

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-09-001
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TITLE: EHS Meeting & Training: Planning and Food Guidelines	Approved: Title: <i>Louis DiBernardinis</i> Director, EHS
SOP Author: Melissa Kavlakli, Nadia Morrison & Jessica Van	

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EHS Meeting Roles & Responsibilities

(Procedures above & beyond MIT Procurement and Accounting Office requirements)

EHS Director: (Lou DiBerardinis)

Responsible for the scope and schedule for EHS Office. May initiate purchases and reviews for financial approval. Needs to approve purchase and notify Program Administrator for processing.

EHS Deputy Director:

Coordinates scopes and schedules within area of concern. Responsible for the scope and schedule within their programs. Detects and addresses cross-linkages between programs. May request and initiate purchases. Needs to approve purchase and notify Program Administrator for processing.

Program Administrative Assistant:

Coordinates all program financial requests by processing purchase requisitions. Arranges approved meeting requests and purchases approved meeting food.

Compliance with Institute Meeting Policies and Procedures

As a minimum, EHS personnel will comply with Institute policies and procedures regarding conduct of meetings. In addition to compliance to Institute policies and procedures, there is Approval Process, see Project Approval Process: Summary Sheet page 3. Failure to follow these processes will cause delay in requests.

The Institute CAO policies on meeting expenses are found at:

http://vpf.mit.edu/site/general_ledger_operations_reporting/policies_procedures/general_accounting/meetings_expense

Controllers Accounting Office meeting expenses statement, see Appendix 1

Also, all personnel are expected to follow a high ethical standard and good business practice whenever encountering a situation not specifically addressed by MIT policy.

Questions regarding policy and business practice compliance should be addressed to the EHS Director.

Planning an EHS Meeting:

- Check conference room(s) availability before selecting a date. Hold conference room if possible until final date and time are selected. Indicate if room is on “hold” waiting for confirmation.
- Based on conference room and key meeting attendees availability; send an email or contact attendees directly about list of possible meeting dates.
- Based on responses, select the date that best fits the majority if not all attendees. If attendees cannot attend any of the initial dates listed, select new dates or ask for general availability during a specific week.
- Once you have a date, *send a confirmation email* to all attendees with the date, time, and location and meeting agenda information, if possible. If agenda is not available yet, send with meeting reminder email.
- Book conference room and release other held dates if necessary.
- If administrative support is needed for meeting details be sure to give him/her plenty of notice so he/she can plan accordingly and it does not burden his/her workload; preparing materials, ordering food (if food is being offered at meeting see below for policy), setting up room.
- If you need administrative support to arrange for your meeting, provide him/her with: date, time, location, names of meeting participants and meeting topic. If date and time is not yet selected he/she will need a list of key participants, time frame of when the meeting should be held, how long you would like the meeting to be and if meeting should be held in the EHS office or closer to campus to book the appropriate room.
- *Send a meeting reminder with agenda to attendees within a few days of the meeting, not more than a week, but more than 1 day before the meeting.*

Planning an EHS Training:

- Check conference room(s) availability before selecting a date. Hold conference room if possible until final date and time are selected. Indicate if room is on “hold” waiting for confirmation.
- Based on conference room and instructor availability select a date for training.
- Book conference room and release other held dates if necessary.
- Once you have a date notify EHS Training Registrar of date, time, location and instructor of class so that class can be entered in the online training system for advanced online sign up.
- Training Registrar will notify prebooked trainees of class (ccing instructor) and remove them from the prebook list if necessary.
- Training Registrar will run a training report to obtain a list of trainees who need training and will notify them of class (ccing instructor).
- Training Registrar will send out training reminder to instructor and registered trainees of class the day before class is scheduled.
- Training Registrar will put roster and evaluation forms of class in instructor’s mailbox day before class.
- **Facilities training class (es)** cannot be put online for advance sign up and instructor will need to work with Facilities EHS Coordinator to notify appropriate group of training and remind them of training. EHS Training Registrar is not involved in the setup of these special audience classes.
- If administrative support is needed for training details be sure to give him/her plenty of notice so he/she can plan accordingly and it does not burden his/her workload; preparing materials, ordering food (if food is being offered at meeting see below for policy), setting up room.
- Be sure to provide training rosters of ALL training classes to EHS Training Registrar so credit can be given.

Meeting/Training Food Guidelines:

- Food/refreshments are NOT generally provided.
- Food/refreshments can be considered if:
 1. Early meeting/training making undo demands on participants
 2. Lengthy meeting/training generally longer than 2 ½ hours during lunch time
 3. DLC or Non-EHS participants are attending a special event or extended meeting
- **Approval:** Director, EHS Office and/or Managing Director, EHS Programs
--Financial authorization by Personnel Administrator, EHS
- **Ordering:** Program Administrative Assistant will do ordering. A minimum of 24 hour notice is needed to not incur rush charges from vendors. Date, time, location, and number of meeting/training attendees is needed at time of request as well as any refreshment preferences and/or allergies.
--If food is being ordered for a specific EHS Program Meeting (i.e. CAB/ESCRO, RPC, Institute Council, etc.), use the appropriate Cost Object number.
*****Must provide recycle containers in the room.**

To substantiate the business purpose of the meeting/training expenditures, departments are still required to provide the following Documentation:

1. The purpose of the meeting/training (i.e., content of discussion).
2. A list of the attendees (names or group association) present at the meeting/training.
3. Itemized receipts with requests for payments.
4. The date and location of the meeting/training, if it is not self-evident.
4. Forward all delivery receipts to Program's Administrative Assistant for filing.

These documents shall be kept on file with the Personnel Administrator, EHS.

Guidelines to Reserving Rooms Outside of the EHS Office:

- If a meeting needs to be held outside of the EHS Office, due to: space, availability, or convenience for attendees, refer to the following sites for Conference Rooms or Classrooms located around campus:
 - Building E25: http://web.mit.edu/hst-admin/www/HST_Scheduling/Reservations_Home.html
 - Building 46 (click on reservations link): <http://web.mit.edu/bcs/aboutbcs/>
 - Rooms not booked by the schedules office: <http://web.mit.edu/registrar/www/schedules/not.html>
 - Classroom reservations: <http://web.mit.edu/registrar/classrooms/reserve/index.html> (actual reservation site) and <http://student.mit.edu/roominv/roominv.cgi> (list of classrooms with descriptions & pictures)
- If you need administrative support to reserve a room outside of the EHS Office, be sure to give him/her plenty of notice so he/she can plan accordingly and it does not burden his/her workload; provide him/her with the date, time, number of attendees expected at meeting/training. If any electronic equipment is needed in the room, refer to the *Audio Visual Equipment* Administrative SOP, EHS-03-007.4. If date and time is not yet selected he/she will need a list of key participants, time frame of when the meeting/training should be held, and how long you would like the meeting/training to be.

Appendix 1

Meeting Expenses:

The Controller's Accounting Office and the Office of Sponsored Programs have reviewed the process of determining the allowability of meeting expenses. To be consistent and to simplify the process, beginning August 1, 2000, the following changes in general ledger accounts have been made:

- All food and beverage expenses for meetings will be charged to one general ledger account - 421000. The description on this general ledger account will be changed from **Meetings Unallowable** to **Meetings - Food and Beverages**. General ledger account 421000 should be used for the purchase of all food and/or beverages associated with a meeting. Expenses that are categorized in this general ledger account **will not** be recoverable from the Federal Government unless they are allowed by the specific award.
- The current general ledger account 421010 - **Meetings Allowable**, will be changed to **Meetings - Materials and Supplies**. General ledger account 421010 should be used for materials and supplies that are purchased for meetings. Expenses that are categorized in this general ledger account **will be** recoverable from the Federal Government unless they are not allowed by the specific award.

Procurement and the Controller's Accounting Office will continue reviewing invoices and requisitions to ensure the meeting expenditure is MIT business related. For direct charges to WBS elements, care should be taken by the DLC that the specific charge is allowable on the sponsored project to which the charge is being made.

To substantiate the business purpose of the meeting expenditures, departments are still required to provide the following:

1. The purpose of the meeting (i.e., content of discussion)
2. A list of the attendees (names or group association) present at the meeting
3. Itemized receipts with requests for payments
4. The date and location of the meeting, if it is not self-evident.

For questions or concerns, please contact Paul Arsenault on x3-7903 or e-mail him PJARSEN@MIT.EDU