Technical College
System of Georgia

Brian P. Kemp
Governor

Gregory C. Dozier
Commissioner

September 11, 2023

President Ron Newcomb
Chattahoochee Technical College
980 South Cobb Drive
Marietta, GA 30060

Dear President Newcomb:

Enclosed is the approved and signed copy of the 2023-2024 Hazard Communication Program Plan (HCPP) for your College. Chattahoochee Technical College was randomly selected for College assessments for this academic year. All critical documents related to your 2023-2024 HCPP have been received in the System Office and we look forward to working through the assessment process with your College. We appreciate the hard work and dedication you and your staff have shown.

If you have questions or need further information concerning applicable requirements, please contact me at (404) 679-1666 or lbeck@tcsg.edu if I can be of service to you or your College in any of these areas. We wish you a safe and secure academic year.

Sincerely,

Lisa Anne Beck
Emergency Manager

(Please forward a copy to your College Hazard Communication Program Coordinator, Anthony Wilder for College distribution.)

ChattahoocheeTech

Hazard Communication Program Plan
Chattahoochee Technical College
2023-2024

REVIEWED: _____ DATE: 8/28/2023
HAZARD COMMUNICATION PROGRAM COORDINATOR
(TECHNICAL COLLEGE NAME)

APPROVED: _____ DATE: 8-28-2023
PRESIDENT/EXECUTIVE
(TECHNICAL COLLEGE NAME)

REVIEWED: _____ DATE: 09/02/23
EMERGENCY MANAGER
TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED: _____ DATE: 9/7/23
DIRECTOR OF PUBLIC SAFTEY
TECHNICAL COLLEGE SYSTEM OF GEORGIA

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HAZARD COMMUNICATION PLAN 2023-2024

ATTACHMENT B: TCSG Hazard Communication Program (HCPP) Model 2023-2024

Hazard Communication Program Plan
Chattahoochee Technical College
2023-2024

INTRODUCTION

The State Board of the Technical College System of Georgia (SBTCSG), along with its technical colleges and work units, is committed to providing a safe and healthful environment for its employees, students, volunteers, visitors, vendors and contractors. SBTCSG Policy II.D. Emergency Preparedness, Health, Safety and Security compels technical colleges and work units to ensure that information about the dangers of all hazardous materials used are known by all affected individuals. This Hazard Communication Program Plan (HCPP) is established to prevent the potentially injurious exposure to hazardous materials through the improper use, handling, transportation, containment, storage, or disposal of such materials under normal operating conditions or potentially during an emergency situation. This HCPP provides guidance for training regarding the contents of the Occupational Safety and Health Administration (OSHA) Hazard Communications Standard, 29 CFR 1910.1200 (along with the Georgia Public Employee Hazardous Chemical Protection and Right to Know Act of 1988 O.C.G.A. §45-22-1 to §45-22-12 as well as the Georgia Public Employee Hazardous Chemicals Protection and Right to Know Rules, 300-3-19-01 et seq. To this end, the HCPP is maintained, reviewed, exercised and updated at least annually to ensure compliance and protection for employees and students.

This Hazard Communication Program Plan includes the following topics:

- program administration
- exposure determination
- implementation of methods of exposure control
    - standard hazardous materials precautions
    - engineering and administrative controls
    - personal protective equipment (PPE)
    - housekeeping
    - laundry
- container labeling
- safety data sheets
- training and information
- hazardous non-routine tasks
- informing other employers/contractors
- hazardous material inventories
- evaluation and follow-up post-exposure to hazardous materials
- evaluation of circumstances surrounding exposure incidents
- chemicals in unlabeled pipes and
- program availability

I. PROGRAM ADMINISTRATION

A. The Hazard Communication Program (HCP)/Right to Know (RTK) Coordinator, has the overall responsibility for the Hazard Communication Program. The HCP/RTK Coordinator will review and update and then subsequently submit the HCPP to the TCSG System Office annually, or more frequently if necessary to reflect any new or modified tasks or activities; new or revised employee classifications or new instructional programs with potential injurious exposure to hazardous materials to ensure compliance and protection for all individuals.

Contact Information for HCP/RTK Coordinator

Anthony Wilder, Director of Facilities, HCP/RTK Coordinator

Office Location:
980 South Cobb Dr.
Marietta GA, 30060
Building C, 1112-A
(770) 528-4429

B. Those individuals who are determined to be at risk of exposure to hazardous materials must comply with the procedures and practices outlined in this HCPP.

C. The assigned designees listed below are responsible for the implementation, documentation, review, training, and record keeping with respect to the areas of implementation of methods of exposure control, container labeling, safety data sheets, training and information.

See Appendix A & B

D. *Chattahoochee Technical College* engages in the following contractual agreements regarding hazardous materials communication

- *MSDSONLINE350 N. Orleans S. #950*
  Chicago, IL 60654
  1(312) 881-2853
  Mike Bruffey
  www.msdsonline.com
  mbruffer@msdsonline.com

- *Safety-Kleen Systems*
  Environmental Program
  1117 Perimeter Center
  W, Atlanta, GA 30338
  (770) 394-9713

E. *Chattahoochee Technical College* engages in the following training, drills and exercises regarding hazard materials communication.

TRAINING PROTOCOLS DRILLS & EXCERCISES

- *Training is the responsibility of Facilities Operation Director, HCP/RTK Coordinator for all new employees and is accomplished by means of direct instruction, videotape, printed materials, and other methods as appropriate. Where a "substantial" number of employees speak a language other than English as their "primary language," training will be provided in their primary language.*

RECORD-KEEPING

- *The currently implemented HCPP and all of its revisions shall be retained for a three-year period. Required confidential medical records of covered employees and covered students must be retained for the duration of employment or attendance plus 30 years.*
- *Training records of covered employees and students must be retained for a seven-year period. An Incident Log must be retained for at least five years following the end of the calendar year covered.*

F. The protocol for the annual review of the Chattahoochee Technical College HCPP is

- *The Hazard Communication Program will be audited at least annually by the Director of Facilities, HCP/RTK Coordinator. The checklist shown below in the Hazard Communication Program Plan Assessment is an example of the types of checks and audits which should be made.*

THE PROTOCOL FOR THE RETENTION OF THE HCPP

- *A report will be generated from the review audit and sent to each Department Head and Human Resources Department.*

II. EXPOSURE DETERMINATION

Individuals are identified as having a risk of exposure to hazardous materials based on the tasks or activities in which they engage. "Covered" individuals are identified by the technical college or work unit as those employees or students who are at risk or vulnerable in the normal conduct of their tasks or activities for potentially injurious exposure to hazardous materials. A "covered" occupational task or activity is recognized as one in which risk of exposure is reasonably expected. These individuals include students as well as part-time, temporary, contract, and per-diem employees.

III. IMPLEMENTATION OF METHODS TO REDUCE EXPOSURE RISK

The individuals identified in I. C. are responsible for implementing and documenting the following methods to reduce exposure risk:

A. **Standard Precautions:** All covered individuals will use hazardous materials standard precautions as dictated by the task or activity. These standard precautions include adhering to appropriate prescribed engineering and administrative controls, personal protective equipment, housekeeping, and laundry.

B. **Personal Protective Equipment:**

1. Appropriate personal protective equipment (PPE), including but not limited to: respiratory, gloves, protective clothing, eye, and face protection, is provided to covered employees at no cost and available to covered students at the students' expense.
2. Training/record keeping in the use of PPE for specific tasks is provided and maintained.
3. Adequate supplies of the aforementioned equipment will be available in the appropriate size/fit.
4. All covered employees and covered students using PPE must observe the following precautions:
    - **a)** Wear appropriate PPE when it is reasonably anticipated that there may be contact with hazardous materials; replace gloves or other protective clothing if torn or punctured, or if their ability to function as a barrier is compromised.
    - **b)** Utility gloves or other protective clothing may be reused if their integrity is not compromised. Utility gloves or other protective clothing should be discarded if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
    - **c)** Appropriate face and eye protection should be donned when splashes, sprays, spatters, or droplets of hazardous material pose as risk to the eye, nose, or mouth.
    - **d)** Respiratory protection devices should be donned when the vapors of fumes pose a risk to the respiratory system.
    - **e)** Disposable PPE should be discarded properly after each use.

IV. CONTAINER LABELING

A. The HCP/RTK Coordinator will review labeling procedures periodically and will update labels as required.

1. *Facilities Operations Facility Director, HCP/RTK Coordinator is responsible for required labeling of on-site containers as these materials are delivered on-site by verifying that the required information is present on the container(s) or by affixing new labeling as required.*
2. *The department supervisor, or the instructor responsible for the laboratory, is responsible for maintaining the appropriate labeling of chemicals in his/her department.*
2. *All chemical containers will:*

    a) Be clearly labeled as to the contents,
    b) Note the appropriate hazard warning, and

c) *List the name and address of the manufacturer*

3. *During the annual update of the chemical inventory, the labeling system will be reviewed for adequacy and updated as required.*

B. The individuals identified in I. C. are responsible for implementing and documenting the following container labeling requirements for their respective organizational areas:

1. Verify all containers received for use are clearly labeled as to contents, appropriate hazard warning (both physical and health), and manufacturer's name and address.
2. Defaced or missing labels are replaced quickly with an appropriate secondary label.
3. All secondary containers are labeled with either an extra copy of the original manufacturer's label or with labels marked with the identity and the appropriate hazard warning(s). For assistance with labeling, contact the HCP/RTK Coordinator.
4. Additional secondary labeling methods used by the technical college/work unit are described here:
    a) *The department heads, program chairs and direct supervisors in each work area are responsible for ensuring that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with a label containing*
    b) *the identity of the contents*
    c) *the appropriate hazard warnings; and*
    d) *the date of filling.*

Vials and test tubes containing materials with the same hazard may have labels affixed to a rack or container in which they are held, rather than labeling each vial or test tube independently. Materials prepared and handled by, and under the continuous, uninterrupted control and supervision of, one person in one work shift do not have to be labeled as defined under this section.

5. For the following individual stationary process containers (such as storage tanks), a labeling system rather than a label is used to convey the required information:
    a) *Any combination of OSHA pictograms, words, numbers, and colors may be used as secondary labeling to identify materials in a container.*

6. Identify any in-house labeling system in use.
    a) *Words may list specific hazards (e.g., flammable, corrosive).*
    b) *Words may signal level of risk*
    c) *Pictures may illustrate hazards (flame for fire, skull and crossbones for poison).*
    d) *Colors may be used instead of words or pictures*
    e) *Numbers (which are often combined with colors) tell how serious the hazard*

V. SAFETY DATA SHEETS

A. The HCP/RTK Coordinator is responsible for establishing and monitoring the technical college or work unit SDS program.

B. The individuals identified in I. C. are responsible for implementing and documenting the following SDS requirements for their respective organizational areas.

1. Procedures are developed to obtain the necessary SDSs and for the review of incoming SDSs for new or significant health and safety information. Any new information is communicated to affected employees. An alternate procedure will be followed when an SDS is not received at the time of initial shipment:

a) *If no SDS is on file, the department ordering the chemical will send a letter to: the supplier requesting the SDS if he/she has not recently requested it. The chemical is not forwarded to the ordering party until an SDS is on campus. If the SDS is not received within two weeks, a second request with stronger language is sent to the supplier. If the SDS is not received within two weeks as the result of this second request, alternative courses of action are taken such as, but not limited to, the following:*

- *The supplier is notified that payment of his/her account is delayed until the SDS is received;*
- *The supplier is notified that his/her lack of response in supplying the SDS will be strongly considered in doing business with his/her company, and alternative sources of supply may be used.*

2. Copies of SDSs for all hazardous materials to which covered individuals are exposed or are potentially exposed will be kept in readily accessible locations.

a) SDS's are filed in three-ring binders and are organized by manufacturer. Files are maintained in each department that uses chemicals. To enable employee access to SDS's on the work shift, SDS binders containing sheets on chemicals used in specific areas which are located in:

- *Allied Health Laboratories*
- *Automotive Training Areas*
- *Custodial Storage Areas*
- *Diesel Training Area*
- *Horticulture Areas*
- *Maintenance Storage Areas*
- *Public Safety Offices all Campus Locations*

b) *If an SDS is not available, contact: Anthony Wilder, Director of Facilities, HCP/RTK Coordinator.*

3. SDSs will be readily available to covered individuals in each work area using the following format:

a) *Chattahoochee Tech uses MSDS-online as a provider that mange global hazard communication regulatory compliance requirements. On their webpage, you may search for the material/chemical by name in MSDS-online Search or eBinder. The information for the material/chemical will be displayed for review.*
   - *Facilities Web Page*
   - *Human Resources Office*
   - *I-Support Web Page/MSDS-Online Link*

4. When revised SDSs are received, the following procedures will be followed to replace old SDSs:

   a) *As SDS's are received, they are reviewed for content and completeness by EHS. If an incomplete or otherwise unsatisfactory SDS is received, a letter is sent to the supplier which describes the deficiency and requests a more complete SDS. When EHS becomes aware of new and significant health information concerning a chemical used, the supervisor(s) whose employees use or are potentially exposed to the chemical are informed and they in turn, inform their employees of this new information.*

VI. TRAINING AND INFORMATION

A. HCP/RTK Coordinator is responsible for the HCCP training and will ensure that all program elements are carried out. The HCP/RTK Coordinator is responsible for maintaining the Master Training Log

B. The individuals identified in I. C. are responsible for implementing and documenting the following training requirements for their respective organizational areas

1. All covered individuals will receive an explanation of this HCPP during their initial training or academic experience, as well as a review on an annual basis.
2. All covered individuals who work with or are potentially exposed to hazardous materials will receive initial training on the Hazard Communication Standard and this HCPP before starting work and refresher training annually. Each new covered individual will attend training that includes the following content:
   - an overview of the OSHA Hazard Communication Standard
   - the hazardous materials present
   - the physical and health risks of the hazardous materials
   - symptoms of overexposure
   - how to determine the presence or release of hazardous materials?
   - how to reduce or prevent exposure to hazardous materials through use of control procedures, administrative practices, and personal protective equipment

- steps taken to reduce or prevent exposure to hazardous materials
- procedures to follow if covered individuals are overexposed to hazardous materials
- how to read labels and SDSs to obtain hazard information?
- location(s) of the SDSs and written Hazard Communication Program Plan

3. Prior to introducing a new hazard into any organizational unit, each covered individual in that organizational unit will be given information and training as outlined above for the new hazard. The training format will be as follows:

New Employees/Student and Basic Right-to-Know Training:

a) Prior to starting work/school every new Chattahoochee Technical College employee/Students must receive basic right-to-know training. Basic training is a computer-based program that is part of new employee/student orientation as established in coordination with the Department of Facilities and Human Resources Department. In some circumstances, other formats are available. Documentation of basic training is maintained in each employee's/student personnel file. Basic training informs each employee/student of their rights under the law, additional training requirements under the law, and where to go for additional information concerning the Hazardous Materials Protection (Right-to-Know) Plan.

Chemical-Specific Right-to-Know Training:

a) Chattahoochee Technical College employees/students who are exposed to hazardous chemicals during the normal course of their employment or school must be provided with additional chemical-specific right-to-know training. The immediate supervisor or instructor of such an employee and student will ensure that chemical-specific training is provided prior to working with any hazardous chemical and that such training is refreshed annually. Written documentation of chemical-specific training must be maintained for a minimum of three years in the employee's professional development file with the immediate supervisor.

b) Additional chemical-specific training must be provided prior to the introduction of any new chemical hazard or if there is a significant increase of an existing hazard in the employee's work area. The immediate supervisor/instructor of the affected employee and or student must ensure that such additional training is provided and documented.

Chemical-Specific Training Content:

a) Training programs should be tailored to the specific nature of each individual workplace and the educational levels of the employees/student. Chemical-specific training information may relate to an entire class of hazardous chemicals when it is appropriate and related to the job or class program. Chemical specific training should explain the following:

1. *The requirements of the Public Employees Hazardous Material Protection and Right to Know Rules Act of 1988;*
2. *The location and content of the Chattahoochee Technical College Hazardous Chemical*

3. *Protection (Right-to-Know) Plan;*
4. *The right of the employee's physician to receive hazardous chemical information;*
5. *The identification of hazardous chemicals presents in workplace operations;*
6. *Physical hazards and health effects of the chemicals;*
7. *Methods and observations used to determine the presence or release of the chemicals in the work area, such as air sampling, spot check monitoring, continuous monitoring, or methods of visual or olfactory detection;*
8. *How to lessen or prevent exposure to these chemicals by proper work practices and the use of personal protective equipment;*
9. *Labeling systems, SDS, and how employees can obtain and use appropriate hazard information; and*
10. *Emergency procedures to be followed in the event of exposure, spill, fire or disposal.*

Training Format and Documentation:

a) *All training sessions must include an opportunity for employees/students to ask questions. All right-to know training records must be maintained in the employee's personnel file for a minimum of three years after training has been completed. Deans and directors must review and verify that current employees/student have received right-to-know training. Any employee/student who did not receive either basic training or chemical-specific training prior to initial assignment must do so immediately. The Hazardous Material Coordinator is available for training consultation and assistance.*

VII. HAZARDOUS NON-ROUTINE TASKS

Periodically, covered individuals are required to perform non-routine tasks that are hazardous. Examples of non-routine tasks are confined space entry, tank cleaning, and painting reactor vessels. Prior to starting such tasks, each affected covered individual will be given information by the individuals identified in I. C. for their respective organizational area about the hazardous materials which may be encountered. This information includes specific chemical hazards, protective/safety measures, and steps being taken to reduce hazards, including ventilation, respirators, the presence of another employee/student (buddy systems), and emergency procedures.

Examples of non-routine tasks performed by covered individuals of the company are:

a) *Prior to starting work on such nonroutine projects, each affected employee/student will be given information about hazardous chemicals to which he/she may be exposed during such activity. This information will include:*

- *Specific chemical hazards*
- *Protective/safety measures*
- *Measures the College has taken to lessen the hazards including ventilation, respirators, presence of another employee/students and emergency procedures.*
- *Training in the hazards of non-routine tasks is the responsibility of the employee's first line supervisor. This training is accomplished by means of direct instruction, printed materials, or other methods as appropriate.*

Examples of such non-routine tasks are:

Task	Hazardous Material
Window Cleaning	Glass Cleaners
Pressure Washing	Concrete Cleaners
Air Conditioning	Freon

The instructors for the following programs at Chattahoochee Technical College are responsible for any individual who is assigned a non-routine task within his/her area. The program director or instructor will provide hazardous chemical product information to the employee/student assigned the non-routine task and monitor any exposure to hazardous chemical products while the employee/student is completing the non-routine task in the assigned work area.

VIII. INFORMING OTHER EMPLOYERS/CONTRACTORS

A. The HCP/RTK Coordinator is responsible for providing other employers and contractors with information about hazardous materials that their employees/students may be exposed to on a given technical college/work unit site as well as suggested precautions for those employees/students. The HCP/RTK Coordinator is also responsible for obtaining information about hazardous materials used by other employers to which employees/students of the technical college or work unit may be exposed.

B. Other employers and contractors will be provided with SDSs for hazardous materials generated by the operations of the technical college or work unit in the following manner:

a) *It is the responsibility of the Director of Facilities Operations/Hazard Communication Coordinator to provide contractors with the following information:*

b) *Hazardous chemicals to which they may be exposed while on the job site.*

c) *The Director of Facilities Operations/ Hazard Communication Coordinator will also be responsible for contacting each contractor before work is started on campus to gather and disseminate any information to our employees concerning chemical hazards that the contractor is bringing to our college. SDS's will be obtained for all hazardous materials prior to bringing them on site. These SDS's will be maintained as long as those materials are present.*

d) *It is the responsibility of the contractor to train his/her own employees.*

e) *Examples of on-site contractors are:*

1. *Construction projects,*
2. *Service contracts, and*
3. *Consultants.*

C. In addition to providing a copy of an SDS to other employers, other employers will be informed of necessary precautionary measures to protect employees/students exposed to operations performed by the technical college or work unit.

D. Other employers will be informed of the hazard labels used by the work unit or technical college. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous materials for which their employees/students may have exposure.

IX. HAZARDOUS MATERIAL INVENTORIES

A.A biennial inventory of all known hazardous materials used by covered individuals is associated with this HCPP. This inventory includes the name of the chemical, the manufacturer, the work/study area in which the material is used, and quantity if it exceeds the Threshold Planning Quantity (TPQ). The inventory should be arranged to be able to cross-reference it with the SDS file and the labels on containers. Additional useful information, such as the manufacturer's telephone number, and emergency number, scientific name, CAS number, the associated task, tec., can be included. ((See these links for further information on TPQ: http://www.gpo.gov/fdsys/pkg/CFR-2013-title40-vol29/pdf/CFR-2013-title40-vol29-part355-appB.pdf http://www.gpo.gov/fdsys/pkg/CFR-2013-title40-vol29/pdf/CFR-2013-title40-vol29-part355-appA.pdf))

B. When new materials are received, the inventory is updated (including date the materials were introduced) within 30 business days. To ensure any new material is added in a timely manner, the following procedures shall be followed:

- *It is the responsibility of each program director, instructor and supervisor to maintain a current chemical inventory of his/her area. The new material/chemical list will be given to the Hazardous Chemical Coordinator located in the Director of Facilities, HCP/RTK Office who will compile a master list for the annual fire safety*

report. Personnel directed by Facilities Operations will conduct an annual walk-through of the College to verify proper storage of chemicals.

C. The Hazardous Material Inventory is compiled and maintained and submitted to the TCSG System Office by July 1, 2023. *Anthony Wilder Director of Facilities, HCP/RTK Coordinator (770) 528-4429*

X. EVALUATION AND FOLLOW UP POST-EXPOSURE TO HAZARDOUS MATERIALS

A. Should an exposure incident occur, contact *Anthony Wilder Director of Facilities, HCP/RTK Coordinator (770) 528-4429.*

B. An immediate available confidential medical evaluation and follow-up will be conducted and documented by a licensed health care professional.
   1. Following initial first aid the following activities will be performed:
   2. Document the routes of exposure and how the exposure occurred.

C. During the period of the 2023-2024 ECP the following incidents surrounding exposure occurred.
   1. *An instance of an employee/student being subjected to a hazardous chemical in the course of employment through any route of entry, including but not limited to, inhalation, ingestion, skin contact, or absorption and includes potential or accidental exposure.*

XI. EVALUATION OF CIRCUMSTANCES SURROUNDING EXPOSURE INCIDENTS

A. *Anthony Wilder* will review the circumstances of all exposure incidents to determine:
   1. engineering controls in use at the time
   2. administrative practices followed
   3. a description of the material being used (including type and brand)
   4. protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
   5. location of the incident;
   6. task being performed when the incident occurred
   7. training records of covered employee or covered student.

B. If revisions to this HCPP are necessary *(Anthony Wilder) Director of Facilities/HCP/RTK Coordinator* will ensure that appropriate changes are made. (Changes may include an evaluation of safer practices, review of training etc.)

C. The following protocol is followed for evaluating the circumstances surrounding an exposure incident.
   b) When a hazardous chemical material spill occurs staff will follow these steps:
      - *Identify what spilled, where, and how much*
      - *If the spill is small enough to be absorbed, neutralized or otherwise controlled at the time of release by staff in the immediate area and does not pose an adverse*

exposure hazard to anyone, then the proper procedures for cleaning up "small spills."

- *Provide as much information as you can on the nature of the spill. The Director of Facilities, HCP/RTK Coordinator will contact an outside contractor to handle the spill.*
- *If a small spill occurs in the chemistry or biology lab area, instructor will conduct the cleanup. Instructor will provide spill cleanup materials to the employee/students upon request. If there is a large spill in a chemistry or biology lab, faculty will notify HCP/RTK Coordinator so that outside assistance can be provided, following the procedures for a large spill"*

XII. CHEMICALS IN UNLABELED PIPES

Prior to starting work in areas where chemicals are transferred through unlabeled pipes, covered individuals should contact the individuals identified in I. C. for their respective organizational area for information regarding the identity of the material in the pipes; potential hazards; and required safety precautions.

XIII. PROGRAM AVAILABILTY

A. All covered individuals can review this HCPP at any time while performing these tasks or activities by contacting *Facility Director*, *HCP/RTK Coordinator.* If requested, a hard copy of this HCPP will be provided within 3 business days of request. Copies of the Hazard Communication Program Plan are available in *Anthony Wilder Office Facility Director, HCP/RTK Coordinator or Human Resources office* for review by any interested individuals.

B. A copy of this program will be made available, upon request, to employees, to students and their representatives.

- *These records are the responsibility of the Director of Facilities and Human Resources and are maintained in the HCP/RTK Coordinator office @ 980 South Cobb Dr. Marietta GA, 30060*