1	GEORGIA STATE UNIVERSITY FOUNDATION, INC.							
2	Procedure number/name, 2.15 Engineers (-1.00) 3.15							
3 4	Procedure number/name: 3.1b Environmental Guidelines							
5	Issuir	Issuing date: Before 2004 Effective date: Before 2004						
6								
7	Related policy number/name: 3.1 Real Estate Property Acceptance Policy							
8								
9	Procedures Approved by: President of the foundation/vice president for development							
10								
11	I. Introduction							
12		A. <u>Purpose</u> : To provide guidelines for the acceptance of real estate property in						
13		order to minimize potential liability for damages and clean up of real estate						
14		property contaminated by hazardous waste.						
15								
16		B. <u>General</u> : Due to strict environmental laws concerning real estate property, the						
17	Georgia State University Foundation, Inc, as a land owner, could have							
18		significant liability on real estate properties contaminated by hazardous						
19		waste.						
20								
21	II.	Revision history						
22		Unavailable.						
23		Definitions						
24	III.	Definitions						
25		Terms are defined in VI. Procedures below.						
26 27	IV.	Persons affected						
28	IV.	Donors, Development staff, volunteers, university administrators, faculty and						
29		staff involved in real estate gifts.						
30		stair involved in fear estate gifts.						
31	V.	Roles and responsibilities						
32	۷.	Roles and responsibilities are defined in VI. Procedures below.						
33		notes and responsibilities are defined in vi. Procedures selow.						
34	VI.	Procedures						
35		A. Prior to accepting farms, woodlands, urban acreage, commercial and						
36		industrial real estate, Phase I Environmental Site Assessment will be						
37		performed on the real estate property, unless specifically exempted by the						
38		Real Estate Advisory Committee.						
39								
40		B. The environmental assessment will include but not be limited to the						

41	following:
12	
43	1. Documentation of the geographic location of the property and current
14	usage.
45	
16	2. Site operational history which will entail:
1 7	
18	a) Document current and prior ownership based on information
19	obtained from area plat books, and title search.
50	
51	b) Document current and past usage based on historical
52	aerial photographs, historical city directories, and fire
53	insurance maps.
54	
55	3. Environmental site characteristics, which will encompass:
56	
57	4. Visual inspection which will involve:
58	
59	a) Geology and soils characterization, to include topography and
60	soil types.
61	
62	b) Ground water characteristics, to include aquifers, depth of
63	usable groundwater, special groundwater districts,
54	
65	c) Surface water characteristics, to include topography run off
66	and run on drainage, flood plains, and location and distance from
67	downstream surface water, wet lands and endangered species.
68	
69	d) Conversations with adjoining property owners, maintenance
70	personnel, and other knowledgeable parties.
71	
72	e) Document current land usage, photographs of structures, and
73	operations.
74	1
75	f) Photographs of adjoining properties, indicating current usage.
76	
77	g) Identify potential problem areas such as swine farms,
78	poultry farms, dairy farms, illegal dumping of hazardous
79	material, PCBs, land fills, waste water, containers, air emissions,
30	distinct odors, underground/above ground storage tanks.

81							
82	4. Insp	ect for asbestos. Some of	the more common as	eas for asbestos use			
83	is ceiling tile, flooring, pipe and boiler insulation. If asbestos is found,						
84	determ	ine if it is damaged or fla	ıking.				
85							
86	5. The	Environmental Engineer	ing Firm will review	regulatory agencies			
87	records which will include:						
88							
89		a) Reviewing federal an	d state environment	al agency files, and			
90	document any permits or complaints that relate to the subject						
91	property or any adjoining property.						
92							
93	1	o) Review local governm	ental records that ha	ve jurisdiction			
94	over underground storage tanks, solid waste, drinking water,						
95	and septic systems.						
96							
97	6. The Environmental Engineering Firm will submit their completed						
98	report on a timely basis. The report, which is paid for by the donor,						
99	must be made jointly to the donor and the Georgia State University						
100	Foundation, Inc. and submitted to the Foundation.						
101							
102	7. Pro	perties which do not satis	fy the standards as e	stablished by the			
103	Phase I Environmental Site Assessment will be further studied and						
104	referre	d to the Real Estate Ad	visory Committee as	necessary prior to			
105	further	action being taken.					
106							
107	8. Prope	erties which pass the envi	ronmental assessmer	nt test will be subject			
108	to no	rmal property acceptance	guidelines.				
109							
110	HELP						
111							
112	People to contact						
113	Position Title	Campus Location	Phone Number	Email Address			
114	CFO, foundation	541 1PP	3-3434	findjp@langate.gsu.edu			
115	Additional informati	ion and resources					
116	Additional information and resources						
117	Foundation policy 3.1 Real Estate Property Acceptance Policy						
118	Foundation procedure 3.1a Real Estate Property Acceptance Procedure						
119	Foundation procedure 3.1c Real Estate Marketing Procedure Foundation form: Real Estate Gift Analysis Form (contact CFO)						
120	roundation ic	iiii. Keai Estate Giit Anai	ysis form (contact Ci	rO)			