

RUTGERS

Institutional Planning
and Operations

FY22

ONE SHARED
DIRECTION



SUPPORTING TODAY, ENVISIONING TOMORROW.

ABOUT THE COVER

The cover graphic is a salute to the people of IP&O. Through their individual roles, their collective effort moves us forward.



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SUPPORTING TODAY, ENVISIONING TOMORROW.

With roughly ten percent of the Rutgers workforce, Institutional Planning and Operations (IP&O) is Rutgers University’s largest business division. Our seven functional areas unite under a common purpose: “Supporting Today, Envisioning Tomorrow.”

From its northernmost location in High Point State Park to its southernmost in Cape May, IP&O’s mission is to do everything possible to ensure that Rutgers University can fulfill its objectives.

Be it a maritime dredging operation, or the design and construction of a modern and functional facility for engineering students, athletes, researchers, or clinical care, IP&O is at the helm from start to finish. IP&O employees maintain the university’s buildings and properties. They perform custodial work and keep our grounds beautiful and litter free. They remove snow from our walkways, lots, and roads. Our Public Safety units are highly trained to respond promptly when emergencies occur and work to proactively educate the community. Our transportation unit provides bus service and parking for the Rutgers Community and for major events.

Environmental Health and Safety provides Rutgers comprehensive and professional health, safety, and environmental services. Our Mail Services group routes millions of letters and hundreds of thousands of packages annually.

Of our 2,600 talented and committed employees, some are highly visible. Others work tirelessly, often behind the scenes, to develop the university’s future state: one that aligns with the new business models for higher education, including technological advances that are changing the delivery of education. Synchronous classrooms, for example, cut down on student travel time and allow students to take, and participate, in classes in a remote lecture hall.



INVESTING IN OUR FUTURE



Our employees are our greatest ambassadors. In a challenging hiring landscape, providing our employees with additional job training and opportunities is a win for all of us.

As we began FY22, a major fallout from the pandemic affected us, as well as most businesses across the country: a pared down workforce due to a nationwide phenomenon coined, "The Great Resignation". The term refers to the multitude of people leaving their jobs since March 2020.

There are many theories behind why so many people left the workforce, but whether it was due to COVID, retirement, better opportunities, or burn-out, the landscape changed, and IP&O—having lost over 500 employees since the pre-COVID era—along with countless businesses and universities, was forced to change with it.

Knowing that retention is always key to maintaining a consistent and content workforce, IP&O has always offered growth opportunities for its employees. In FY22, however, our Strategic Services group focused on enhancing existing employee development programs and introducing new programs. Our goal in FY22 was to reinforce an important message to our employees: this is not just a job; you can develop a career at Rutgers. We are proud to say that these initiatives have garnered a great deal of interest among our employees.

Our employees are our greatest ambassadors. In a challenging hiring landscape, providing our employees with additional job training and opportunities is a win for them and for all of Rutgers. As our employees excel they may tell others about Rutgers, thus helping us find qualified job candidates for open positions.



Our goal in FY22 was to reinforce an important message to our employees: this is not just a job; you can develop a career at Rutgers.



Franco Di Giacomo, Operating Engineer III, goes through the Welcome To IP&O session with the myPath Training and Employee Development group.

Under the Craft Trainee program, interested employees apply for positions in the trades: Plumbing, HVAC Mechanic, Electrician, and Carpenter. Successful applicants spend four years working alongside an experienced tradesperson to learn a craft. Candidates must also attend local trade schools in the evening and meet course requirements. At the conclusion of the four years, trainees have earned journeymen status. It is a time commitment, and there are always more applicants than available positions.



Electrician Jeff Manna shows Craft Trainee Sasha Alvarez how to maintain a generator on the Douglas Campus.

Craft Trainee and ESL

With the disruption from COVID behind us, our popular Craft Trainee program resumed and expanded in FY22. With the help of Strategic Services' Communications and Marketing group, myPath Employee Training and Development group, Employee Services, Facilities, and Business Services, Craft Trainee was able to expand, and for the first time, accepted a trainee in the Camden Campus.

Craft Trainee is open to all campuses, and this year, in addition to our trainee in the Camden Campus, we accepted three trainees in New Brunswick.

Another popular employee initiative, English as a Second Language (ESL) program, temporarily halted due to COVID, resumed in Fiscal 22. The program is offered on all campuses, and as with Craft Trainee, the enthusiasm for this offering is high, and there is often a waitlist for applicants.

Enhanced Employee Training and Development

In FY22, myPath Training and Employee Development rolled out Discover myPath and literally took the show on the road, visiting campuses, departments, and shops and explaining to employees how to optimize their careers at Rutgers. IP&O's Communications and Marketing group developed the branding for the myPath program and created awareness through periodic emails and shop monitor communications, as well as newsletter articles detailing how myPath can help employees advance in their career at Rutgers. Individual and confidential assistance for job advancement, including resume writing, mock interviews, and career advice are all available for staff. Many employees took advantage of these offerings shortly after the announcements went out. The myPath initiative provides a formalized program and excellent foundation on which our employees can grow their career aspirations.

The myPath Training and Employee Development group also rolled out two orientation programs in FY22, *Welcome to IP&O* and *Get to Know IP&O*. *Welcome to IP&O* is a full day session for new employees to learn about our vast division and how the synergies among each department support the greater university. The in-person orientation also enhances team building among our newest employees.

Get to Know IP&O is an informative web based training for current IP&O employees. It educates existing employees about all IP&O does, as well as the structure of the entire university. This training reinforces the division as a team working towards one common goal.

Automating Forms: Reducing Paper, Increasing Productivity

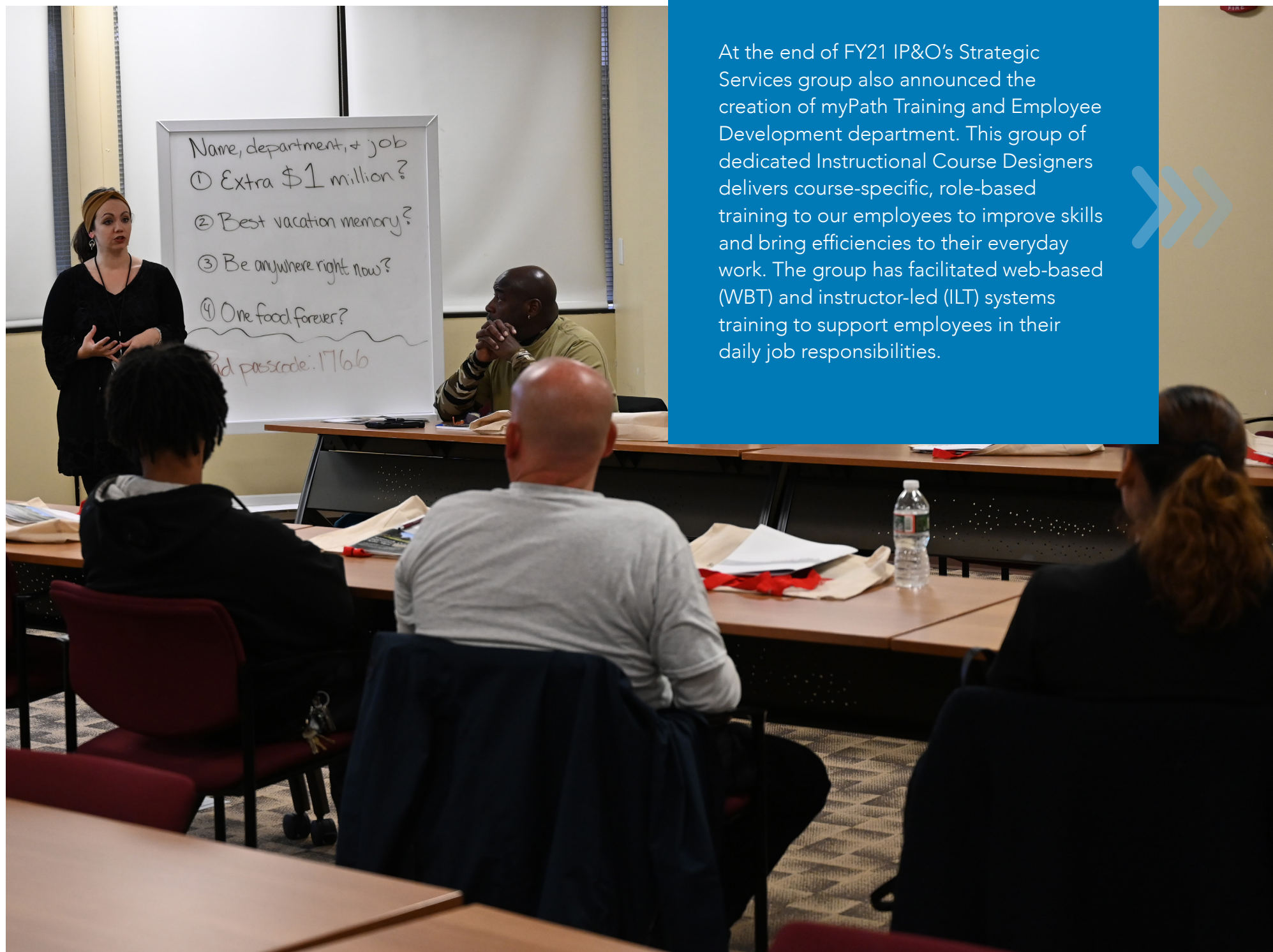
In addition to employee development, Strategic Services worked with IP&O's Employees Services group to automate processes and systems and create greater efficiencies. Among the new tools rolled out in FY22 was DocuSign. DocuSign forms are available for supervisors on the IP&O intranet. These forms are now in DocuSign: ROCS Posting Approval, Class 5 Authorization, Acting Appointment Approval Application, Employee Transfer, Shop Changes, and Resignation and Retirement Forms. Previously, email requests were sent to Employee Services to fulfill these functions. DocuSign formalizes these tasks and reduces the use of paper.

An Employee Verification database was also created for supervisors to better track employees who separate from the organization, change shops, or transfer. These efforts will help to maintain accurate records pertaining to the current status of all IP&O employees. Employee separations and transfers impact our training efforts, email distribution lists, and organizational charts. Employee Services, Payroll & Timekeeping, IP&O IT, and myPath Training and Employee Development are now easily notified of all reported changes.

Workflow Changes

Two major projects involving the restructuring of our service desk and the implementation of a new Project Management Information System were ongoing in FY22. At the end of FY21, our Integrated Work Management Systems (IWMS) group within Strategic Services oversaw the selection of e-Builder as the new Project Management Information System. FY22 focused on training and testing as the division gets ready to go live with this system in FY23. In addition, ServiceNow was selected as the vendor for the new IP&O work management system. ServiceNow is already employed in multiple areas around the university and will be the software driving our new Service Center.

The new Service Center will bring various call centers within IP&O onto a single platform, enabling our division to provide better service and obtain better data in the process.



At the end of FY21 IP&O's Strategic Services group also announced the creation of myPath Training and Employee Development department. This group of dedicated Instructional Course Designers delivers course-specific, role-based training to our employees to improve skills and bring efficiencies to their everyday work. The group has facilitated web-based (WBT) and instructor-led (ILT) systems training to support employees in their daily job responsibilities.

Instructional Course Designer, Jessica Garon presents during a *Welcome to IP&O* training session, held at 33 Knightsbridge.

UNIVERSITY PUBLIC SAFETY



RUPD Accreditation

Accreditation agencies help to confirm that our police departments are striving to be the best and bolsters confidence among the communities we serve, as well as fostering pride and continual goal setting among our employees. On July 16, 2021, at the start of FY22, the Rutgers University Police Department was awarded, for the fourth time, the CALEA Law Enforcement Accreditation. The CALEA Accreditation is a continuous process and serves as the foundation for a successful, well-managed, transparent and community-focused public safety agency. This award remains in effect for four years, with annual reviews.

In March, the Rutgers University Police Department successfully completed the annual web-based standards review by a Compliance Services Member (CSM) for the CALEA Communications Accreditation. The CSM review is a process designed to provide agencies with the highest level of service by providing continual reviews of policies and procedures as they relate to standards. The assessment confirmed the RUPD's ongoing compliance with applicable standards and consisted of a review of approximately 25% of the agencies standards. Following the review, it was determined that the RUPD's standards were in compliance with the best practices for Communications Centers.

Emergency Phone Project

An emergency phone installation project across all campuses began in FY22 with 29 new emergency phones installed on the Camden Campus. Interior, obsolete "ring-down" phones were removed. Signage for appropriate non-emergency Public Safety contact numbers for all campuses, and a QR code to download the RAVE Guardian app, or send non-emergency text messages, are now on display at these locations. This ongoing project will expand to the remaining campuses in FY23 with 60 phones scheduled for installment in Newark-RBHS, 60 phones at Rutgers-Newark, and 150 phones will be installed in Rutgers-New Brunswick/Piscataway.

Classroom Locking Mechanism Project

In collaboration with University Facilities, Public Safety's Identity & Access Management department began installing locking mechanisms in classrooms in FY22. Installation of locking mechanisms is an ongoing university-wide process. Newly installed locks are intended to enhance classroom security in an emergency. Training and related information were released in the annual university-wide [RUPD safety message](#). To date, 99 classrooms on the Newark and New Brunswick campuses have newly installed thumb latch locks.

Shared Services Emergency Communications Center

RUPD executed a Memorandum of Agreement (MOA) with the Borough of Metuchen for shared 9-1-1 emergency communications services. This is another example of the many partnerships Public Safety has established with our surrounding communities.



Advancing Women in Policing

The RUPD has signed on to join a coalition of police leaders, researchers, and professional organizations who are committed to advancing the representation and experiences of women in policing agencies across the United States. The 30X30 Advancing Women in Policing Initiative seeks to increase the representation of women in police recruit classes to 30% by 2030 and to ensure police policies and culture intentionally support the success of qualified women officers throughout their careers.



Office of Emergency Management

OEM partnered with Rutgers Athletics and the Command Control, and Interoperability Center for Advanced Data Analysis (CCICADA) to be part of the [Sentry Project](#) (Soft-target Engineering to Neutralize the Threat Reality) which will allow Rutgers Public Safety and Athletics to benefit from the research performed by this Center of Excellence.



From Left: Police Officer Shantia Stanley, Sergeant Lakiesha Minor, Police Officer Marie Bristol, Lieutenant Jamie Hendrix.

BUSINESS SERVICES



Material and Logistical Services

In FY22, the first 100% electric vehicle was deployed for mail service operations. A new GPS system was installed in our vehicles and is capable of providing analytical data to all gas-powered and electric vehicles to compare fuel usage and electrical usage.

The surplus purchasing process improved in FY22 with the introduction of a “Buy it Now” function for staff and faculty. “Buy it Now” functions as an online storefront created alongside our auction process. Typical auctions run for a week minimum, by having the Buy it Now option we can provide a seamless purchasing option to staff members that want to take an item home immediately while processing all of the payment and reporting through our auction vendor in a separate account.

Mail

After a realignment of our mail route, there was a 21% reduction in mail stops, which improved our delivery times. There was also an upgrade to the handheld tracking system technology that now provides better services and does not require syncing at the end of the day.

Records Management

With a modern and secure warehouse for record-keeping, as well as secure cross cut shredding services, our Records Management group secured six more departments that will now use their services rather than an outside vendor. In some instances some departments have achieved a cost savings of over \$500/year. In FY22 Shredding project requests as well as service bins have increased approximately 10%.

In FY22, Rutgers University Records Management has securely shredded over 190 tons of paper.



Customer Services Representative Alex Rincon delivers packages to the mail boxes on Busch Campus.

IT Helpdesk and Infrastructure Enhancements

IP&O IT implemented a new Virtual Infrastructure (VI) for the RBHS Newark Cogeneration Power Plant. The new VI supports Rockwell FactoryTalk (FT), SCADA, and Historian Servers and provides a high-level graphic user interface for monitoring power plant activity. The VI replaces stand-alone physical servers with a highly redundant multi-server environment, which will improve service availability and performance. The VI adheres to best practices from Microsoft Security Compliance Toolkit and guidelines from the National Institute of Standards and Technology (NIST).

IP&O IT also upgraded the RS2 Access Control Services to the latest support application version to provide a hardened access control infrastructure. The scope of this project was focused on enhancing the current infrastructure to meet the demands of the business while positioning for possible future cloud-based implementation.

IP&O IT and Rutgers--Camden IT are working together to provide support for RUPD Camden. IP&O IT recently transitioned all RUPD Camden computers to RAD and is now the first point of contact for all IT related issues. IP&O IT does not have a physical presence on the Camden campus and relied on dispatching a technician from New Brunswick for all onsite support. With the new arrangement, all basic day-to-day IT issues, such as print, monitor and computer problems, requiring onsite support will be assigned to Camden IT in ServiceNow. It will be tracked through from start to resolution by the IP&O Service Management Team. This will save considerable time and free our technicians for other tasks. All Public Safety vehicle and body cameras, mobile device computers (MDC), and specialty items requiring on-site support will still be handled by IP&O IT. The IP&O IT Department has implemented a cloud-based Project Management tool called SmartSheet to centralize all of its IT project activities from a central location.

A new tool was developed for Fleet Management to keep track of real time activity and help organize, manage, and coordinate work vehicle activities.



Retail Operations & Faculty Staff Housing

Advancing a digital first approach, including a "trade in" quote page, Departmental Purchase request page, and a Commuter Reward registration page, Retail Operations streamlined retail services and created a user-friendly experience. As a result, kite+key® Rutgers Tech Store saw an 83% increase in website traffic for online sales, resulting in over \$7 million total revenue across-the-board. There was also an increase of 25% in device repair through TeKCheK, Rutgers Computer Repair.

The Rutgers Cinema had its highest grossing film in history during FY22 with *Spiderman--No Way Home* selling over 11,000 tickets in under three weeks along with doubling the number of private events.

Faculty and Staff Short Term Housing increased 50% resulting in over \$1 million in revenue and an average occupancy rate of 93%. We continue to renovate apartment units because of the program's growth, and there are plans to add additional units to keep up with the demand. This increase would result in a total 59 units. An increased web presence, newly designed website, and online resources such as a Relocation and Renters Guide, are providing more value to the program and helping to ease the transition for new employees.

In-person, outdoor events returned to The Plaza at Livingston Campus in FY22. Over 500 students attended various events held throughout the semester. We obtained a 42% increase in website traffic and started a new Plaza Customer Loyalty Program to reward customers who shop at the Plaza retailers.



Supporting the Academic Mission: First Day® Program

The First Day® Program which provides digital delivery of course materials saw exponential growth in FY22. Services were expanded to the Camden campus for the first time, and in Newark, courses increased to 305 with over 6,800 students utilizing the program. This resulted in a total of \$477,344 student savings in textbook purchases. In New Brunswick, the program has been very successful with over 140% increase in courses, participation, and cost savings.

First Day is an inclusive access program from Barnes & Noble College that focuses on supporting academic success by making it easier for students to receive needed course materials. With First Day, students enrolled in participating courses get direct access to their digital course materials directly into Canvas, before the first day of class. Costs are included as a course material charge, saving students not only time at the beginning of the semester, but also providing students with an average dollar savings of 40-60%.



Rutgers University Golf Course, November 2022.

Golf Course

Over 30,000 rounds of golf were played on the course this season with the highest revenue generated in years including the highest revenue generated at our driving range (over \$100K).

Multiple projects that enhanced the Rutgers Golf Course were underway during FY22. Among these were upgrades to maintenance equipment, repairs to the Pro Shop exterior roof and pavement to improve drainage and accessibility, 75 tons of sand were added to the fairway and greenside bunkers to improve playability and drainage, and over 50 sprinkler heads were replaced to improve the irrigation system.

The Toro irrigation system controllers and central computer upgrade in March 2022 allowed us to be significantly more efficient in the amount of water we use on an annual basis. It also saved approximately 1.5 hours each day for the employee assigned to the task. In previous years, employees would have to turn the heads on and off manually as they were not connected to the old irrigation system. This investment reaped immediate benefits as the course maintained its yearly water allotment through the summer drought conditions and freed employees for other work.

Through advance purchase options offered by vendors for fertilizer and pesticides, the golf course saved approximately \$18,000 in FY22, which included the receipt of bonus products due to the early commitments.

All of these improvements contributed to excellent feedback from patrons, with many commenting on the efforts made to improve course conditions. Numerous golfers commented that the condition of the grounds at the golf course are even better than the surrounding public and private courses.

Transportation

Transportation is key to traversing the Rutgers campuses, and FY22 focused on expanding our services to support our community returning to Rutgers. The Department of Transportation Services (DOTS) is dedicated to providing equal access to all members of the university community. With help from student ambassadors and bus tip videos produced by IP&O's Communications and Marketing team, DOTS was able to effectively communicate transit service changes and updates to bus trips across our campuses. This year, DOTS has created an express route on the F line to provide quicker service between Cook/Douglass and College Avenue to accommodate the change in class schedules.

PD&D has also been instrumental in tracking data and assisting Transportation with creating new routes. With their collaboration, they have developed strategies to improve the bus system. They are currently working with consultants on traffic studies to identify problem areas and make recommendations for new traffic flows.

The newly implemented Bus Route Scenario Analysis Tool uses various data including schedules, building databases, shuttle information, and streetlights to identify high-level impacts. This will help communicate transportation operation changes to commutes, shuttle systems, and parking occupancies. Beyond offering a way to visualize the impact of transportation changes resulting from the pandemic, this tool gives the university the ability to make informed transportation policy and operating decisions in the future.

Through the university's Transportation Climate Action Group, faculty, staff, students, and community members are working on initiatives such as fleet electrification, alternate forms of transportation, expansion of the bicycle program and enhancing inter and intra campus way-finding, to name a few.

Kronos

A comprehensive upgrade of the Kronos Time Keeping System in FY22 included cloud hosting for the IP&O workforce as well as the addition of a number of major university units, including Rutgers Business School and Athletics that are using this platform to track their employees' time and attendance. Our Shared Service continues to increase across the university and IP&O now supports fourteen university units that utilize Kronos.

Parking System Assessment

A new customer service module, branded "DOTSHelp" debuted in FY22. The ServiceNow platform transforms our parking operations, and empowers our employees to address customer needs more efficiently. DOTSHelp addresses problems quickly and transparently. It provides a unique self-service experience with an embedded service catalog that empowers customers to look up a broad set of requests without having to speak to an agent. Since its implementation at the start of the Spring 2022 semester, DOTSHelp has received almost 24,000 cases, yielding a 72% customer satisfaction score YTD. With ServiceNow as part of our DOTS operations, we can utilize Key Performance Indicators to provide milestone targets for teams to gauge progress and obtain insights that aid our decision process. IP&O's IT group implemented ServiceNow's Customer Service Management (CSM Module) application for Parking Operations to automate the process of parking ticket management including appeals/refunds and general inquiries for Rutgers constituents.



PLANNING, DEVELOPMENT, AND DESIGN



IP&O's Planning, Development, and Design group continued its support of the university in a wide variety of areas, including space management, planning, real estate, environmental graphics and signage, design, codes and standards review, maps and GIS, interior design, archival management of document and building information, and project management associated with feasibility studies, grant applications, and master plans. Architecture and Planning interns were engaged and mentored as well.

PD&D FY22 Highlights

SPACE MANAGEMENT

- The Space Management team was able to accomplish the important goal of syncing its Archibus data with both Jaggaer and Oracle. Space Management staff worked with University Procurement Services to ensure that, moving forward, procurement data aligns with official space data gleaned from Archibus.
- Changes for the Archibus Lease Module were finalized, based on feedback from the Real Estate group.
- Archibus currently feeds databases for IP&O systems, Finance, Public Safety, OIT, University Scheduling, Facilities, Purchasing, SAS, and GIS.

PLANNING AND DEVELOPMENT

- The Real Estate team had an extraordinarily busy year, with new duties caused by new federal accounting regulations.
 - Evaluated 420 leases and provided required financial abstracts to the Controller's office for 175 of those leases, which qualified under the new GASB 87 accounting rules.
 - Total new leases: 44
 - Total amendments: 56
 - Total access agreements: 3
 - Completed purchases: 1 (45 Bleeker Street, Newark, NJ)
 - Early Lease Terminations negotiated: 3 with total savings of \$125,141.
 - Total lease terminations: 16
 - Tax Statements:
 - Further Statements: 179
 - Initial Statements: 2
 - Total Initial/Further Statements filed: 181
 - Annual Statements of Income and Expenses for Income Producing Properties filed: 20
- The Planning staff forged a strategic and strongly aligned integrated role with the Department of Transportation Services.
 - Conducted comprehensive student outreach effort related to university transportation, including surveys, intercept events, meetings, and [informational videos](#) to educate new students on navigating the bus system successfully.
 - Supported and participated in the sustainability efforts regarding Transportation initiatives.
- Progress was also made on the College Avenue Redevelopment Plan, with a specific focus on energy strategy and advancement of the Rutgers Climate Action Plan, and the Athletics Master Plan update
- The GIS team created a tool to convert geospatial data from GIS to CAD to fulfill requests for information from project managers, A/E firms, and other requestors
- Assisted the Rutgers University Foundation with preparation of designs and graphic information to engage with donors, including successful solicitation of a \$7 million donation for the for Elizabeth Blume Silverstein Plaza in Newark
- The University Landscape Architect's team, had a busy year including on our extensions, as well as our campuses.
 - 27 NJDEP Land Use and SESC Permits issued/approved
 - Oversaw design and construction of 150' of living shoreline at Aquaculture Innovation Center – 1st RU living shoreline to be completed
 - Collaborated with Grounds and SEBS' Landscape Architecture Department where students designed and installed plantings at McCormick/Winkler Residence Hall courtyard and modular paver walkway at Cook Office Building
 - Supported selection and purchase of recycled plastic site furniture at Livingston, Busch, College Ave, and Douglass Student Centers and on the RU-Newark Campus, which was a significant enhancement to student experience.

PD&D FY22 Highlights (continued)

ARCHITECTURE AND DESIGN

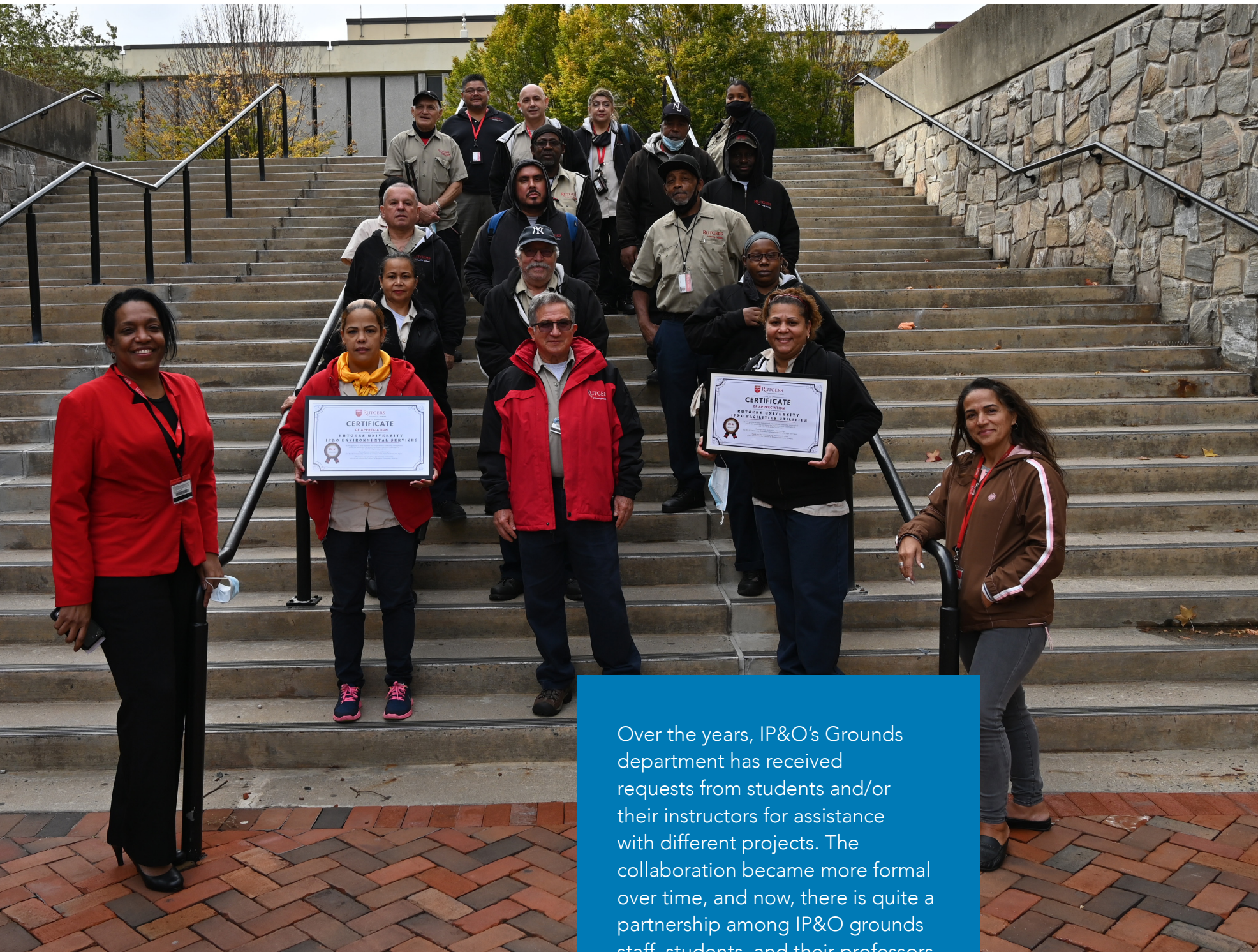
- The Office of Architecture and Design also had a busy FY22.
 - 87 feasibility studies, feasibility assessments, and grant application projects
 - Emphasis on DEI initiatives by providing assessments for building upgrades and all-gender restrooms to further the goal of Universal Design
 - Providing expert guidance for preservation and construction issues related to campus buildings and districts on the State or National Registers of Historic Places
 - Over 500 plan reviews were completed:
 - Total Reviews: 513
 - Large Projects: 172
 - Medium Projects: 95
 - Small Projects: 246
 - Advancing design and development of Rutgers Health in New Brunswick, as the first structure at the New Jersey Innovation and Technology Hub

Field Trips—Faces and Places

In addition to these highlights, Planning, Development, and Design undertook a series of “places and faces” trips. Like all areas of IP&O, Planning, Development, and Design is a statewide resource, but our staff spends much of their time in our offices at 33 Knightsbridge Road. To foster a better sense of engagement and enhanced relationships with internal university clients, tours were undertaken of recently completed projects on the RBHS campuses, Rutgers University--Newark, and Rutgers University--Camden. The Planning, Development, and Design team had an opportunity to experience the outcome of places designed while in the office, and meet in person those internal constituents who we support. The events were a huge success, and our clients have a better appreciation about the wide range of services offered, and perhaps most important, the university groups we support now know who to contact, and have a better working relationship with IP&O.



Brendan Torres, Manager of Planning and Development, and Rutgers Student Intern, Allan Pierre, looking over a land survey.



Over the years, IP&O's Grounds department has received requests from students and/or their instructors for assistance with different projects. The collaboration became more formal over time, and now, there is quite a partnership among IP&O grounds staff, students, and their professors. Read about it [here](#).

Yohanna Alcantara and Ana Rivera with their team, posing with the certificates awarded to them from Newark Human Resources for their dedication in dealing with the challenges related to the pandemic.



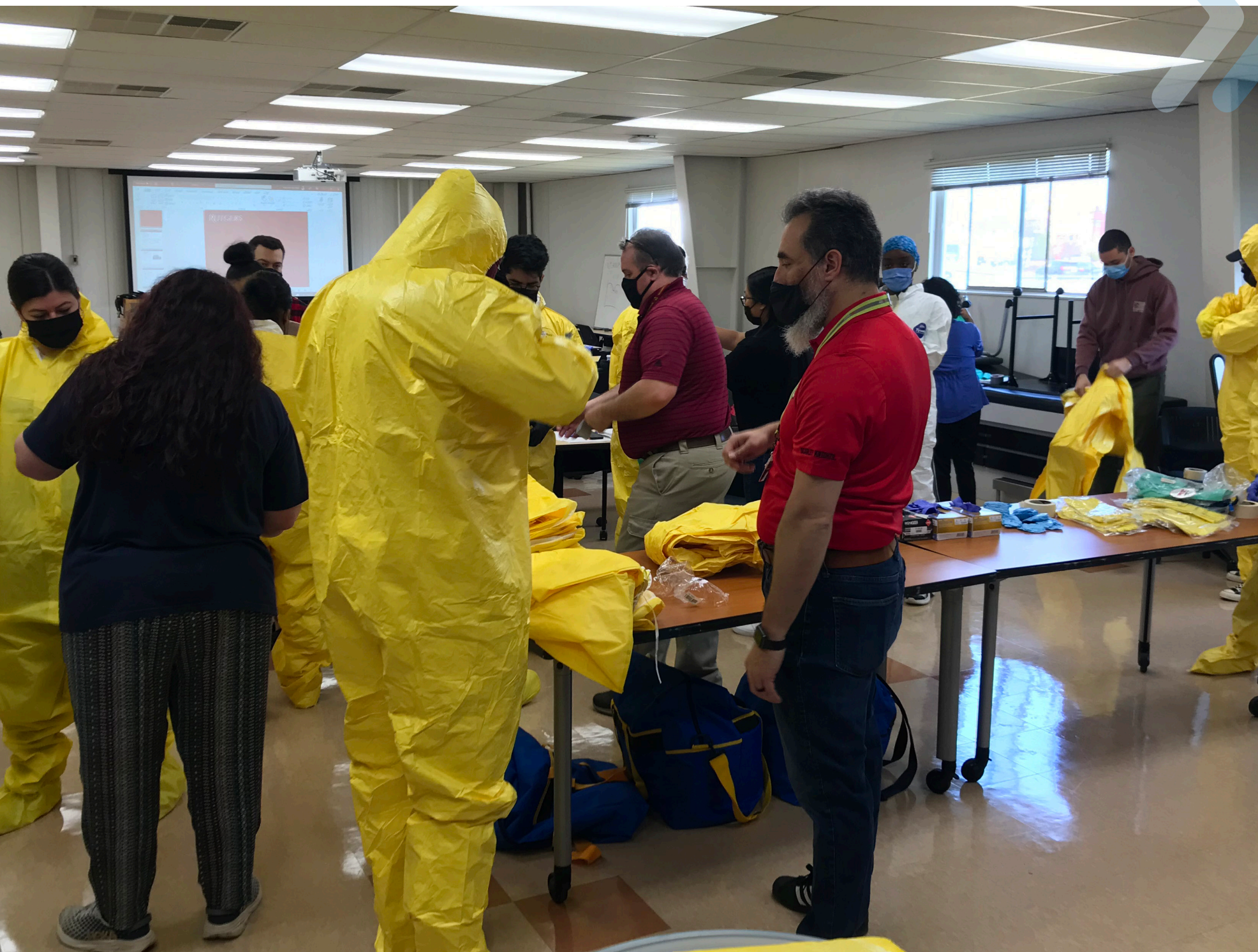
UNIVERSITY FACILITIES

University Facilities encompasses a wide range of stewardship activities including daily servicing of building and grounds, utilities and infrastructure, preventive maintenance, renovations and construction, events management, and environmental health and safety of all Rutgers University buildings, grounds, and infrastructure throughout the state. Facilities employees support the University 24/7/365 and assure the university has a safe environment and is compliant with codes, standards, and regulations.

Our Grounds team under University Facilities completed the Cook/Douglass Housing Patio Terrace project in FY22. The entire project was \$587,888 for construction and \$30,222 for A & E Services, total of \$618,110. The project involved new patios behind Katzenbach, Lippincott, Nicholas, & Woodbury Dorms, along with new landscaping & outdoor furniture.

Grounds also completed parking lot and road line striping on the New Brunswick/Piscataway campuses. Various parking lots & roads were restriped before the school year at a total cost of \$215,100.

Busch Housing sidewalk replacement/repairs was completed at a cost of \$150,749. Grounds also added a stone lot to the bus depot on Livingston Campus for the bus drivers to park, as well as new bike lane delineators on College Avenue.



Alex Ruiz conducting Hazwoper training with Earth and Environmental Sciences Newark.

Environmental Health and Safety

Rutgers Environmental Health and Safety is on the front line of response to weather emergencies, health emergencies and workplace, and community emergencies.

In FY22, REHS continued to support the university's response to the COVID-19 Pandemic. The group staffed a centralized employee immunization compliance group to provide tracking and compliance management for vaccinations. They managed testing and waiver requests, served as regulatory liaisons for complaint inspections, provided response to employee and representative bargaining units concerns, participated in accommodation requests, and participated in joint labor/management meetings. They held respiratory protection assessments, and training and fit-testing. The group performed over 4,500 fit-tests and continued to provide student transports to isolation/quarantine housing as they did in FY21.

Hurricane Ida's remnants in August 2021 were so severe that it caused unprecedented flooding throughout the Northeast. As part of university's overall emergency response to Hurricane Ida, REHS worked with University Facilities to address flooding and water damage concerns and remediation, response to hazardous materials concerns, and worked with research facilities to ensure continued safe operations.

REHS successfully decommissioned the Science Building on the Camden Campus and secured the termination of the Camden Radioactive materials license without restriction. The laboratories in the Science Building on the Camden Campus have utilized radioactive materials on every floor for over 50 years. The entire building had to be surveyed in a statistically significant manner to demonstrate to the NJDEP that it was safe for unconditional use. In coordination with, and assistance from, the Research Office at Rutgers University – Camden, the individual departments and Principal Investigators, the radiation safety group performed the surveys and generated the decommissioning report over the course of six months at a cost savings of about \$50,000 as opposed to using an outside decommissioning contractor. The final release of the site was secured at the close of FY22.



Education and training are important tools for informing employees, students and managers about workplace hazards and controls so they can work safely and be more productive. REHS provided training in over 50 different subject areas that included over 122 in-person training sessions and approximately 22,500 people (faculty, staff and students) trained. REHS provides and/or has the ability to provide training in English, Spanish, Chinese, Hindi, Polish and Russian.

REHS, with professionals from RUES and OEM, conducted an alternate spring break HAZWOPER training for Newark Earth and Environmental Science Students to assist them in their ability to obtain internships and bolster their resumes. The energy of all 24 participants was not the only highlight, as they also represent the true meaning of our "beloved community" at Rutgers, and all of them being first generation, immigrants, historically marginalized minorities or an underrepresented gender in STEM. This year's program also included a social event with the ASSP New Jersey Chapter highlighting the common interest groups that includes Women in Safety Excellence (WISE), Hispanic Safety Professionals (HSP) and Blacks in Safety Excellence (BISE) to provide a networking opportunity and to meet other emerging professionals.

A More Sustainable Rutgers

SOLAR POWER PURCHASE AGREEMENT

The University Facilities has engaged in a Solar Power Purchase Agreement (PPA) to install over 14 MW of solar canopies throughout the campuses. The estimated project cost is \$62 million dollars. The project is financed through DSD Renewables. In turn, Rutgers will purchase the energy from the canopies at about half the cost of purchasing from the utility companies. It will reduce the university's carbon footprint by an estimated 6,135 tCO₂e annually.



PSEG AUDITS

Working with Public Service Electric and Gas (PSEG) through their Engineered Solutions Program, University Facilities conducted energy audits of 108 buildings. The audits will be reviewed, and efficiency upgrades determined and installed in the buildings. PSEG will finance the estimated \$75 million project and pay down the return on investment by six years. Rutgers will be responsible for the remaining five years and will pay PSEG at zero percent interest. This project will decrease the university's carbon footprint, replace antiquated equipment, and decrease its deferred maintenance.

METER CALIBRATION AND REPLACEMENT

Each year, our Utilities group calibrates water meters 3" and above that are connected to water utilities throughout the university. Utilities also monitors electric, natural gas, chilled water, and heating hot water meters, for accuracy. Utilities is also working to expand sub metering at a building level.

PRESENTATIONS

Throughout the year our Utilities group gives presentations and tours. Topics have included water reclamation, energy and sustainability, and lowering emissions. The group also provides data and direction for various student projects throughout the year.



CLIMATE ACTION PLAN



Over the past fiscal year our Utilities group has been engaged with the Rutgers Climate Action Plan. Over the course of FY22 using data from multiple town hall meetings and internal meetings we established these goals:

- Achieve carbon neutrality by 2040 and become carbon-negative by the university's 275th anniversary in 2041.
- Reduce direct emissions from fossil fuel consumption 20% by 2030 and 100% by 2040
- Eliminate emissions associated with electricity purchased off the grid by 2030
- Reduce indirect emissions associated with commuting, travel, and the supply chain 30% by 2030
- Expand carbon sequestration by at least 2,000 tonnes CO₂-eq by 2030 and more thereafter
- Employ third-party offsets as a complementary strategy of last resort to address remaining emissions
- Use Rutgers' economic and institutional capacities to advocate for addressing the societal choices that underlie indirect emissions



Utility Infrastructure

The enormous task of running Rutgers’ utilities includes the maintenance and upgrades to our cogeneration and heating plants, as well as underground distribution lines and cooling systems. Here are some campus highlights from FY22.

CAMDEN

- Central Plant Seal Water Reclaim Skid
- Insulated valve jackets
- New chiller installation Armitage Hall
- System labeling upgrade ongoing project
- More campus buildings added to EMS for monitoring

NEWARK

- ACA/Cleanings completed at Cogen Boiler 1 and 2, SSB boiler 1&3, ICPH Boiler 1, RBL Boiler 1
- Annual Outage- All new valves and piping for Supply Pumps 1,2,3 in CHP, HTHW leak repairs on 8 different sites with all new valve replacements, Back up boiler connections installed at Olsen Hall, and Life Science. Woodward Hall new piping and valves
- Blumenthal Hall- New Steam Boiler and new piping
- RCC- New Heat Exchanger
- Woodward Hall- New Heat Exchanger
- Dana Library- new piping and new heat exchanger with all new pumps in mechanical room
- 187- New steam gen with new piping
- Ackerson Hall- all new chilled water lines throughout basement supply and return
- Life Science II- Omni tank Monitoring System for UST
- Titsworth Place to mitigate flooding in trouble prone areas.

NEW BRUNSWICK

- New LED lighting installed throughout plant
- New floor paint throughout
- HTHW pump bases painted and epoxied
- New Insulating Jackets installed on valves throughout
- New Insulation installed on piping
- Zone 1 piping rerouted
- Campus/Field air-line rerouted
- Low pressure PSEG gas-line removed
- New auxiliary air compressor installed behind boiler 3
- New water treatment testing station installed
- New 14” valves installed on Expansion Drums
- New natural gas-line heater installed
- New high pressure gas-line installed for boilers
- New gates installed for better safety and security
- New cameras installed for better safety and security
- 800’ of new 8” fire main ran to feed Alumni Cottage
- Hillside stabilization and headwall improvements at Cape May NJAIC facility
- Zone 1 high temperature hot water re-pipe from Cogen to Life Science manhole
- Piping installation for Camden seal water reclaim system to feed heating and cooling systems
- Storm drainage improvements along Davidson Road/ Titsworth place – hill stabilization along Ambrose creek, storm inlet and piping install along Titsworth Place to mitigate flooding in trouble prone areas.
- Restoration of redundant water loop feeding Livingston Quads through decommissioning of 550 feet of compromised 12” transite water main
- Waterproofing and drainage improvement project at 4 Silvers Apartments buildings

Project Services Major Accomplishments

Bruce & Phyllis Nicholas Engineering Student Projects Studio

Project Cost: \$7.3M / Project Size: 5,000 sf

Meeting spaces and workshops for student organizations to design and fabricate electric vehicles for intercollegiate competitions.

Center for Excellence in Addiction Research, Training & Treatment

Project Cost: \$1.025M / Project Size: 26,647 sf

Scope: Upgrade access control, telecommunications, signage, equipment.

SHI Stadium Lighting & Scoreboard Upgrades (\$2.4M)

Project Cost: \$2.4M

Scope: Upgrade the existing SHI Stadium lights with LED Lights. Includes an upgrade to the scoreboard and its sound system.

Hale Center Football Renovations

Project Cost: \$4.8M

Scope: The Recovery Suite, Project Area A, spa-like feel and will highlight Rutgers’ strong emphasis and investment in player health and recovery. The Players’ Lounge, Project Area C, on the second floor include a video wall for screening games, multiple screens for e-gaming, arcade games, golf simulator, card tables, ping pong, pool table, and kitchenette area.

UBHC 2B Inpatient Psychiatric Unit

Project Cost: \$3.625M / Project Size: 7,000 sf

Scope: Inpatient Unit Renovation.

Vivarium – Additional Electric (\$200K)

Project Cost: \$200K / Project Size: 10,000 sf

Scope: Additional circuits to support added lab equipment.

MSB Level B Student Lounge

Project Cost: \$260K / Project Size: 2,660 sf

Scope: Student Lounge Renovation.

EOSHI Roof Renovations

Project Cost: \$1.6M / Project Size: 19,900 sf

Scope: Replace the roofing system.

IFNH Office Fit-Out Feasibility Study Test-Fit Options

Project Cost: \$1.05M / Project Size: 2,350 sf

Scope: Provide private offices and open plan spaces for systems furniture workstations. New partitions, doors, borrowed lights, ceilings, finishes, HVAC distribution, power, lighting, IT, and fire protection.

SOP Mass Spectrometer Lab#402

Project Cost: \$1.05M / Project Size: 2,350 sf

Scope: Renovation of Lab to house spectrometer Relocate current lab functions to Room 309/311.

SHP SSB & 300 Lecture Hall Upgrade

Project Cost: \$1.05M / Project Size: 5,000 sf

Scope: Provide full demolition, carpentry, finishes, millwork, roofing repair, exterior glazing systems, mechanical, electrical and fire protection (MEPS), for the alterations of Lecture Halls room 200 and 300.

45 Bleeker Street

Project Cost: \$1.6M / Project Size: 2,000 sf

Scope: Purchase and renovate brownstone to be new home of Newark HR Office.

Golden Dome

Project Cost: \$416K / Project Size: 12,000 sf

Scope: Remove and replace flooring throughout and paint.

Admissions

Project Cost: \$2M / Project Size: 4,000 sf

Completed fit out of new Admissions space for the Newark Campus.

Deck1

Project Cost: \$2M / Project Size: 235,000 sf

Scope: Design and construction of structural repairs throughout the structure.

Olson Hall

Project Cost: \$325K / Project Size: 20,000 sf

Scope: Exterior Renovation renovations cleaning, repairing, recaulking, and resealing the exterior.

University-Wide Services FY22 Overview



Codes and Standards

Permits Issued	374
Permit Fees	\$581,449
Inspections	798
Plan Review Fees	\$734,698
Number of Elevators	460
Elevator Inspection Fees	\$256,500
Elevator Inspections	920
Total Project Costs	\$68,079,525
Generated Revenue	\$419,291

Emergency Services

Emergency Response Calls for Service	14,620
Emergency Medical Services Calls for Service	2,032
Psychiatric/Medical Related Incidents	179
Fire System Bureau	10,422
Fire Inspections	9,799
Defensive Driving and CPR Training	1,685
ESO Life Safety Inspections	4,296
Emergency Response Major Incidents	563

Environmental Health and Safety

Grant Reviews and Approvals	387
IBC Protocol Approvals	492
IACUC Protocol Reviews	912
Respirator Fit Tests	2,040
Fume Hoods Surveyed	1,664
Laboratory Audits	2,910
Radiation Inspections	471
Medical Waste Disposal (tons)	230
Solid Waste Collected for Reuse (lbs)	102,260
Batteries Recycled (lbs)	2,476
Hazardous and Radioactive Materials Pickups	2,479

Identity and Access Management

Card Readers	5,500
Total ID Card Print Activity	61,647
Photo Approvals	25,963
Add Access Requests	36,438
Remove Access Requests	23,103
Scheduling Requests	3,594
Add Users to Database Requests	317

Mail Services

Packages Delivered	232,678
Processed Regular Incoming Mail	1,984,840
Walk-Up Customers/Window Services	7,812
Outgoing Metered Mail	631,342
UPS Packages Sent Out for Students	1,764
Email Inquiries Answered	9,672

Material and Logistical Services

Moves (Variety of Sizes)	312
IP&O Warehouse Services	16,353
Surplus Requests Completed	1,911
Surplus Assets Received	55,724
Total GPS Vehicles	699
Total Uniform Orders Placed	1,662
GovDeal Auction Sales Count	603
GovDeal Auction Sales Total	\$401,647
Fleet Services Work Order/PM Repairs	2,123

Records Management

New Boxes Received	4,912
Records Requests	2,768
File Returns	984
Flat Box/Barcode Label Requests	4,961
Total Boxes Stored in 7 Kilmer	169,420

Shredding Services

Boxes Shredded from 7 Kilmer	4,962
Boxes Shredded from University Offices	1,103
Project Shredding Barrels Serviced	840
Scheduled Shredding Service	11,509
Total Amount of Paper Shredded (lbs.)	511,010

Parking and Transportation Services

Parking Stalls	35,014
Annual Parking Permissions	86,434
Parking & Transportation Budget	\$27,500,000
Annual Parking Tickets	496,92
Bus Ridership	4,414,405

University Police Department

9-1-1 Calls	42,439
Non-Emergency Calls	303,540
Alarm Signals Logged	481,412
Text-to-9-1-1	241
Computer Aided Dispatch for Service	200,408
Programs Involving Minors Registered	40
Protection of Minors Training Completions	5,410



IP&O AT A GLANCE



CAMDEN

Housing

Number of Beds (Fall '21)	860
Occupancy % (Fall '21)	68%
Number of Beds (Spring '22)	860
Occupancy % (Spring '22)	61%

Buildings and Maintenance

Total Number of Buildings	47
< 10,000 GSF	26
10,001 – 25,000 GSF	7
25,001 – 50,000 GSF	2
> 50,000 GSF	12
Total Gross Square Footage	1,498,491
Total Acreage	30
Current Replacement Value	\$1,465,830,117
Current Deferred Maintenance Liability	\$314,053,866

Police

Calls for Service	28,287
Community Education	5
Police Incident Reports	814

Utility Infrastructure

Current Replacement Value	\$122,293,974
Current Deferred Maintenance Liability	\$25,074,204
Total Waste (tons)	246
Municipal Solid Waste (tons)	4,964
Recycling (tons)	51

Work Orders

Work Orders	4,684
Service Calls	268
Total	4,952



NEW BRUNSWICK

Housing

Number of Beds (Fall '21)	16,088
Occupancy % (Fall '21)	80%
Number of Beds (Spring '22)	16,088
Occupancy % (Spring '22)	81%

Buildings and Maintenance

Total Number of Buildings	666
< 10,000 GSF	375
10,001 – 25,000 GSF	118
25,001 – 50,000 GSF	82
> 50,000 GSF	91
Total Gross Square Footage	17,349,143
Total Acreage	5,957
Current Replacement Value	\$17,791,261,116
Current Deferred Maintenance Liability	\$3,071,878,848

Police

Calls for Service	44,389
Community Education	38
Police Incident Reports	2,860

Utility Infrastructure

Current Replacement Value	\$1,899,646,398
Current Deferred Maintenance Liability	\$521,771,025
Total Waste (tons)	10,136
Municipal Solid Waste (tons)	4,964
Recycling (tons)	5,172

Work Orders

Work Orders	55,035
Service Calls	24,140
Total	79,175

IP&O AT A GLANCE



NEWARK

Housing

Number of Beds (Fall '21)	1,993
Occupancy % (Fall '21)	57%
Number of Beds (Spring '22)	1,993
Occupancy % (Spring '22)	53%

Buildings and Maintenance

Total Number of Buildings	43
< 10,000 GSF	14
10,001 – 25,000 GSF	3
25,001 – 50,000 GSF	1
> 50,000 GSF	25
Total Gross Square Footage	3,283,775
Total Acreage	39
Current Replacement Value	\$3,020,865,225
Current Deferred Maintenance Liability	\$534,443,280

Police

Calls for Service	22,287
Community Education	60
Police Reports (Newark/RBHS Combined)	1,439

Utility Infrastructure

Current Replacement Value	\$140,400,534
Current Deferred Maintenance Liability	\$35,588,073
Total Waste (tons)	328
Municipal Solid Waste (tons)	152
Recycling (tons)	176

Work Orders

Work Orders	7,289
Service Calls	4,294
Total	11,583

RBHS

Housing

Number of Beds (Fall '21)	460
Occupancy % (Fall '21)	76%
Number of Beds (Spring '22)	460
Occupancy % (Spring '22)	73%

Buildings and Maintenance

Total Number of Buildings	51
< 10,000 GSF	7
10,001 – 25,000 GSF	13
25,001 – 50,000 GSF	5
> 50,000 GSF	26
Total Gross Square Footage	6,317,015
Total Acreage	137
Current Replacement Value	\$7,294,141,683
Current Deferred Maintenance Liability	\$1,190,028,627

Police

Calls for Service	21,960
Community Education	60
Police Reports (Newark/RBHS Combined)	1,439

Utility Infrastructure

Current Replacement Value	\$554,077,635
Current Deferred Maintenance Liability	\$89,923,506
Total Waste (tons)	1,696
Municipal Solid Waste (tons)	910
Recycling (tons)	786

Work Orders

Work Orders	18,645
Service Calls	11,241
Total	29,886

Regulatory, Statutory and University Policy Mandates



Accident Prevention and Reduction

- OSHA 29 CFR 19104
- Review all accident reports; initiate accident investigations as necessary

Regulatory Training

- Provide regulatory required training in over 50 different subject areas. Train approximately 22,500 people (faculty, staff and students) yearly. Provide and/or has the ability to provide training in English, Spanish, Chinese, Hindi, Polish and Russian.

Environmental Health and Safety Incident Response

- Reporting to appropriate agency

Health and Safety Requests OSHA 1910

- Workplace Assessments & response to appropriate agency

Asbestos Inspection, Sampling, and Abatement

- N.J.S.A. 34:5A et seq., N.J.A.C. 8.59, 29 CFR 1910.1200 & N.J.A.C. 12:100-7 40 CFR 763

Regulatory Committees

- 40 federal, state, local regulatory committees as required by regulation

Right to Know (RTK)

- Hazard Communications (N.J.S.A. 34:5A-1 et seq., N.J.A.C. 8:59, 29 CFR 1910.1200 & N.J.A.C. 12:100-7)

Regulatory Liaison for State & Federal Agencies

- As required

Health and Safety Programs

- OSHA & PEOSHA (CFR 1910, CFR 1926)

Drone Use

- FAA-14 CFR Part 107

Hearing Conservation and Noise

- 1910.95

Indoor Air Quality

- N.J.A.C. 12:100-13

Lead Based Paint

- US EPA 40 CFR 745, N.J.S.A. 52:27D-437, 24 CFR Part 35 and 40 CFR Part 745, P.L 2021, c.182

Respiratory Protections

- OSHA 190.134

Site Remediation

- NJAC 7:26

Clean Water Act Pollutant Discharge Elimination System

- CWA 40 CFR122

Air Permits

- Clean Air Act – 40CFR60, 40CFR63, 40CFR98

Underground Storage Tanks

- NJAC 7:14B

Spill Prevention, Control and Countermeasures (SPCC)

- 40 CFR

Safe Drinking Water Act

- 40 CFR 141

Day Care and K-12 Drinking Water Sampling

- NJAC - 3A:52 & 6A:26

Lead Sampling

- Day Care Centers

Discharge Permits

- NJDES< Septic, PVSC, MUA

Hazardous, Radioactive, Medical, Universal and E-Waste Services

- 40 CFR Parts 239 – 282, NRC, 10 CFR Parts 199, NJAC 7:26-3

IATA/DOT and Materials of Trade

- 49 CFR 172, 173

Pesticide Safety Programs, including Worker Protection Standard

- 40 CFR 170, Subchapter E

PCBs

- 40 CFR 761

Nuclear Regulatory Commission

- 10 CFR Parts 19, 20, 21, 30-35, 37, 40 and 71 as well as New Jersey Department of Environmental Protection (NJDEP)

Biological Materials

- Management, administrative oversight and regulatory reporting of biological materials use at the university to NIH, OSHA, USDA, CDC, Granting Agencies, etc

Clinical Support

- Catalogue and report training for 5,000 clinical personnel in respiratory protection, BBP, medical waste, exposure control

Fire Hydrants

- NFPA-25 Annual static and residual testing and flushing

New Jersey Pressure Vessel Registration and Inspections

- NJSA 12.90

Refrigerant Tracking

- N.J.A.C. 7:27E - Greenhouse Gas Monitoring and Reporting. Chillers are required to be registered with NJDEP. Record keeping and refrigerant use is part of this regulation

Underground Oil Tanks (UST)

- N.J.A.C 7:14B

Backflow Prevention

- NJ Admin Code 7:10-10.7

Sanitary Collection Systems Waste Water DEP Classification & Reporting

- N.J.A.C. 7:10A

Storm Collection System

- Compliance-NJDEP Permitted Facility N.J.A.C. 7:8

Passaic Valley Sewage Commission

- Permit#20210102 for RBHS Sewage Discharge Permit.

PSE&G's Interruptible Gas Program

- BPUNJ 16 Section c through e

Water Meter Testing and Calibration

- Water meters City of New Brunswick 3" Above, Ordinance No. 101906 | 11-6-19 13.04.020 Rules and Regulations G. Test Meters 1.0

High Voltage Equipment Testing

- Testing of high voltage equipment as per FM recommendations: Visual weekly inspections of high voltage equipment, breakers, field switches, and transformers. Oil sampling of transformer oil annually

Emergency Generator testing

- N.J. Admin. Code § 7:27 Emergency Generators. Monthly testing; operated under load through the transfer switch once a year; SPCC records are required; generator operating hours and air quality must be checked every time the generator is tested

Elevators

- N.J.A.C. 5:23-12.1 Chapter 23. Uniform Construction Code > Subchapter 12. Elevator Safety Subcode

Uniform Fire Code Inspections University-Wide

Code Required Inspection, Testing and Maintenance of Fire & Suppression Systems

Code required Specialty Suppression System (Kitchen Hood/Computer Lab/Chemical Storage rooms)

Code Required Annual Fire Extinguisher

- All university locations

AED Inspection Program

- Meet university and regulatory inspection requirements

NJ DOH Licensed ambulance service**AHA CPR training****University Defensive Driving Program****NJ UFC and NFPA Regulations and Standards**

- Manage the university fire alarm accounts in the University Proprietary Monitoring Station

Uniform Fire Code Required Evacuation Drills University-Wide**Fire Safety Right to Know Report**

- Annual report in conjunction with RUPD Clery reporting

Alarm Verification Services

- Ensure NJ Fire Code compliance for large scale event fire safety

Occupancy Monitoring

- Ensure compliance with NJ Uniform Fire Code regulations

Compliance and Reporting (various agencies) Required for Building Occupancy

- Interior Emergency Egress Lighting
- Interior Emergency Egress Lighting – annual test >1 hour time period
- Interior Emergency Exit Lighting
- Carbon Monoxide Detector
- Smoke Evacuation Systems – semi-annual and annual
- Horizontal Doors – semi-annual and annual
- Fire Shutters - annual
- Fire alarm and fire suppression (Outlying Areas) – quarterly, semi-annual and annual
- Eyewash/Shower Flow test - annual
- Emergency Power Generator tank test
- Fire Extinguishers
- Kitchen Ansul systems – semi-annual
- Spill Prevention Countermeasure and Control Material
- Pool filtration water treatment
- Wheelchair Lift Inspections - annual
- Fire Damper – every 4 years
- Cleaning and sanitizing in response to symptomatic incident in clinical areas – as incident occurs

- Airflow readings in clinical area waiting rooms and infusion labs - quarterly

UBHC Facilities with Joint Commission accreditation and compliance**Fire Safety Training and Education****University Public Safety Mandatory Programs & Reporting**

- Clery
 - Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, is a federal statute codified at 20 U.S.C. § 1092, with implementing regulations in the U.S. Code of Federal Regulations at 34 CFR 668.46
- NIBRS (Federal crime reporting system)
 - (Federal crime reporting system) - Committee on Uniform Crime Records - U.S. Department of Justice - Federal Bureau of Investigation
- Accreditation
 - CALEA
- Protection of Minors
 - Rutgers University Policy – Section#: 30.1.9 & Division of Protection and Permanency – NJ Statute Title 9 & Article 19 of the UN Convention on the Rights of the Child
- Internal Affairs
 - Office of the NJ Attorney General - Internal Affairs Policy and Procedures
- Background Investigations
 - Title 18A:6-7.1
- Drug testing Law enforcement
 - NJ Attorney General Directives
- Property and evidence management
 - State, County, and RUPD Policies and Procedures
- Police licensing requirements (Firearms, Use of Force Training etc)
 - NJ Attorney General Directives
- Review of Written Directives
 - RUPD Policy and Procedures
- Collection of state required campus crime reporting information that is submitted to the Board of Governors
 - N.J.S. 18A:3B-71
- County Prosecutors Offices – Annual/Quarterly

Reporting (MV Pursuit, Forfeiture, Juvenile, Drug Testing, Brady/Giglio)

- Middlesex County Prosecutors Office Policy and Procedures
- Essex County Prosecutors Office Policy and Procedures
- Camden County Prosecutors Office Policy and Procedures
- NJ Attorney General Office - Mandated Law Enforcement Trainings/Reporting
 - NJ Attorney General Directives
- NJ State Police Reporting
 - National Incident-Based Reporting System (NIBRS)
- Juvenile Justice Commission Reporting
 - Juvenile Justice Reform Act (JJRA)
- Division of Criminal Justice Quarterly/Annual Reporting (Appendix K, Appendix O, Agency Demographics, Appendix A, Immigrant Trust Directive, Clear Compliance, PTC License)
 - Office of the NJ Attorney General - Internal Affairs Policy and Procedures
 - Attorney General Law Enforcement Directive No. 2018-6 v2.0 "Directive Strengthening Trust Between Law Enforcement and Immigrant Communities"
 - Attorney General Law Enforcement Directive No. 2016-5 "Law Enforcement Directive Establishing Community-Law Enforcement Affirmative Relations Continuing Education Institute"
 - NJ Police Licensing – Bill S2742 / A4194

Shared Services Emergency Communications Center – Reporting & Compliance NJSP & FBI

- OPRA Requests – Government Records Council - N.J.S.A. 47:1A-1 et seq.
- Validations (Agency TAC Officer): A list of records still active in the NCIC system(s) that the TAC officer reviews for accuracy. Types of records: NJ State Police/FBI & Criminal Justice Information Services Security Policy, Wanted/Gang/Terrorist Member, Missing/Unidentified, Vehicle/License Plate/Part/Boat, Gun, Securities, Protection Order, Supervised Release, Convicted Sexual Offender Registry, Identity Theft, Article

Demographic information for Motor Vehicle Stops (provided to City of New Brunswick and Rutgers)

- NJ State Police/FBI & Criminal Justice Information Services Security Policy

Office of Emergency Management FEMA - New Jersey Civilian Defense and Disaster Control Act

- Emergency Operations Plan - FEMA
- Emergency Action Plans - FEMA
- ENS Testing - FCC / Department of Education
- FEMA Disaster assistance compliance for reimbursement
- Rutgers Life Safety Plans for Athletic venues for NCAA submission

Responsible Officer for all areas of IP&O - compliance with COVID and influenza vaccination and booster requirements**Rutgers University Records Management Policy Policy 30.4.5****Information Security Compliance**

- HIPAA- transportation and shredding, and Prescription pad destruction (authorized by the State)
- ISO compliance self-assessment

Surplus Policy (30.4.3)

- Disposal of Computer Equipment: Surplus computer equipment, whether sold, donated or discarded is considered recyclable material by the New Jersey Department of Environmental Protection (NJ DEP). To ensure compliance with NJ DEP regulations.
- Any transportation of hazardous waste for recycling (Batteries, Xray film, etc.) must be managed with the assistance of REHS.

Labor Management Agreements - Compliance**OPRA Requests****Vaccine Compliance – University Policy****GASB Statement 87****Stormwater Management**

- N.J.S.A. 7:8

NJ Soil Erosion and Sediment Control Act

- N.J.S.A. 4:24-39 et seq.

Compliance with NJ Uniform Construction Code

- N.J.A.C 5:23 et seq

Annual property tax exemption statements

- N.J.S.A. 54:4 and N.J.S.A. 8A:5-10 et al

ACCREDITATIONS, CERTIFICATIONS, AND LICENSES

9-1-1 Instructor	FAA Certified Drone Pilot
A+ - PC Repairs and Maintenance	Field Training Officer
Accident Investigation Dynamic	Fire Inspector
Accident Investigation I, II, III	Fire Sub Code Official
Accreditation Assessor	Firearms Instructor
Advanced Cardiac Life Support (ACLS)	First Aid Instructor
Advanced Course on The Reid Technique	Health Physicist (CHP)
Advanced Engineering for Police Traffic Officers	Historic Preservation Architect
Advanced Instructional Designer	International Association of Campus Law Enforcement Administrators
American Inst. of Cert. Planners	IATA Shipping of Dangerous Goods Cert.
ASME-IX- Cert. Pipe Welders	Incident Command System – 100, 200, 300, 400
Asbestos Hazard Emergency Response Act (AHERA) Inspector	Journey Level Pipefitters Cert.
Asbestos Hazard Emergency Response Act (AHERA) Management Planner	LEED Accredited Professional
Asbestos Safety Technician (AST)	Lic. Landscape Architect
Associate Health Physicist	Lic. NJ Real Estate Salesperson
Associated Safety Professional (ASP)	Lic. Professional Engineer
Authorized OSHA Construction Outreach Trainer	Lift and Forklift Cert.
Authorized OSHA General Industry Outreach Trainer	NAEMT Tactical Casualty Care
Backflow Device Tester	NJ Accredited Asbestos Safety Tech.
Backflow Preventer Lic.	NJ Accredited Lead Insp.
Basic Drug Recognition Expert	NJ Licensed Sewer Operator
Black, Blue, Red and Gold Boiler Operators Lic.	NICET Lvl II Insp & Testing Water-Based Systems
Bleeding Control for the Injured	NJDOH Lead Assessor
Blue Seal Stationary Engineer's Lic.	NJ Code Enforcement Inspector
Building Insp.—Highrise-Hazardous Specialist	NJSACOP
Building Insp.—Industrial and Comm Specialist	NJDEP Radon Technician
Building Insp.—Residential and Small Comm Specialist	NJDEP Visible Emissions
Building Subcode Lic.	NJDEP Underground Storage Tank (UST)
CALEA	NJ DFS Incident Management 1, 2, 3
CPR, AED	NJ DFS Live Burn Instructor
Certified Biological Safety Professional	NJ DFS SCBA Instructor
Certified Energy Manager	NJ Mobile Intensive Care Paramedic
Certified Financial Planner	Nonviolent Crisis Intervention
Certified Hazardous Materials Manager	Instructor Cert. Program
Certified Industrial Hygienist (CIH)	OSHA 10 Hour Construction Cert.
Certified Information Technology Professional	OSHA 24 Hour Hazardous Materials Technician
Certified Instructional Trainer (CIT)	OSHA 40 Hour Hazardous Waste Operations and Emergency Response
Certified Public Accountant	OSHA 40 Hour HAZMAT Cert.
Certified Safety Professional (CSP)	Prehospital Trauma Life Support Prof Engineer
Civil Disturbance Riot Planning	Professional Human Resources
Commercial Driver Lic.	Professional Engineer
Commercial Driver's Lic. with Hazardous Materials	Professional Planner
Confined Space Cert.	Radar Instructor
Construction Health and Safety Technician (CHST)	Radar Operator
Construction Mgt and Building Construction Cert.	Rape Aggression Defense (RAD) Instructor
Construction Official	RCI Registered Roof Observer (RRO)
Educational Facility Manager Cert.	Real Estate Professional
Environmental Field Sampling & Data Collection	Registered Architect
Environmental, Safety & Health Trainer	Registered Biological Safety Professional
Project Mgt. in Building Design and Construction	Response to Radiological Threats Cert.
Electrical Contractors Lic.	Risk Assessment
Electrical Inspector—Highrise-Hazardous Specialist	Safety Management Specialist
Electrical Journeyman Lic.	Safety Professional
Emergency Mgt.	Safety Trained Supervisors (STS)
Emergency Medical Dispatch	Society Human Resources Management, Certified Professional
Emergency Response	Soil Erosion and Sediment Control Cert.
Emergency Medical Technician	Spill Prevention Control Containment
EPA/HUD Lead Paint Renovation Cert.	State of New Jersey DCA Fire Insp.
EPA Renovation, Repair and Painting (RRP)	State of New Jersey Locksmith Lic.
	Stormwater Management and Low Impact Dev.
	WMD Radiological/Nuclear Haz/Mat Tech.
	Zoning Official Cert.

KUDOS FY22

Employee retention and recruitment also includes letting our employees know how their efforts affect those we serve throughout Rutgers. Each issue of our employee newsletter, Inside IP&O, is replete with emails from all over our campuses, as well as from visitors to our campuses, who express pleasure and high praise for an assist from our employees. Everything from resolving a car lock-out, encounters with friendly grounds workers and custodians, solving maintenance issues, and feeling safe on campus, are just some of the sentiments expressed in emails we receive every week. Our employees are our chief ambassadors and they prove it with every public encounter!

RUTGERS

Institutional Planning
and Operations

SUPPORTING TODAY, ENVISIONING TOMORROW.