

EH&S permit coordinators will assume responsibility for all work described in this plan as related to the permit. When the primary coordinator is not available, the other EH&S coordinators will assume the responsibility .

- **Confined Space**

- ◇ Kelly Donovan/Steve Endres

- **Fire Protection Impairment**

- ◇ Mark Gialanella/Jim Rea

- **Hot Work**

- ◇ Mark Gialanella/Jim Rea

**Permits may be authorized by the following groups/individuals:**

- **Confined Space:**

- ◇ EH&S Staff
- ◇ Emergency Response Team (ERT) – Select Members
  - ✦ Chuck Paffie
  - ✦ Chris Lewis
- ◇ Marty Curtis, Central Heating Plant

- **Fire Protection Impairment:**

- ◇ EH&S Staff

- **Hot Work:**

- ◇ EH&S Staff

### How to reach us

EH&S is located on the first floor of the Health Service Building. Office hours are Mon - Fri 8am - 4pm.  
Phone: 607-777-2211 Fax: 607-777-4444

Kelly Donovan, *Environmental /Contractor Safety Coordinator*

Phone: 607-777-6834

Email: donovan@binghamton.edu

Stephen Endres, *Industrial Hygienist and Safety Trainer*

Phone: 607-777-7012

Email: sendres@binghamton.edu

Mark Gialanella, *Fire Protection Specialist*

Phone: 607-777-2005

Email: mgialane@binghamton.edu

James Rea, *Fire Protection Specialist*

Phone: 607-777-4177

Email: jrea@binghamton.edu

Joanne Frederick, *Secretary*

Phone: 607-777-2211

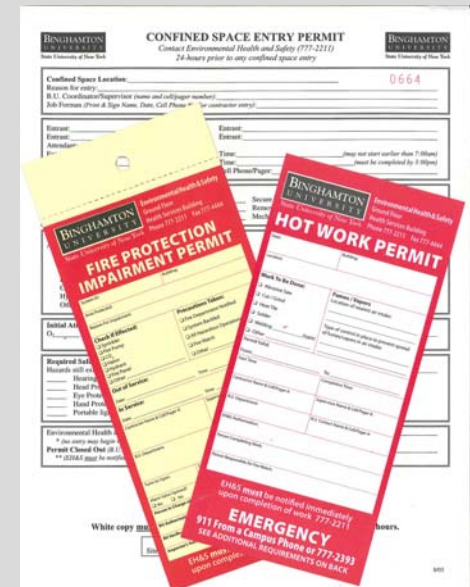
Email: jlfreder@binghamton.edu

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## Permit Process:

- ◇ **Confined Space**
- ◇ **Fire Protection Impairment**
- ◇ **Hot Work**



<http://www.binghamton.edu/ehs/>

607-777-2211



## CONFINED SPACE PROCEDURE

Permit requests must be submitted a minimum of 24 hours in advance for all scheduled work. Permits requested less than 24 hours in advance may cause a delay in your starting the work.

- ◇ For all non-scheduled work, the permit must be faxed (777-4444) or delivered to EH&S PRIOR to the start of work.
- ◇ Special arrangements must be made  
IN ADVANCE  
for times other than 7am – 3pm, Mon-Fri.  
Contact EH&S (777-2211)
- ◇ No work can begin until the permit has an authorized EH&S signature.
- ◇ EH&S will review and approve faxed permits. Requestors who fax permits must immediately call EH&S (777-2211) to confirm approval.
- ◇ EH&S will send a Rave Alert to ERT with permit information.
- ◇ Upon completion (no later than 3pm) of the confined space entry, EH&S shall be immediately notified (777-2211) that work is complete and all workers have exited the space.

## FIRE PROTECTION IMPAIRMENT

Permit requests must be submitted a minimum of 24 hours in advance for all scheduled work.

- ◇ For all non-scheduled work, the permit must be faxed (777-4444) or delivered to EH&S **PRIOR** to the start of work. All faxed permits will be reviewed by EH&S Fire Safety staff.
- ◇ The length of the permit shall not exceed the limits described below:
  - Standard work -Daily
  - Special circumstances-at the discretion of EH&S
- ◇ EH&S will notify Vestal Fire Department and UPD of any impairments exceeding one day duration.
- ◇ EH&S shall conduct site inspections based on the following criteria:
  - Random Spot Checks
  - Known hazard areas
  - Known IAQ areas
  - Recent or past history of inability or unwillingness to follow proper permit protocols
  - Complaint
  - Special Circumstances
- ◇ Upon work completion and reactivation of the system, EH&S shall be immediately notified (777-2211).

## HOT WORK PERMIT

Permit requests must be submitted a minimum of 24 hours in advance for all scheduled work.

- ◇ For all non-scheduled work, the permit must be faxed (777-4444) or delivered to EH&S PRIOR to the start of work. All faxed permits will be reviewed by EH&S Fire Safety staff.
- ◇ The length of the permit shall not exceed the limits described below:
  - Standard work -Daily
  - Shops-Quarterly
  - Special circumstances-at the discretion of EH&S
- ◇ EH&S may conduct site inspections based on the following criteria:
  - Random Spot Checks
  - Known hazard areas
  - Known IAQ areas
  - Recent or past history of inability or unwillingness to follow proper permit protocols
  - Complaint
  - Special Circumstances
- ◇ Upon completion of the hot work, return permit to EH&S in person or through campus mail.

**NOTE:** If this work impacts any fire protection device (e.g. sprinkler, fire alarm system, halon system, etc) a separate

“Impairment Permit” is also required.