Handbook for Contractors and Vendors

Applies to All USA Facilities

Revised March 2026

Scope: To be provided prior to bid award and/or contractual assignment.

Contractor/Visitor Safety: At USA, safety is a top priority. The prevention of adverse events and their correct handling are two important aspects of the USA's Safety Program. An adverse event is any happening that is not consistent with the routine academic and/or service operations of the campus, Advising, Safety & Environmental Compliance, Risk Management, and the Project Management Team of the potential and adverse events supports the intent of this program.

How to report an adverse event or safety issue: Notify the University Project Manager/point of contact and the Safety & Environmental Compliance office and/or police department.

Emergency Information

Should there be a need for a contractor (or USA employee) to request emergency response from others the following procedures should take place:

From any office, in-house phone, or cell phone dial **"251-460-6312"** for USA Police

When answered provide one of the following:

For a life-threatening injury call 911 – (provide details as to your location and the medical emergency)
For an active FIRE – activate the closest pull station and call 911 stating – Fire location
RACE:
Relocate anyone from the area
Announce/Activate the fire alarm
Confine/Close all doors
Extinguish the fire

To use a fire extinguisher (see PASS in this document):
Pull the pin
Aim at the base of the fire
Squeeze the handle
Sweep at the base of the fire
Do not put empty or partially used fire extinguishers back in cabinet. Notify the facility point of contact that the fire extinguisher needs to be serviced and reason for its use.

For non-life-threatening emergencies requiring medical attention proceed to the nearest urgent care facility or the University of South Alabama Free Standing Emergency Room facility.

Security/Safety

1. All contractors/vendors may be required to wear a university issued identification badge showing that they are authorized to access specific restricted campus facilities. Badges, if required, will be provided by the coordinating Project Manager or Facilities

Management Department. All badges must be returned to the assigning office at the end of the day. Contractor and or vendor representatives will be escorted and monitored when working in restricted access areas.

2. USA Police provides 24/7 services to the campus. USAPD may be contacted by dialing 251-460-6312.
3. In the event Safety & Environmental Compliance personnel are needed on site, dial 251-460-7070.

General dress code is dependent on the job function or area where the work is to be performed. Employees and contractors are expected to avoid unprofessional or unsafe types of clothing such as sleeveless shirts and overly baggy clothing. Attire that allows unnecessary exposure is regarded as inappropriate.
Clothing must be clean and neat when working inside an occupied facility.

- There are areas on the USA campus that may have more restrictive dress code guidelines that are unique to their function, example: Stadium only USA's collegiate branding.
- Questions about attire should be directed to the associated university project manager and/or facility's point of contact.

Post-accident testing

A contractor's employee who is injured or has caused injury to another person, has a safety incident involving damage to property or equipment during the course of work may be subject to drug and/or alcohol testing.

Miscellaneous items

4. **Absolutely no interactions with students**. Photographing and video recording of students, staff or faculty is prohibited. Failure to follow requirements will likely result in expulsion from campus.
5. Contact list for foreman & supervisors to be provided to USAPD prior to starting work for any projects lasting longer than two weeks.
6. Always be aware that dust, debris, water or equipment can fall into the space below your work area.
7. All mechanical chase-ways do not always end on the ground floor.
8. Do not use red or yellow bagged trash containers when working in healthcare settings.
9. You must control access to work areas at all times – students and/or staff may or may not know that it is an active constructive area. This will require signs, barricades, etc.
10. Use of elevators – Students, visitors and patients come first.
11. You cannot carry debris or materials on the elevator with Faculty, Students and/or Visitors. Protect elevator cab with moving blankets.
12. There should always be a clear passage through construction areas, move equipment to the side.
13. Fire extinguishers must be available and properly inspection tagged. Know where they are located

* If you are planning to use a chemical or project that gives off fumes (odor) notify the Project Manager or University point of contact before use (the ventilation system may need to be shut-off). Copies of associated Safety Data Sheets must be available on-site prior to commencing work. Do not leave open containers in work areas. Also do not leave paint brushes in thinner or anything open that will give off an odor. Work may require coordination on dates while areas are vacant and or closed.

11. You must seal, with fire resistant caulking material, all penetrations into a fire, smoke or rated corridor wall. Contact Safety and Environmental Compliance office before installing ceiling tiles for an above ceiling inspection. (Campus only)
12. Construction Barriers are necessary for a reason do not damage or remove sections or perform work outside of these barriers without authorization.
13. All construction waste must be transported in covered containers while moving within occupied facilities.
14. Only use designated bathroom facilities and vacuum clothing if dust covered prior to leaving work outside of these barriers without authorization.
15. Use tack mats, vacuum, mop, and clean the work area entrances and exits often to eliminate tracking debris outside construction areas.
16. Do not remove or compromise the dust barriers within a construction area.

Contractor responsibilities for infection control precautions in or adjacent to clinical spaces

General cleaning and dust control requirements for all types of projects

1. All nonessential equipment must be removed from the area prior to the beginning of a major construction projects to avoid contamination.
2. Use appropriate barriers to contain dust and debris inside of work site. For projects taking place in a single room with minimal dust, closing the door to the room is appropriate. Other projects will require additional means of dust containment (e.g., portable vinyl enclosure units, taped stationary full-height polyethylene sheet barriers, sheetrock walls with inclusion of full-height polyethylene or sheetrock barriers above ceilings.) Construction area signs must be posted at the entrance.
3. Temporary construction barriers and closures above ceilings shall be dust tight.
4. Activities generating large amounts of dust will require the strongest barriers and a means for negative airflow with HEPA filtration to assist with containment. The bigger the project and the higher the mount of dust generated, the more stringent the controls and barriers must be to contain dust and debris within the worksite.
5. For most small scope projects, wet sanding of drywall will be required or units with dust collection systems.
6. Maintain manpower and equipment, including wet mops, buckets, and clean damp rags for cleaning fine dust from floors and other existing surfaces in or adjacent to occupied areas exposed to dust.

7. Clean as the project progresses. Clean up any dust or debris before it is tracked outside of construction area. Clean at the end of each workday before leaving work site. Any debris or dust tracked outside of the construction area must be cleaned up immediately.
8. Dust partition in place where necessary, no open holes, accessibility to construction area restricted.
9. Machinery turned off when unattended, **Remove Keys.** Utilize Lock Out Tag Out system when equipment necessary.
10. Monitor for water leaks.
11. Check for proper storage of chemicals or other hazardous materials. Provide a copy of inventory to Safety and Environmental Compliance Office.
12. Check for odors of smoke or fumes or other fire hazards.

The contractor is responsible for complying with all interim life safety measures, as required.

1. Ensuring exits provide free and unobstructed egress. Personnel shall receive training if alternative exits must be designated. Signage may be temporally modified.
2. Ensuring free and unobstructed access to emergency services and for emergency response personnel.
3. Ensuring fire alarm, detection, and suppression systems are not impaired. A temporary, but equivalent, system may be provided when any fire system is impaired. Temporary systems must be inspected and tested monthly. Notify USA's Fire Marshal anytime system will be impaired #251-460-6676.
4. Ensuring temporary construction partitions are smoke tight and build of noncombustible materials.
5. Providing additional firefighting equipment and use training for personnel (as necessary).
6. Smoking and the use of tobacco products are NOT authorized on any University owned or leased property, including construction/renovation work sites.
7. Develop and enforcement of storage, housekeeping, and debris removal policies and procedures that reduce the flammable and combustible fire load to the lowest level necessary for daily operations.
8. Increased Safety tours of building, grounds, and equipment with special attention to construction areas, construction storage, field offices, and excavation.
9. Training of personnel and other mitigation (document below) when structural or compartmentalization features of fire safety are compromised (as necessary).
10. Excessive debris removed.
11. Overhead protection provided, if necessary.
12. Protruding nails, wires, etc. removed.
13. Fire watch initiated (if necessary).

An ILSM assessment form is available and should be completed in coordination with the Safety Officer, Facilities Management Representative, Project Manager, and the University Fire Marshal (AHJ).

Additional Fire Drills
When the facility is under ILSM the Safety Officer and/or Fire Marshal will ensure that any additional fire drills are conducted. (As needed)

Fire watch/safety

- The Project Manager and Contractor will be responsible for establishing a dedicated fire watch person who has no other duties except to perform and document the fire watch.
- The contractor is responsible for the notification of the Project Manager, if you are working in an area where you are unsure if the fire detecting system is activated or impaired.
- The contractor is responsible for supplying fire protection equipment (fire blanket) if sparks or hot particles will be dropped on a flammable substance (insulation, etc.) and completing a Hot Work Permit.
- The contractor is responsible for having the properly serviced fire extinguisher within 15 ft.
- The University Fire Alarm Technician will be notified 24 hours ahead of time when fire detection or sprinkler systems need to be inactivated. Fire Marshal is to be notified when any fire alarm system is impaired or non-functioning. USAPD will be notified by the Fire Alarm Technician and may be required to conduct close patrols around the facility.

If you start a fire or smoke condition: Try and put the fire out by using standard P.A.S.S. procedures. Notify the University Police Dispatch at 251-460-6312 even if you put the fire out. If an unsafe condition is detected, notify the USA Safety and Environmental Compliance Department immediately #251-460-7070.

Code Enforcement Review

The Project Management Team and Safety and Environmental Compliance office may perform a code enforcement review with or without the vendor to determine compliance code & safety requirements associated with the project or work. The University follows all applicable local, state, and federal regulations and will consult with the University's Fire Marshal - Authority Having Jurisdiction (AHJ) as necessary to ensure full compliance. The University as a State Institution is not subject to City Ordinances and or Codes. Alabama's Department of Construction Management, Alabama Public Health and USA's Fire Marshal (AHJ) are responsible for code enforcement.

Confidentiality

No information concerning patients, physicians, associates, volunteers or the hospital/health system is to be given to others.

Dig permits – See DocRoute Form and Guidelines attachment(s) A & B

Fire Alarm – Central Plant office phone number is (251)460-7047 (72-hour notice)

Outage Request – Central Plant office phone number is (251)460-7047 (72-hour notice)

MS4 Requirements

Introduction

The MS4 Permit requires the University to implement an ongoing program to detect and eliminate illicit discharges and improper disposals to the MS4. According to 40 CFR 122.26(b)(2), an Illicit Discharge is defined as follows:

"Illicit Discharge means any discharge to a municipal separate storm sewer that is not composed entirely of storm water except discharges pursuant to a NPDES permit (other than the NPDES permit for discharges from the municipal separate storm sewer) and discharges resulting from firefighting activities."

Prohibition of Non-Storm Discharges

Section (p)(3)(B)(ii) of the Clean Water Act specifically requires an effective prohibition of non-storm water in the University's MS4 Permit. According to the MS4 Permit, the following discharges, whether discharged separately or commingled with municipal storm water, are not authorized:

A Non-Storm Water and Industrial Storm Water discharges of non-storm water or any storm water discharges associated with industrial activity, except where such discharges are regulated by a separate NPDES permit (or the discharges have been applied for such permit).

Allowable Storm Water Discharges

The University may allow, in accordance with 40 CFR 122.26(d)(2)(iv)(B)(1) and Part 1.B.2 of the University's General Permit No. ALR040060 certain non-storm water discharges to the MS4. The Storm Water Management Program shall identify any non-storm water discharges allowed under this paragraph:

- Water line flushing.
- Landscape irrigation.
- Diverted stream flows and uncontaminated ground water infiltration.
- Uncontaminated pumped groundwater and infiltration defined as water other than waste water that enters a sewer system, including foundation drains, from the ground through such means as defective pipes, pipe joints, connections, or manholes. Infiltration does not include and is distinguished from inflow.

- Uncontaminated pumped groundwater.
- Discharges from portable water sources.
- Foundation drains.
- Air conditioning condensate.
- Irrigation water (not consisting of treated, or untreated, wastewater).
- Rising ground water.
- Springs.
- Water from crawl space pumps.
- Footing drains.
- Lawn watering runoff.
- Individual residential car washing, to include charitable car washes.
- Residual street wash water.
- Discharge or flows from firefighting activities (including fire hydrant flushing).
- Flows from riparian habitats and wetlands.
- Dechlorinated swimming pool discharges, and
- Discharges authorized and in compliance with a separate NPDES permit.

Prohibited Storm Water Discharges

The following discharges are not authorized by this permit:

- Discharges that are mixed with sources of non-storm water unless such non-storm water discharges are in compliance with a separate NPDES permit or determined by the Department not to be a significant contributor of pollutants to waters of the State.
- Storm water discharges associated with construction activity as defined in 40CFR Part 122.26(b)(14)(x) or 40 CFR 122.26(b)(15) and subject to Alabama Department of Environmental Management (ADEM) Code r. 335-6-12.
- Storm water discharges currently covered under another NPDES permit.
- Discharges that would cause or contribute to instream exceedances of water quality standards.
- Discharges of any pollutant into any water for which a Total Maximum Daily Load (TMDL) has been approved or developed by EPA unless the discharge is consistent with the TMDL.
- Illicit discharges, including spills, of oils or hazardous substances, from responsibilities and liabilities under state and federal law and regulations pertaining to those discharges.
- The discharge of sanitary waste water through cross connections or other illicit discharges.
- The illicit discharge of hazardous cleaning supplies/materials.

Everbridge Mass Notification Opt-in Nixle Process

Everbridge platform that will enable individuals working on campus that are not traditional USA campus employees or students to sign up for Everbridge alerts. Example: Aramark, Research Park tenants and others such as USA Health System.

Text USAALERT to 888777 and sign in. This feature will also offer email notifications in addition to text messages. The individual will remain in the notification group until they decline the notifications. No limit to the number of individuals that can register. Registration will expire at the end of the year.

This information will be utilized by the Project Mgr. or USA Contact for initiating an electronic Dig Permit via USA's DocRoute System.

Scope: The guidelines apply to all excavation projects to be performed that are (**18 inches or greater in depth**) on university properties involving USA departments and/or outside contractors. When working within five feet of a building the 18 inches or greater rule will not apply.

Description of Work
Reason for excavation; _____.

Project starting date: _____ Project ending date: _____

Sketch or plans attached defining location and depth of excavation:

The requesting applicant must also stake out or otherwise mark the work area.

Any planned utility outage associated with this project?

A 48-hour (2 working days) notice must be provided to the Central Plant Department and to the Safety and Environmental Compliance Department.

Utility type: (Check if YES)
Electrical ☐ Data/Telecommunications ☐ Gas Line ☐ Water ☐
Other (specify) _____

Type of Excavation: (Check if YES)
Bore ☐ Trench ☐ Pavement/Sidewalk Cut ☐ Ground Surface ☐

Type of Shoring to be used if need: _____.

Type of equipment to be used for excavation: _____.
Dimensions of proposed excavation:
Length: _____ Width: _____ Depth: _____

Proposed Traffic Control: (Check if YES)
Detour: ☐ Lane/Sidewalk Restriction ☐ Barricade Equipment Type: ☐