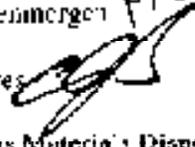


Division of Agriculture

Policy and Management Guidelines Memorandum 95-1  
Issued February 11, 1995

**POLICY AND GUIDELINES MEMORANDUM**

To: Unit Heads  
From: P.K. Siebenmorgen   
To: C.J. Seifres   
Re: Hazardous Materials Disposal Charges

Date: February 11, 1995

The Experiment Station has an agreement with the Physical Plant to pick up and dispose of hazardous waste materials. The charges incurred by units in Agriculture for this service will be billed to the Director's Office. Physical Plant will then provide a breakdown of the charges so that they can be distributed to the responsible units.

I received the first "breakdown" recently, and it included charges dating back to June 1993. Because there is no record that this charge has been communicated to the departments, the Director's office will absorb the costs. However, please be aware that effective immediately, the charges for this service in the future will be billed to the "user" units. Please take this into account, as appropriate, in developing your budgeting for the next fiscal year. The attached Policy and Management Guidelines Memorandum effects this policy on January 1, 1995.

xc: Dr. Daniels

TITLE: HAZARDOUS MATERIALS DISPOSAL CHARGES

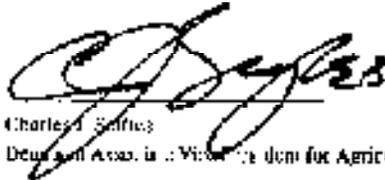
APPLICATION: Units (academic departments, research and extension centers, institutes and centers) requiring periodic pickup and disposal of hazardous wastes.

RATIONALE: Physical Plant, as a service, picks up and disposes of hazardous waste materials. The charges for this service are charged to the Director's office, becoming an off-the-top budget item. This essentially is spread across all units, regardless of use of the service. The charges should be distributed to the users.

STATEMENT: Charges incurred by the Agricultural Experiment Station for picking up and disposing of hazardous waste materials will be charged back, on a prorated basis, to the user units as they are incurred.

ISSUED: February 11, 1995 retroactive to January 1, 1995

APPROVAL



Charles J. Selfridge  
Dean and Associate Vice President for Agriculture Research

2.16.95

Date