I. Introduction
   A. Purpose: To provide guidelines for the acceptance of real estate property in order to minimize potential liability for damages and clean up of real estate property contaminated by hazardous waste.
   B. General: Due to strict environmental laws concerning real estate property, the Georgia State University Foundation, Inc, as a land owner, could have significant liability on real estate properties contaminated by hazardous waste.

II. Revision history
   Unavailable.

III. Definitions
   Terms are defined in VI. Procedures below.

IV. Persons affected
   Donors, Development staff, volunteers, university administrators, faculty and staff involved in real estate gifts.

V. Roles and responsibilities
   Roles and responsibilities are defined in VI. Procedures below.

VI. Procedures
   A. Prior to accepting farms, woodlands, urban acreage, commercial and industrial real estate, Phase I Environmental Site Assessment will be performed on the real estate property, unless specifically exempted by the Real Estate Advisory Committee.
   B. The environmental assessment will include but not be limited to the
following:

1. Documentation of the geographic location of the property and current usage.

2. Site operational history which will entail:
   a) Document current and prior ownership based on information obtained from area plat books, and title search.
   b) Document current and past usage based on historical aerial photographs, historical city directories, and fire insurance maps.

3. Environmental site characteristics, which will encompass:

4. Visual inspection which will involve:
   a) Geology and soils characterization, to include topography and soil types.
   b) Ground water characteristics, to include aquifers, depth of usable groundwater, special groundwater districts,
   c) Surface water characteristics, to include topography run off and run on drainage, flood plains, and location and distance from downstream surface water, wet lands and endangered species.
   d) Conversations with adjoining property owners, maintenance personnel, and other knowledgeable parties.
   e) Document current land usage, photographs of structures, and operations.
   f) Photographs of adjoining properties, indicating current usage.
   g) Identify potential problem areas such as swine farms, poultry farms, dairy farms, illegal dumping of hazardous material, PCBs, land fills, waste water, containers, air emissions, distinct odors, underground/above ground storage tanks.
4. Inspect for asbestos. Some of the more common areas for asbestos use is ceiling tile, flooring, pipe and boiler insulation. If asbestos is found, determine if it is damaged or flaking.

5. The Environmental Engineering Firm will review regulatory agencies records which will include:

   a) Reviewing federal and state environmental agency files, and document any permits or complaints that relate to the subject property or any adjoining property.

   b) Review local governmental records that have jurisdiction over underground storage tanks, solid waste, drinking water, and septic systems.

6. The Environmental Engineering Firm will submit their completed report on a timely basis. The report, which is paid for by the donor, must be made jointly to the donor and the Georgia State University Foundation, Inc. and submitted to the Foundation.

7. Properties which do not satisfy the standards as established by the Phase I Environmental Site Assessment will be further studied and referred to the Real Estate Advisory Committee as necessary prior to further action being taken.

8. Properties which pass the environmental assessment test will be subject to normal property acceptance guidelines.

HELP

People to contact

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Campus Location</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFO, foundation</td>
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</tbody>
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Additional information and resources

Foundation policy 3.1 Real Estate Property Acceptance Policy
Foundation procedure 3.1a Real Estate Property Acceptance Procedure
Foundation procedure 3.1c Real Estate Marketing Procedure
Foundation form: Real Estate Gift Analysis Form (contact CFO)