3505

Failure to submit the annual report and MCC form (Part V.D) shall constitute a permit violation.

July 1, 2019

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Form R Report

ECL, Article 37, Title 3, 37-0303 and 37-0305, Government Agencies Reporting of Toxic Chemical Releases

Annual Report on the chemicals manufactured or used in the identified facilities and the annual amount of these chemicals released and otherwise managed in on- and off-site waste management facilities. Facilities are required to submit reports for more than 650 designated toxic chemicals. NYS State Agencies are subject to the stricter provision of the Government Agencies Reporting of Toxic Chemical Releases, which includes SUNY.

EPA Toxic Release Inventory Program: <http://www.epa.gov/tri/>

NYS Toxic Release Inventory: <http://www.dec.ny.gov/chemical/8434.html>

Note: SUNY campuses have previously reported that they do not trigger the reporting requirements (12,500 lbs for manufacturing or processing, or 5,000 pounds for otherwise use, of a listed chemical). A report is only required if that threshold is exceeded.

July 1, 2019 Continued

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PCB Annual Document Log 40 CFR 761.180

Facilities storing certain volumes or number of PCB containers, transformers, capacitors, waste, or other PCB equipment are required to prepare a written annual document log by July 1, for the previous calendar year. The annual document log must be maintained for three years and must include information on: manifested and stored PCB waste; an inventory of PCB equipment; and records of proper waste disposal inquiries.

EPA PCB FAQ Document: <https://www.epa.gov/pcbs/polychlorinated-biphenyl-pcb-question-and-answer-manual-and-response-comment-documents>

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QA Quarterly Report to REMSCO for Public Access Defibrillation Program <https://www.health.ny.gov/professionals/ems/policy/07-04.htm>

July 15, 2019

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Instructions: http://www.tax.ny.gov/pdf/current_forms/haz/tp550i.pdf

September 15, 2019

Sunday

All Day

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Information: <http://www.dec.ny.gov/chemical/9099.html>

September 15, 2019 Continued

Sunday

Form TP-550-MN: http://www.tax.state.ny.us/pdf/2006/misc/tp550mn_606.pdf

Instructions: http://www.tax.state.ny.us/pdf/2010/misc/tp550i_810.pdf

October 1, 2019

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HEOA (Clery) Annual Report

The Handbook for Campus Safety and Security Reporting (Clery Handbook) 2016

<https://ifap.ed.gov/eannouncements/attachments/HandbookforCampusSafetyandSecurityReporting.pdf>

Higher Educational Opportunity Act – Fire Safety (10/29/09)

§668.49 Institutional fire safety policies and fire statistics.

(a) Additional definitions that apply to this section.

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death: Any instance in which a person—

(1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or

(2) Dies within one year of injuries sustained as a result of the fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Value of property damage: The estimated value of the loss of the structure and contents,

in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

(b) Annual fire safety report. Beginning by October 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report that contains, at a minimum, the following information:

- (1) The fire statistics described in paragraph (c) of this section.
- (2) A description of each on-campus student housing facility fire safety system.
- (3) The number of fire drills held during the previous calendar year.
- (4) The institution's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility.
- (5) The institution's procedures for student housing evacuation in the case of a fire.
- (6) The policies regarding fire safety education and training programs provided to the students and employees. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.
- (7) For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
- (8) Plans for future improvements in fire safety, if determined necessary by the institution.

(c) Fire statistics.

- (1) An institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning—
 - (i) The number of fires and the cause of each fire;
 - (ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;
 - (iii) The number of deaths related to a fire; and
 - (iv) The value of property damage caused by a fire.
- (2) An institution is required to submit a copy of the fire statistics in paragraph (c) (1) of this section to the Secretary on an annual basis.

(d) Fire log.

- (1) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the

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fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire.

(2) An institution must make an entry or an addition to an entry to the log within two business days, as defined under §668.46(a), of the receipt of the information.

(3) An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.

(4) An institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in paragraph (b) of this section.



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Instructions: http://www.tax.ny.gov/pdf/current_forms/haz/tp550i.pdf

November 1, 2019

Friday

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DERA Annual Report

The campus reports (and the reports from prime contractors of the campus) are compiled by the Office for Capital Facilities and forwarded as a SUNY-wide report. (The report due date from campuses will be before the November 1 due date to the DEC.)

Part 248 Use of Ultra Low Sulfur Diesel Fuel and Best Available Retrofit Technology for Heavy Duty Vehicles

[Application for Waiver of BART \(PDF\)](#) (181 kB)

[Regulated Entity and Contractor Vehicle Inventory Form](#) (Excel). * To be completed on an annual basis and submitted with the Regulated Entity and Contractors Annual Report Form below. Completion of the inventory form will also meet the Part 248-7.1 Record Keeping Requirements.

[Regulated Entity and Contractors Annual Report Form](#) (Excel). * Form to be completed and submitted annually for calendar years 2010 and subsequent. Contractors shall provide their report to their regulated entity (State agency/public authority).

[Heavy Duty Vehicle/Engine Useful Life Waiver Form \(PDF\)](#) (14 kB)

Regulations are at:

Part 248: Use of Ultra Low Sulfur Diesel Fuel and Best Available Retrofit Technology for Heavy Duty Vehicles

[Subpart 248-1Definitions](#)

[Subpart 248-2 Applicability](#)

[Subpart 248-3 Compliance Requirements](#)

[Subpart 248-4 Waiver Provisions](#)

[Subpart 248-5 Vehicle And Equipment Labeling Requirements](#)

[Subpart 248-6 Reporting Requirements](#)

[Subpart 248-7 Recordkeeping Requirements](#)

[Subpart 248-8 Contractor Compliance Requirements](#)

[Subpart 248-9 Right of Entry](#)

[Subpart 248-10 Non-Compliance](#)

[Subpart 248-11 Severability](#)

[Part 249: Best Available Retrofit Technology \(BART\)](#)

[Part 250: Miscellaneous Orders](#)