

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-03-007.1
	Date Issued: 08/14/03
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	Approved:
TITLE: Administrative Support for General EHS Functions	Title: <i>Louis DiBerardinis</i> Director, EHS
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EHS Administrative Policies and Procedures	Personnel Administrator
N52 Facility Questions	Personnel Administrator
Attendance	Personnel Administrator
Keys/Pagers/IDs/Cell phones	Personnel Administrator
Parking	Personnel Administrator
Conference Rooms/Audio Visual Equipment/Supply Room	Receptionist/EHS Admins.
Mail	Receptionist
Screen calls	Receptionist
Order Office Supplies	Receptionist
Order Lab Supplies	Receptionist
Petty Cash	Sr. Admin. Assist.
Medical Surveillance	BSP Admin.
Maintain EHS Staff Roster	Receptionist
Maintain EHS On-Call Roster	RPP Admin.

Support EHS Director	Personnel Administrator
Support EMP/SP/IHP	Receptionist
Support RPP	RPP Admin. Assist.
Support BSP	BSP Admin. Assist.
Support EHS-MS	Sr. Admin. Assist.

Support MIT Radiation Protection Committee	RPP Admin. Assist.
Support MIT Institutional Biosafety Committee	BSP Admin. Assist.
Support MIT Toxic Chemical Committee	Receptionist

Other issues:

1. Central Files	Receptionist
2. Library	Receptionist
3. Kitchen	Receptionist