

Michigan State University Internal Communication
7.0

Department supervisors are responsible for providing communication to their employees

Environmental policies are communicated by the The Office of Research and Graduate studies (ORCBS & Environmental Safety Director)

The Director of Environmental Safety and The ORCBS is responsible for communicating the environmental procedures to all campus faculty and staff

The ORCBS and Environmental Safety Director determines the effective means for internal communication

- E-Mail
- Meetings
- Postings
- Web-Site

Designated Personnel are responsible for reporting environmental emergencies (spills or releases) immediately to their supervisor, the ORCBS, or DPPS

All internal communication regarding environmental emergencies are addressed to the ORCBS, Environmental Safety Director and Office of Legal Council

All regular communication with regulatory agencies is the responsibility of the ORCBS and Director of Environmental Safety

Copies of all written communications on environmental issues are maintained by the ORCBS

The ORCBS maintains records of responses to all communication from internal parties

