EHS Support for MIT Personnel Occupying Leased Spaces

1. Purpose / Background

   Background. MIT leases property to provide additional space for work or research operations being conducted by MIT personnel. The EHS Office provides some support services to these spaces, such as routinely checking the fume hoods for adequate air velocity. The EHS Office also receives calls, on occasion, from MIT personnel in these spaces with concerns about indoor air quality or other health and safety matters. In resolving problems that may arise, it is not always clear who to contact, and what the responsibility of the EHS Office is.

   Purpose. The purpose of this SOP is to delineate Environment, Health and Safety services available to MIT occupants of leased spaces, and to consolidate information about leased spaces to assist EHS personnel in providing those services.

2. Scope

   This SOP is applicable to all non-MIT owned, hence leased, buildings with MIT personnel performing work or research in the building. However, the scope of this SOP does not address emergency planning for these spaces. For assistance with emergency planning, please contact the EHS Office at 617-452-3477.

   This SOP does not apply to residential spaces such as Fraternities or Sororities or other non-MIT owned residential spaces occupied by MIT students.

3. Prerequisites

   N/A

4. Procedures

   4.1 EHS support services for leased laboratory space.

   For laboratory space, the EHS Office provides the full spectrum of support services that it provides to MIT owned laboratory operations, unless other arrangements have been made for the specific service. Services provided include, but are not limited to those noted below.

   a. The lab space, hazards, and emergency contacts are registered in the PI/Supervisor Space Registration.

   b. The lab occupants must complete the EHS Training Needs Assessment and take required EHS training.

   c. Routine inspection as part of the EHS Management System.

   d. Annual evaluation of the performance of laboratory fumes hoods.

   e. Where radioisotopes are used, routine inspection of labs to meet the NRC requirements.

   f. Where research with biological materials is conducted to include agents at BL1 or greater, human materials or cell lines including stem cells, review of biosafety protocols.

   g. Hazardous waste collection services, except where other arrangements have been made.

   h. EHS special studies, upon request. Such studies may include ergonomic evaluations, evaluations of exposures or air quality, and evaluations of waste management practices.

   i. Emergency response services.

   To address problems identified in the course of providing support to the space, the EHS Office works with the space occupants, the EHS Coordinator, and when necessary, the Building Facilities Manager.
All leased laboratory space has a Building Facilities Manager who can serve as a liaison to the Building Management Companies, or to Facilities Department, as needed, for resolving concerns. For more details on contact information, by location, for leased laboratory space, refer to the table in Appendix A.

4.2 EHS support Services for leased office space.
The EHS Office provides EHS services to occupants of leased office space. All services available to personnel for MIT owned office spaces are available to personnel in leased office spaces. The most common requested services from office spaces are:
   a. Ergonomic evaluations.
   b. Indoor air quality investigations, to include concerns about mold from water damage or concerns about odd odors.
   c. EHS Emergency Response Services.

The EHS Office will work with supervisors to resolve ergonomic concerns, and with Facilities Managers or the Building Management Company, as appropriate, to address indoor air quality concerns. A list of leased office space is provided with information about occupants, and about Building Management Companies at Appendix B.

4.3 Communications about services available from EHS.
Information about the leased spaces occupied by MIT personnel is maintained by the MIT Investment Management Company, Real Estate, and is available to the EHS Office on contact. The point of contact at this time is Mike Fahey, Senior Real Estate Officer at 8-5771. The EHS Office has information for supervisors in leased spaces about EHS services available. Supervisors are responsible for assuring employees are aware of the services available from the EHS Office.

4.4 Contacting the EHS Office for services.
The EHS Office can be contacted by employees or their supervisors for services by calling the EHS main number at 671-452-3477 (2-EHSS), or by writing environment@mit.edu. Specifics regarding the situation and the request, with contact information, should be provided. The request will be referred to the appropriate member of the EHS Office for follow-up.

5. Roles & Responsibilities specific to SOP
5.1. EHS Office and Staff
   ▪ Responsible for providing EHS services to MIT personnel occupying leased property.
   ▪ Contacting and working with the Facilities Manager or the Building Management Companies noted in Appendices A and B, as appropriate, to address EHS Concerns.
   ▪ Maintaining documentation of services provided in building files.
   ▪ Responsible to assure information about EHS services is communicated to supervisors in leased spaces.

5.2 MIT Investment Management Company, Real Estate
Responsible to provide information, upon request, to the EHS Office regarding leased spaces, key contacts for the space occupants, and building management companies supporting the properties.

5.3. MIT personnel who occupy leased spaces.
6. Training
Training of EHS staff to make them aware of this SOP is conducted in EHS staff meetings, and through each of the programs within EHS.

7. Monitoring Requirements
Services provided by EHS to leased buildings should be reviewed periodically. Contact names in this document will need to be reviewed and updated at least annually as part of the SOP update process.

8. Record Management
Records of routine services provided to rental properties should be maintained in regular building or program files, as is routine for that service. Special services provided to rental properties should be documented in Building files.

9. References
- EHS Records Retention SOP EHS-0021
- EHS-MS Manual

10. General Information Regarding Lease Space Management
10.1 Investment Management Company, Real Estate:
Provides real estate advisory and management services for the benefit of the institute. They assist with lease agreements for leased spaces, including specific language for the agreements. A key contact for information on leased spaces is Mike Fahey, Senior Real Estate Officer/Property Management.

10.2 Insurance Office:
The MIT Insurance Office insures the MIT property of organizations occupying leased spaces. They may be involved in matters involving water damage leading to mold growth.

10.3 Department of Facilities:
Provides services to leased spaces with laboratories. Services may include by are not limited to installation, maintenance and/or management of lab hoods, DI water, emergency generators, waste systems, recycling, and trash collection. Steve Miscowski is the principle contact from MIT Facilities.
## Appendix A

### Leased Properties with Laboratory Operations

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Address</th>
<th>EHS Coordinator</th>
<th>EHS Lead Contact</th>
<th>Facilities Manager</th>
<th>Building management company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute of Soldier Nanotechnology (ISN) Floors B, 1, 4, 5</td>
<td>Building NE47 500 Technology Square, Cambridge, MA</td>
<td>Amy Tatem-Bannister (617)324-6436</td>
<td>Susan Leite (617)253-5246</td>
<td>Amy Tatem-Bannister (617)324-6436</td>
<td>Alexandria Realty, Inc Ted O’Leary (617)661-6962</td>
</tr>
<tr>
<td>BE, CBME Floors B, 1, 2, 3 (Note: Many BE occupants moved out and space in transition as of 7/2011)</td>
<td>500 Technology Square</td>
<td>Joe Glogowski</td>
<td></td>
<td></td>
<td>As above</td>
</tr>
</tbody>
</table>
## Appendix B
### Leased Properties with Non-lab Space

<table>
<thead>
<tr>
<th>Bldg. #/Street Address</th>
<th>Building Name/Occupants</th>
<th>Building Management Co.</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>E39 264 Main St. Cambridge, MA</td>
<td>MIT Press Dept. of Philosophy</td>
<td>Colliers Meredith and Grew Donna Bennet (617) 374-9900</td>
<td>Floors 1, 2, 3 Owned by MIT Investments</td>
</tr>
<tr>
<td>E48 238 Main St. Cambridge, MA</td>
<td>Consortium on Financing Higher Education MIT Investment Management Company (MITimco) Sloan School of Mgt. – Office of Communications</td>
<td>Colliers Meredith and Grew Ed Fontaine (617) 374-9900</td>
<td>Does COFHE have MIT employees? Are the people that are MITimco MIT employees? Floors 2, 3, 4</td>
</tr>
<tr>
<td>E70 Badger Building 1 Broadway, Cambridge, MA</td>
<td>MIT Sloan School of Mgt. Open Courseware MIT</td>
<td>Colliers Meredith and Grew Christina Descoteaux (617) 374-9900</td>
<td>MIT Occupants on 8th floor</td>
</tr>
<tr>
<td>NE18 1 Cambridge Center</td>
<td>Technology Licensing Office Dept. of Architecture House_n OSP</td>
<td>Boston Properties Mike O’Hearn 617-252-7141</td>
<td>4th Floor Changing Places Center and Housing 4th floor 9th floor</td>
</tr>
<tr>
<td>NE25 5 Cambridge Center</td>
<td>Center for Information Systems Research, Sloan Social and Economic Explorations of Information Technology, Sloan GAMBIT Game lab (319) Whitehead Institute (Not MIT)</td>
<td>Boston Properties Mike O’Hearn 617-252-7141</td>
<td>Floor 2 Floor 3</td>
</tr>
<tr>
<td>NE35 11 Cambridge</td>
<td>edX</td>
<td></td>
<td>Across from NE80</td>
</tr>
<tr>
<td>Bldg. #/Street Address</td>
<td>Building Name/Occupants</td>
<td>Building Management Co.</td>
<td>Comments</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------</td>
<td>-------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Center</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NE48 700 Technology Square, Cambridge, MA</td>
<td>MIT Federal Credit Union Academic Media Production Services (AMPS) Office of Educational Innovation and Technology</td>
<td>Alexandria Realty, Inc Ted O’Leary (617)661-6962 Mike Carli 617-661-6962</td>
<td>Floor 3</td>
</tr>
<tr>
<td>NE49 600 Technology Square Cambridge, MA</td>
<td>Department of Facilities Procurement Dept. Human Resources Dept. Payroll Audit Controllers Office Property Office Space Accounting and Admin</td>
<td>Alexandria Realty, Inc Ted O’Leary (617)661-6962 Mike Carli 617-661-6962</td>
<td>Floors 2,3,4</td>
</tr>
<tr>
<td>NE80 Hill Building One Hampshire St.</td>
<td>Kavli Institute for Astrophysics and Space Research,</td>
<td>Draper Lab Jack Barry 617-981-5413</td>
<td>Floor 6 Brian Shurette Facilities Manager for Aero/Astro 37-275</td>
</tr>
<tr>
<td>OC 6 645 Summer Street</td>
<td></td>
<td></td>
<td>Off Campus</td>
</tr>
<tr>
<td>OC11 1 Summer Street, Boston, MA</td>
<td></td>
<td>MARKLEY GROUP Kristin L. Stemple 617-451-6464</td>
<td>Location of Off Campus Data Center for IS&amp;T</td>
</tr>
<tr>
<td>OC 20 8 Tyler Street</td>
<td></td>
<td></td>
<td>Off Campus</td>
</tr>
<tr>
<td>OC24</td>
<td>Haystack Antenna Facility, 50 Groton Rd Westford, MA</td>
<td>Alan Blackburn, Assistant to the Director 781-981-5413</td>
<td>Off Campus</td>
</tr>
<tr>
<td>OC 100 820 First St, NE Washington, D.C.</td>
<td></td>
<td></td>
<td>Off Campus and out of state</td>
</tr>
<tr>
<td>WW 25</td>
<td>142 Waverly Street</td>
<td>Colliers, Meredith and Grew Donna Bennet (617) 374 -9900</td>
<td>In the process of becoming MIT Property. Currently being used for storage.</td>
</tr>
</tbody>
</table>