

## Who Do I Call If?

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
1.	<b>Accounting/Internal Controls</b>	<a href="#">Office of Audit Services</a>	(213) 740-8258 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>	<a href="#">Accounting and Auditing Complaint Reporting</a>  Outlines procedures for the submission, receipt, retention, and treatment of complaints received regarding accounting, internal accounting controls, or auditing matters.
2.	<b>Affirmative Action/Diversity</b> <ul style="list-style-type: none"> <li>• Affirmative Action Compliance questions</li> </ul>	<a href="#">Office of Equity and Diversity</a>	UPC: (213) 740-5086 HSC: (323) 442-2020 <a href="mailto:oad@usc.edu">oad@usc.edu</a>	<a href="#">Equal Opportunity, Affirmative Action and Non-Discrimination</a>  Describes the university's commitment to providing equal opportunities to all.
3.	<b>Anatomic Materials</b> <ul style="list-style-type: none"> <li>• Anatomical Gift Program</li> <li>• Willed Body Program</li> </ul>	<a href="#">The Anatomical Gift Program at USC</a>	(323) 442-1229 (323) 442-1191	<a href="#">Human Anatomic Materials Procurement</a>  Outlines policies and procedures for the procurement, receipt, and disposal of anatomical materials.
4.	<b>Animal Use Research/Animal Care</b> <ul style="list-style-type: none"> <li>• Veterinary Care</li> <li>• Animal Care</li> <li>• Oversight of use of animals in research</li> <li>• Institutional Animal Care and Use (IACUC) Committee</li> </ul>	<a href="#">Department of Animal Resources</a>	(323) 442-1689 <a href="mailto:daradm@usc.edu">daradm@usc.edu</a>	<a href="#">Investigator Manual</a>  Provides information regarding the laws, regulations, and policies pertaining to appropriate animal care and use in research and teaching; the mechanism to obtain approval for animal use from the IACUC; the policies, procedures, and services of the Department of Animal Resources related to the care of animals.
5.	<b>Benefits at USC</b> <ul style="list-style-type: none"> <li>• COBRA</li> <li>• Employee benefit programs Health benefits</li> <li>• Retirement programs</li> </ul>	<a href="#">Benefits Administration</a>	(213) 821-8100 <a href="mailto:uschr@usc.edu">uschr@usc.edu</a>	<a href="#">Employee Benefit Programs and How They Work at USC</a>

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	<ul style="list-style-type: none"> <li>Financial security</li> <li>Educational benefits</li> </ul>			
6.	<b>Biological Agents, Research with</b> <ul style="list-style-type: none"> <li>Recombinant DNA</li> <li>Potentially infectious microorganisms</li> <li>Biologically derived toxins</li> <li>Select Agents</li> <li>Human cell lines</li> </ul>	<a href="#">Institutional Biosafety Committee (IBC)</a>	(323) 442-2200 <a href="mailto:IBC@admin.usc.edu">IBC@admin.usc.edu</a>	<a href="#">Institutional Biosafety Forms and Standard Operating Procedures</a>
7.	<b>Campus Crime Reporting</b> <ul style="list-style-type: none"> <li>Reporting of suspicious, unusual, or criminal activity</li> <li>Obtaining a copy of a report</li> <li>Crime prevention tips/resources</li> </ul>	<a href="#">Department of Public Safety (DPS)</a>	UPC Emergency: (213) 740-4321  UPC Business/Non-Emergency: (213) 740-6000  HSC Emergency: (323) 442-1000  HSC Business/Non-Emergency: (323) 442-1200	<a href="#">DPS Annual Security Report</a>
8.	<b>Campus Violence</b> <ul style="list-style-type: none"> <li>Campus Violence Prevention</li> <li>Campus Violence Response</li> <li>Violence in the Workplace</li> <li>TrojansAlert Emergency Notification System</li> </ul>	<a href="#">Department of Public Safety (DPS)</a> – Emergencies and immediate threats of harm  <a href="#">Office of Equity and Diversity</a> – Concerns regarding faculty and staff  <a href="#">Office of Student Affairs</a> – Concerns regarding students  <a href="#">Safety Tips &amp; Training (Department of Public Safety)</a> – Crime prevention outreach services and programs	DPS: UPC Emergency: (213) 740-4321 HSC Emergency: (323) 442-1000  Equity and Diversity: UPC: (213) 740-5086 HSC: (323) 442-2020 <a href="mailto:oed@usc.edu">oed@usc.edu</a>  Office of Student Affairs: (213) 740-2421	<a href="#">Violence-Free Campus</a>  Describes acts of violence covered by the policy; describes reporting and assessment procedures to be followed were an alleged act of violence may have occurred; explains role of Threat Assessment Panel; provides overview of possible findings and related disciplinary action.

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9.	<b>Chemical Safety</b> <ul style="list-style-type: none"> <li>• Lab Safety Resources</li> <li>• Chemical Hygiene Plan</li> <li>• Carcinogens</li> <li>• Precursor Chemicals</li> <li>• Environmental Affairs</li> <li>• Research with Controlled Substances</li> <li>• iSustain (Green Chemistry)</li> <li>• Hazardous Waste Management/Disposal</li> <li>• Transporting Chemicals On Campus</li> <li>• Compressed Gas Safety</li> <li>• Mercury Hazard and Replacement</li> </ul>	<a href="#">Environmental Health &amp; Safety Department (EH&amp;S)</a>	(323) 442-2200 <a href="mailto:labsafety@usc.edu">labsafety@usc.edu</a>	<a href="#">Environmental Health and Safety Policies</a>
10.	<b>Community Relations</b> <ul style="list-style-type: none"> <li>• Educational, cultural, and developmental opportunities for children who live in immediate USC neighborhood</li> <li>• Safety promotion in university neighborhoods</li> <li>• Promoting business establishment in immediate vicinity of campus</li> <li>• Encouraging USC employees to own and occupy housing in campus neighborhoods</li> <li>• Promotion of employment opportunities for those who live in surrounding neighborhoods</li> </ul>	<a href="#">USC Government and Civic Engagement</a>	(213) 743-2073	
11.	<b>Conflicts of Interest – Business Practices</b> <ul style="list-style-type: none"> <li>• Vendor Relationships</li> <li>• Conflict of Commitment</li> <li>• Outside Educational Activity</li> <li>• Endorsements</li> <li>• Personal Use of University Assets</li> <li>• Participation in Employment-Related decisions related to family/spouse/domestic partner</li> </ul>	<a href="#">Office of Compliance</a>	(213) 740-8258 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>	<a href="#">Conflict of Interest in Professional and Business Practices</a>  Identifies conflict scenarios that must be disclosed; Describes disclosure mechanism; Explains how identified conflicts are addressed; Prohibits certain types of conflicts.

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12.	<b>Conflicts of Interest in Research – Individual</b> <ul style="list-style-type: none"> <li>• Outside consulting activity related to a research project</li> <li>• Ownership interests and management roles in outside entities that might economically benefit from a research project</li> <li>• Use of students to perform services for outside entities in which researcher maintains a financial interest</li> </ul>	<a href="#">Office of Research</a>  <a href="#">Office of Compliance</a>	(213) 740-6709 <a href="mailto:vice.president.research@usc.edu">vice.president.research@usc.edu</a>  (213) 740-8258 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>	<a href="#">Conflict of Interest in Research Policy</a>  Identifies research conflict scenarios related to financial interests held by researchers; Describes disclosure and conflict evaluation process; Explains how identified conflicts are managed.
13.	<b>Conflicts of Interest in Research – Institutional</b> <ul style="list-style-type: none"> <li>• Research involving university held intellectual property (e.g. patents), particularly clinical trials</li> </ul>	<a href="#">Office of Research</a>	(213) 740-6709 <a href="mailto:vice.president.research@usc.edu">vice.president.research@usc.edu</a>	<a href="#">Institutional Conflict of Interest in Research Policy</a>  Identifies research conflict scenarios related to financial interests held by USC; Describes disclosure and conflict evaluation process; Explains how identified conflicts are managed
14.	<b>Contract Signature Authority</b>	<a href="#">Office of the General Counsel</a>	(213) 740-7922	<a href="#">Authority to Sign Contracts and Agreements</a>  Review requirements of new agreements; Authorized signers of agreements
15.	<b>Cost Transfers</b> <ul style="list-style-type: none"> <li>• SPA Journal Voucher process</li> <li>• Definitions of allowable Expense Transfers</li> <li>• Procedures for processing an Expense Transfer</li> <li>• Requirements to process payroll and non-payroll Expense Transfers</li> <li>• Guidance on what to do when account/award is set up late and costs on a non-sponsored account have already been incurred</li> </ul>	<a href="#">Sponsored Projects Accounting (SPA)</a>	(213) 740-5381	<a href="#">Cost Transfer Policy</a>  Explains the requirements and procedure for Cost Transfers on Sponsored Project Accounts

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16.	<b>Courseware Ownership</b> <ul style="list-style-type: none"> <li>Courseware defined</li> <li>Rights of university and faculty with respect to courseware</li> <li>Income distribution arising out of licensing or sale of courseware</li> </ul>	<a href="#">Office of the Vice Provost for Academic and Faculty Affairs</a>	(213) 740-6715 <a href="mailto:vpafa@usc.edu">vpafa@usc.edu</a>	<a href="#">University of Southern California Courseware Policy</a>  Defines “Courseware”; explains ownership rights of faculty and university regarding courseware; contains rules on competition with the university and conflicts of interest
17.	<b>Courseware Preparation and Ordering</b> <ul style="list-style-type: none"> <li>USC Bookstores <ul style="list-style-type: none"> <li>Faculty textbook ordering – forms and procedures</li> <li>Deadlines for ordering textbooks</li> </ul> </li> <li>University Custom Publishing <ul style="list-style-type: none"> <li>Ordering of custom course readers</li> <li>Copyright clearance</li> <li>Out of print books</li> <li>Business Case Studies</li> <li>In-Class Handouts</li> </ul> </li> </ul>	<a href="#">USC Bookstores – Book Division</a>  <a href="#">University Custom Publishing</a>	(213) 740-8398 <a href="mailto:UscCourseMaterials@gmail.com">UscCourseMaterials@gmail.com</a>  (800) 934-9313 <a href="mailto:Custom.Publishing.Readers@usc.edu">Custom.Publishing.Readers@usc.edu</a>	
18.	<b>Defensive Driving</b> <ul style="list-style-type: none"> <li>Training requirements for employees authorized to drive University-owned vehicles, including electric carts, automobiles, trucks, cans, trams and busses for University business.</li> <li>Training</li> <li>Course fees</li> </ul>	<a href="#">USCTransportation</a> – trams, shuttles & buses and the campus cruiser program  <a href="#">Risk Management &amp; Insurance Department</a> – University-owned vehicles including electric carts, auto, trucks, cars etc.	(213) 740-3575	<a href="#">Vehicle/Driver Safety Policy</a>
19.	<b>Disability Services (Faculty/Staff/Students)</b> <ul style="list-style-type: none"> <li>Human Resources Administration (HRA)</li> </ul>	<a href="#">Human Resources Administration (HRA)</a> – faculty/staff  <a href="#">Benefits Administration</a> – faculty/staff	(213) 821-8111 <a href="mailto:uschr@usc.edu">uschr@usc.edu</a>  (213) 821-8100	<a href="#">Equal Opportunity, Affirmative Action and Non-Discrimination</a>  Sets forth university’s policy against discrimination, including against those who have a disability

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	<ul style="list-style-type: none"> <li>○ Issues related to accommodation for disabled faculty/staff</li> <li>● Benefits Office <ul style="list-style-type: none"> <li>○ Basic, short-term, long-term disability Plans</li> <li>○ Disability benefits</li> <li>○ How to File a Disability Claim</li> <li>○ Forms</li> <li>○ Family Leave</li> </ul> </li> <li>● Disability Services and Programs (DS&amp;P)(for students) <ul style="list-style-type: none"> <li>○ Assistance in providing readers, scribes, note-takers and interpreters</li> <li>○ Advocacy with faculty</li> <li>○ Special accommodations for test-taking needs</li> <li>○ Auxiliary aid and equipment loans</li> <li>○ Assistance with architectural barriers</li> <li>○ Information on accessible seating at USC sporting events</li> <li>○ Assistive technology</li> <li>○ Support for individual needs</li> <li>○ Information on various disabilities</li> </ul> </li> </ul>	<a href="#">Disability Services and Programs (DSP)</a> – student	<a href="mailto:uschr@usc.edu">uschr@usc.edu</a> (213) 740-0776 <a href="mailto:ability@usc.edu">ability@usc.edu</a>	<a href="#">Family Care and Medical Leave Policy</a>  Explains eligibility for medical leaves of absence, including for reasons of disability.
20.	<b>Donor Gift Restrictions</b> <ul style="list-style-type: none"> <li>● Naming rights</li> <li>● Designation of use of funds</li> <li>● Condition on use of funds</li> <li>● Quid pro quo (providing of anything in value in return)</li> <li>● In kind contributions</li> <li>● Donation of Equipment</li> </ul>	<a href="#">University Advancement</a>  <a href="#">Office of the General Counsel</a>	(213) 740-2211  (213) 740-7922	<a href="#">USC Gift Acceptance and Campaign Counting Policy</a>  Describes USC policy and procedure regarding the making of all gifts to the university.

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21.	<b>Drug-Free Workplace</b> <ul style="list-style-type: none"> <li>• Alcohol and Event Planning Guidelines</li> <li>• Health Risks Associated With Use of Drugs and Alcohol</li> <li>• Resources for Faculty and Staff</li> <li>• Overview of Sanctions for Violations of University Policy</li> </ul>	<a href="#">Office of Compliance</a>	(213) 740-8258 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>	<a href="#">USC Drug Free Policy</a>  <a href="#">Be Well USC Website</a>  Provides overview of USC Policy regarding drug and alcohol use, along with resources for faculty, students, and staff.
22.	<b>Earthquake Preparedness</b> <ul style="list-style-type: none"> <li>• Creating an internal emergency plan.</li> <li>• Earthquake preparedness training</li> <li>• Emergency resources in the event of an earthquake</li> </ul>	<a href="#">Office of Fire Safety and Emergency Planning</a>	(213) 740-6197	<a href="#">Emergency Management – Business Continuity and IT Disaster Recovery</a>  Describes university approach to handling emergencies.
23.	<b>Effort Reporting</b> <ul style="list-style-type: none"> <li>• eCert</li> <li>• Appropriate charging of effort on sponsored projects</li> <li>• Questions about Institutional Base Salary (IBS)</li> </ul>	<a href="#">Office of Financial Analysis</a>	(213) 821-1937 <a href="mailto:ecert@usc.edu">ecert@usc.edu</a>	<a href="#">Effort Reporting and eCert Policies and Guidance</a>  Provides policy and guidance on rules and procedures regarding effort reporting and use of eCert, USC’s on-line effort certification application.
24.	<b>Emergency Preparedness</b> <ul style="list-style-type: none"> <li>• Coordination, preparation, and training resources</li> <li>• Campus emergency operations plan</li> <li>• Building evacuation drills</li> <li>• Preparation of internal emergency plan</li> </ul>	<a href="#">Office of Fire Safety and Emergency Planning</a>	(213) 740-6197	<a href="#">Emergency Management – Business Continuity and IT Disaster Recovery</a>  Describes university approach to handling emergencies.
25.	<b>Employee Orientation/Onboarding</b> <ul style="list-style-type: none"> <li>• General Orientation <ul style="list-style-type: none"> <li>○ USC History, Mission and Strategic Plan</li> <li>○ Payroll and USC Policies</li> <li>○ University Services &amp; Resources For Staff</li> <li>○ Transportation Options</li> </ul> </li> </ul>	<a href="#">USC Employee Gateway</a>  <a href="#">Human Resources Division</a>	(213) 821-8100 <a href="mailto:uschr@usc.edu">uschr@usc.edu</a>	<a href="#">Orientation Information for New Staff and Faculty</a>

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	<ul style="list-style-type: none"> <li>○ Mandatory Safety and Emergency Preparedness Information</li> <li>● Benefits Orientation <ul style="list-style-type: none"> <li>○ Health, Dental and Vision Benefits</li> <li>○ Life Insurance</li> <li>○ Retirement Plans</li> <li>○ Tuition Assistance</li> <li>○ Benefits Enrollment</li> </ul> </li> </ul>			
26.	<b>Employment Discrimination / Harassment</b> <ul style="list-style-type: none"> <li>● Complaints Regarding Discrimination/Harassment based on protected class (race, religion, national origin, gender, age, disability, sexual orientation, Vietnam veteran status)</li> <li>● Complaint filing procedures</li> <li>● Conduct of investigations, as appropriate</li> </ul>	<a href="#">Office of Equity and Diversity</a>	UPC: (213) 740-5086 HSC: (323) 442-2020 <a href="mailto:loed@usc.edu">loed@usc.edu</a>	<a href="#">Discrimination, Harassment, Sexual Harassment and Sexual Assault</a>  Sets forth university procedures for addressing complaints of discrimination and harassment.  <a href="#">Employment and Workplace Issues</a>  USC policies related to employment and workplace issues.
27.	<b>Export Controls</b> <ul style="list-style-type: none"> <li>● Restrictions on publication of research results</li> <li>● Nationality restrictions on personnel access to the conduct of research</li> <li>● University-related foreign travel</li> <li>● Exports to foreign countries</li> </ul>	<a href="#">Office of Compliance</a>	(213) 740-8258 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>	<a href="#">Faculty Handbook, Section 5-B</a>  Outlines university's commitment to conducting unrestricted, fundamental research.
28.	<b>Faculty Workplace Disputes/ Grievance</b> <ul style="list-style-type: none"> <li>● Faculty appointments</li> <li>● Promotions</li> <li>● Tenure</li> <li>● Contracts</li> <li>● Salaries</li> </ul>	<a href="#">Office of the Vice Provost for Academic and Faculty Affairs</a>	(213) 740-6715 <a href="mailto:vpafa@usc.edu">vpafa@usc.edu</a>	<a href="#">Faculty Handbook, Section 7</a>  Explains the issues that may be subject to the grievance process; sets forth the procedures for addressing faculty grievances, including grievance hearing procedures.
29.	<b>FERPA / Education Records</b> <ul style="list-style-type: none"> <li>● Access to student education records</li> </ul>	<a href="#">Office of Academic Records and Registrar</a>	(213) 740-6963 <a href="mailto:Ferpahelp@usc.edu">Ferpahelp@usc.edu</a>	<a href="#">Student Records Policy</a>



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	<ul style="list-style-type: none"> <li>Rights to inspect, review, and/or correct his/her records</li> <li>Types, locations and custodians of education records</li> <li>Restricting release of student records</li> </ul>			Defines protected education records; describes procedures to inspect and correct records; explains circumstances under which education records may be disclosed.
30.	<b>Financial Aid</b> <ul style="list-style-type: none"> <li>Applying for and receiving financial aid</li> <li>Grants &amp; Scholarships</li> <li>Loans</li> <li>Work Study &amp; Jobs</li> <li>Billing &amp; Student Accounts</li> </ul>	<a href="#">Financial Aid Office</a>	(213) 740-4444	
31.	<b>Fire Safety</b> <ul style="list-style-type: none"> <li>Emergency Operation Center</li> <li>Building Evacuation Drills</li> <li>Fire Safety and Fire Extinguisher Training</li> <li>USC Fire Watch Implementation Checklist</li> <li>Building Fire Protection and Life Safety Systems</li> <li>Fire Watch Implementation Checklist</li> <li>Fire Safety Fact Sheets</li> <li>“Hot Work Program and Permits”</li> </ul>	<a href="#">Office of Fire Safety and Emergency Planning</a>	(213) 740-6197	<a href="#">Emergency Management – Business Continuity and IT Disaster Recovery</a>  Describes university approach to handling emergencies.
32.	<b>Government Audits</b> <ul style="list-style-type: none"> <li>Coordination and management of all government audit of externally sponsored research projects or programs</li> <li>A-133 Audit report preparation</li> </ul>	<a href="#">Office of Financial Analysis</a>  <a href="#">Office of Compliance</a>  <a href="#">Office of Audit Services</a>	(213) 821-1937 <a href="mailto:ofa@usc.edu">ofa@usc.edu</a>  (213) 740-8258 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>  (213) 740-8258 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>	
33.	<b>Government Relations</b> <ul style="list-style-type: none"> <li>Advocacy to federal and state government related to the university's core academic, research, public affairs, and business interests</li> </ul>	<a href="#">USC Office of State Government Relations</a>  <a href="#">USC Office of Federal Relations</a>	(916) 637-8981  (202) 824-5860	

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	<ul style="list-style-type: none"> <li>Assisting policymakers by providing access to research and expert faculty for testimony and briefings</li> <li>Liaison between university and federal and state government officials</li> <li>Trojans in Public Service</li> <li>Student internship opportunities</li> </ul>			
34.	<b>Hazardous Waste</b> <ul style="list-style-type: none"> <li>Hazardous Waste Management and Disposal</li> <li>Chemical Disposal</li> <li>Biological Disposal</li> <li>Standard Operating Procedures</li> <li>Training</li> </ul>	<a href="#">Hazardous Waste Management and Disposal Program</a>	(323) 442-2200 <a href="mailto:hazmat@usc.edu">hazmat@usc.edu</a>	<a href="#">Environmental Health and Safety Policies, Hazardous Waste Management (Environmental Management) Policy</a>  Defines the types of waste that are considered hazardous; provides waste minimization standards; assigns responsibilities for hazardous waste management and disposal.
35.	<b>Healthcare Professional Clinical Billing (doctors, dentists, allied health professionals)</b> <ul style="list-style-type: none"> <li>Medicare/Medi-Cal Billing Rules</li> <li>Clinical Trials Billing</li> <li>Non-government Billing obligations</li> </ul>	<a href="#">Office of Compliance</a>	(323) 442-8588 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>	<a href="#">Healthcare Provider Billing Compliance Policies and Procedures</a>
36.	<b>Healthcare Professional Relationships with Industry</b> (Pharmaceutical and biotechnology companies, device and medical equipment manufacturers, and other health care suppliers) <ul style="list-style-type: none"> <li>Consulting Arrangements and Industry-Sponsored Speaking Engagements</li> <li>Gifts, Invitations, and Free Meals</li> <li>Attendance at Industry-Sponsored Conferences</li> <li>Education Grants and Trainee Scholarships</li> </ul>	<a href="#">Office of Compliance</a>	(323) 442-8588 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>	<a href="#">Relationships with Industry Policy</a>  Defines Healthcare Professionals subject to policy; sets forth guidelines on permissible interactions; describes disclosure and approval process related to consulting activity.

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	<ul style="list-style-type: none"> <li>Unrestricted Grants</li> <li>Industry-Sponsored Research Projects</li> <li>Training and Education Regarding Use of Medical Devices</li> <li>Pharmaceutical Samples, Discounts, and Other Reductions in Price</li> <li>Site Access by Industry Representatives</li> <li>Ghostwriting</li> </ul>			
37.	<b>HIPAA Privacy and Security</b> <ul style="list-style-type: none"> <li>Definitions of Protected Health Information (PHI)</li> <li>Appropriate Use and Disclosure of PHI</li> <li>Patient Access to PHI</li> <li>Protecting the Security of PHI</li> <li>Use of PHI for Research Purposes</li> <li>Forms and Resources</li> <li>Business Associate Addendums</li> </ul>	<a href="#">Office of Compliance</a>	(213) 740-8258 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>	<a href="#">HIPAA Privacy Rule: Policies, Forms and Other Resources</a>
38.	<b>Hospital Billing</b>	<a href="#">Office of Compliance</a>  <a href="#">Keck Hospital of USC – Billing and Insurance (KH)</a>  <a href="#">USC Norris Cancer Hospital – Billing (NCH)</a>  <a href="#">USC Verdugo Hills Hospital (VHH) – Billing</a>	(323) 442-8588 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>  KH: (888) 670-1431  NCH: (888) 670-1431  VHH: (818) 790-7100	<a href="#">Keck Hospital of USC: Online Policies and Procedures</a>
39.	<b>Human Subjects Protections Program (HSPP)</b> <ul style="list-style-type: none"> <li>HSPP Policies and Procedures</li> <li>Education and Training for those who conduct human subjects research</li> <li>GCP Training</li> </ul>	<a href="#">Office for the Protection of Research Subjects (OPRS)</a>	(213) 821-1154 <a href="mailto:oprs@usc.edu">oprs@usc.edu</a>	<a href="#">University of Southern California Human Subjects Protection Program (HSPP) Policies and Procedures</a>  Describes program; explains roles and responsibilities of the Institutional

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	<ul style="list-style-type: none"> <li>Responsible Conduct of Research Training</li> <li>AAHRPP Accreditation</li> </ul>			Review Boards (IRB); explains IRB review and approval process; explains informed consent requirements; sets forth rules related to special/vulnerable research subjects; provides forms and resources.
40.	<b>Human Subjects Research /Institutional Review Boards (IRB)</b> <ul style="list-style-type: none"> <li>iStar (IRB Application System)</li> <li>Questions regarding protocols under review</li> <li>Initial and continuing review of protocols</li> <li>Expedited/exempt review</li> <li>Informed consent</li> <li>Minimizing risk in human subjects research</li> <li>Maintaining privacy and confidentiality</li> <li>Forms and Templates</li> <li>Student queries related to human subjects research</li> <li>CITI (Human Subjects Education Program)</li> <li>IRB Reviewer Guidelines</li> <li>Human Subjects Research brochures</li> </ul>	<a href="#">Health Sciences Institutional Review Board (HSIRB)</a>  <a href="#">University Park Institutional Review Board (UPIRB)</a>	(323) 223-2340 <a href="mailto:IRB@usc.edu">IRB@usc.edu</a>  (213) 821-5272 <a href="mailto:upirb@usc.edu">upirb@usc.edu</a>	<a href="#">University of Southern California Human Subjects Protection Program (HSPP) Policies and Procedures</a>  Describes program; explains roles and responsibilities of the IRB; explains IRB review and approval process; explains informed consent requirements; sets forth rules related to special/vulnerable research subjects; provides forms and resources.
41.	<b>Immigration/Visa Issues (Faculty/staff, student)</b> <ul style="list-style-type: none"> <li>Faculty/ staff/ student Visa Services</li> <li>I-20 questions</li> <li>F-1/ J-1 Student Employment</li> <li>J-1 Student Exchange visitor program</li> <li>Curricular Practical Training (CPT)</li> <li>Optional Practical Training (OPT)</li> <li>Housing for International Students</li> <li>Tax and Travel Guidance</li> <li>Driver's License</li> </ul>	<a href="#">Office of International Services</a>	(213) 740-2666 <a href="mailto:ois@usc.edu">ois@usc.edu</a>	

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
42.	<b>Indirect Costs / Facilities &amp; Administrative (F&amp;A)</b> <ul style="list-style-type: none"> <li>• Indirect cost rate proposal</li> <li>• Fringe Benefit Proposal</li> <li>• Guidance on indirect vs. direct costs on specific research projects</li> </ul>	<a href="#">Office of Financial Analysis</a>	(213) 821-1937 <a href="mailto:ofa@usc.edu">ofa@usc.edu</a>	
43.	<b>Information Security</b> <ul style="list-style-type: none"> <li>• Types of university-related information subject to heightened security</li> <li>• Guidance on physical and technical security</li> <li>• Roles and responsibilities</li> <li>• Evaluation of information systems for security purposes</li> <li>• Reporting of information security breaches</li> <li>• How to Obtain Free Credit Report</li> </ul>	<a href="#">Information Technology Services (ITS)</a>	(213) 740-5555 <a href="mailto:consult@usc.edu">consult@usc.edu</a> <a href="mailto:security@usc.edu">security@usc.edu</a>	<p><a href="#">Information Security Policy</a></p> <p>Identifies categories of information entitled to heightened protection; describes methods to provide physical and technical security of such information; explains responsibilities of stewards, managers, and users of university information; describes the obligation for reporting security breaches; provides additional university and external resources regarding information security.</p> <p><a href="#">Network Infrastructure Use Policy</a></p> <p>Explains university ownership of network infrastructure; establishes responsibilities of faculty, staff, students, and other employees in protecting and securing network infrastructure; sets forth access authorization procedures and virus protection and patch management procedures.</p> <p><a href="#">Employee Email</a></p> <p>When using email to conduct official university business, employees must use USC email exclusively.</p>

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
44.	<b>Insurance at USC</b> <ul style="list-style-type: none"> <li>• Certificates of insurance</li> <li>• Risk control and risk financing</li> <li>• Occupational and non-occupational disability programs</li> <li>• Property claims</li> <li>• University-owned vehicle damage claims</li> <li>• Use of personal vehicles for university business</li> <li>• Personal injury to non-employees</li> <li>• Violence in the workplace</li> <li>• USC field trip guidelines</li> <li>• Campus helicopter landing procedure</li> <li>• Forms</li> </ul>	<a href="#">Risk Management &amp; Insurance Department</a>	(213) 740-6203	<a href="#">Insurance Policies and Procedures</a>  Requires that all university insurance-related activities be coordinated with the Risk Management Department; provides references to other relevant university policies.
45.	<b>Intellectual Property / Technology Licensing</b> <ul style="list-style-type: none"> <li>• Protecting ideas</li> <li>• Invention disclosures</li> <li>• MTA's, CDAs</li> <li>• License Agreements</li> <li>• Master Research Collaboration Agreements</li> <li>• Marketing of inventions to potential investors and licensees</li> <li>• Innovation programs: Technology Access Grants, Startup Program, Student Interns</li> <li>• Faculty and Student business plan competitions</li> </ul>	<a href="#">USC Stevens Center for Innovation</a>	(213) 821-5000	<a href="#">University of Southern California Intellectual Property Policy</a>  Describes various type of intellectual property protection; explains ownership of intellectual property; sets forth invention disclosure process; explains royalty-sharing between university and inventor
46.	<b>Laser Safety</b> <ul style="list-style-type: none"> <li>• Laser Safety Manual</li> <li>• Registration of Lasers</li> <li>• Transfer of Lasers</li> <li>• Laser Usage Log</li> <li>• Request service</li> </ul>	<a href="#">Environmental Health &amp; Safety Department (EH&amp;S)</a>	(323) 442-2200 <a href="mailto:radsafety@usc.edu">radsafety@usc.edu</a>	<a href="#">Injury and Illness Prevention</a>  General information; authorization to use lasers; procurement and use of laser systems; personal protective equipment; general instructions for auxiliary personnel; training requirements for

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
				laser users; Class 3B warning sign; Class 4 warning sign.
47.	<b>Medical Surveillance</b> <ul style="list-style-type: none"> <li>• Sharps protection</li> <li>• Identification of conditions that could lead to occupational disease</li> <li>• Compliance with state and federal regulations that require medical monitoring</li> <li>• Tracking of occupational injuries, illnesses, and exposures</li> <li>• Respiratory Protection Program</li> <li>• Hearing Conservation Program</li> <li>• Surveillance for animal exposures</li> <li>• Hepatitis B Immunization</li> </ul>	<a href="#">Environmental Health &amp; Safety Department (EH&amp;S)</a>	(323) 442-2200 <a href="mailto:injuryprevention@usc.edu">injuryprevention@usc.edu</a>	<a href="#">Injury and Illness Prevention</a>  Requires schools and departments to take engineering, administrative, and personal protective measures as appropriate to minimize employee exposures to hazardous biological, chemical, physical, or radioactive agents; establishes roles and responsibilities.  <a href="#">Medical Surveillance Program Description</a>  Applicable regulations and standards; Roles and responsibilities; occupations that require medical surveillance; types of medical surveillance performed; exposure monitoring requirements.
48.	<b>Misappropriation of Assets</b> <ul style="list-style-type: none"> <li>• Theft of university property</li> <li>• Embezzlement of university assets</li> <li>• Fraud</li> <li>• Reporting of suspected misappropriation</li> </ul>	<a href="#">Office of Audit Services</a>	(213) 740-8258 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>	<a href="#">Misappropriation of University Assets</a>  Roles and responsibilities; reporting of suspected violations; explanation of investigation process; description of potential disciplinary action; explanation of appeal process.
49.	<b>NCAA Compliance</b> <ul style="list-style-type: none"> <li>• Rules Education</li> <li>• Coaches Certification Exam</li> <li>• Rules for Athletes and Parents</li> <li>• Professional Sports Counseling Panel</li> <li>• NCAA Rules &amp; Bylaws</li> <li>• NCAA Health and Safety</li> <li>• NCAA Drug Testing Program</li> <li>• Sports Wagering</li> </ul>	<a href="#">Athletic Compliance Office</a>	<a href="#">Staff Contact List</a>	<a href="#">Athletics Compliance – Document Library</a>  Describes Policies and Procedures for coaches and staff; athletes and parents; prospective student-athletes; alumni, boosters, faculty, and fans.

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
	<ul style="list-style-type: none"> <li>• Conduct and Employment of Athletics Personnel</li> <li>• Amateurism</li> <li>• Recruiting</li> <li>• Tryout Forms</li> <li>• Academic Eligibility</li> <li>• Playing and Practice Seasons</li> </ul>			
50.	<p><b>Occupational Safety &amp; Health Administration (OSHA)/Worker Safety</b></p> <ul style="list-style-type: none"> <li>• Report a safety concern or obtain general workplace safety information</li> <li>• Compressed gas</li> <li>• Electrical</li> <li>• Fall Protection</li> <li>• Medical and First Aid</li> <li>• Powered Industrial Trucks</li> <li>• Machine guarding</li> <li>• Hot work</li> <li>• Tools and Equipment</li> <li>• Trenching</li> <li>• Walking and Working Surfaces</li> <li>• Request Hazmat pick up</li> <li>• Ergonomic evaluation request</li> <li>• Hazard communication</li> <li>• Laser usage log</li> <li>• Chemical Waste Disposal Record Form</li> <li>• Lockout/Blackout</li> <li>• Means of egress</li> </ul>	<a href="#">Environmental Health &amp; Safety Department (EH&amp;S)</a>	UPC: (213) 740-6448 HSC: (323) 442-2200 <a href="mailto:injuryprevention@usc.edu">injuryprevention@usc.edu</a>	<a href="#">Manuals and Resources</a> <ul style="list-style-type: none"> <li>• Injury and Illness Program</li> <li>• Means of Egress Program</li> <li>• Hazard Communication Program</li> <li>• Vehicle Safety Program</li> <li>• Confined Spaces</li> <li>• Personal Protective Equipment (PPE)</li> <li>• Fall Protection/Fall Arrest</li> <li>• Forklift Safety/Training</li> <li>• Lock-Out/Tag-Out</li> <li>• Diving Safety</li> </ul>
51.	<p><b>Payroll</b></p> <ul style="list-style-type: none"> <li>• TrojanTime</li> <li>• WorkDay</li> <li>• Direct Deposit</li> <li>• Year-end tax forms</li> <li>• Payments to short-term international visitors</li> </ul>	<a href="#">University Payroll Services</a>	UPC: (213) 740-8855 HSC: (323) 442-2775 <a href="mailto:payroll@usc.edu">payroll@usc.edu</a>	<a href="#">Personnel Files and Payroll Records</a>  Explains rights of access to and inspection of personnel records, including payroll information.



	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
	<ul style="list-style-type: none"> <li>• Payroll and tax forms</li> <li>• Schedules</li> </ul>			
52.	<b>Peer-to-Peer File Sharing</b> <ul style="list-style-type: none"> <li>• Uploading, downloading, or sharing of copyrighted material</li> <li>• Prohibited activities</li> <li>• Copyright infringement notifications</li> <li>• Appropriate downloading</li> </ul>	<a href="#">Information Technology Services (ITS)</a>	(213) 740-5555 <a href="mailto:consult@usc.edu">consult@usc.edu</a>	<a href="#">Annual Copyright Compliance Letter</a>  Provides basic information regarding the differences between legal and illegal file sharing.
53.	<b>Personnel Records</b> <ul style="list-style-type: none"> <li>• Inspecting personnel records by authorized university officials</li> <li>• Employee inspection of personnel file</li> <li>• Employee copy of his or her own payroll records</li> <li>• Releases of employee information outside the university</li> </ul>	<a href="#">Human Resources Administration</a> (HR Partners)	(213) 821-1111 <a href="mailto:uschr@usc.edu">uschr@usc.edu</a>	<a href="#">Personnel Files and Payroll Records</a>  Explains rights of access to and inspection of personnel records, including payroll information.
54.	<b>Political Activity/Lobbying</b> <ul style="list-style-type: none"> <li>• Involvement in campaigns for public office</li> <li>• Statements by the university or its employees in connection with a campaign for public office</li> <li>• Statements regarding pending or current legislation, ballot measure, proposition, law or ruling</li> </ul>	<a href="#">Government and Civic Engagement</a>	(213) 740-5371	<a href="#">Political Activity Policy</a>  Prohibits participation by USC in any political campaign on behalf of (or in opposition to) any candidate for public office; prohibits individual employees from engaging in such participation on behalf of the university; precludes statements taking a position or expressing an opinion on behalf of the university on pending or current legislations, ballot measure, proposition, law or ruling.
55.	<b>Purchasing (Independent Contractors)</b> <ul style="list-style-type: none"> <li>• Appropriately classifying independent contractors</li> <li>• Independent contractor processes</li> <li>• Reference Guides</li> </ul>	<a href="#">Department of Payment Services (formerly Disbursement Control and Accounts Payable)</a>	(213) 740-2281 (213) 740-2716 <a href="mailto:purchasing@usc.edu">purchasing@usc.edu</a>	<a href="#">Independent Contractors Policy and Appendix</a>  <a href="#">Policies and Procedures for Classifying and Engaging Independent Contractors</a>

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
	<ul style="list-style-type: none"> <li>Independent contractors who are not US citizens</li> <li>Independent contractor agreements</li> </ul>			Definitions and checklists to ensure proper classification; steps for processing payment; tax reporting/withholding and reporting requirements; employee vs. independent contractor checklist
56.	<b>Purchasing (Vendor Eligibility)</b> <ul style="list-style-type: none"> <li>Establishing new suppliers/vendors</li> <li>Minimum supplier requirements</li> <li>Selecting responsive and qualified suppliers</li> <li>Reviewing and signing vendor contracts</li> <li>Monitoring supplier-contract performance</li> </ul>	<a href="#">Department of Procurement Services (formerly Purchasing Services)</a>	(213) 740-2281 (213) 740-2716 <a href="mailto:purchasing@usc.edu">purchasing@usc.edu</a>	<a href="#">Purchasing Policies</a>  Sets forth requirements for vendor eligibility.
57.	<b>Radiation Materials and Safety</b> <ul style="list-style-type: none"> <li>Radiation Safety Committee</li> <li>Radiation Safety Manual</li> <li>Lab relocation</li> <li>Education and training requirements</li> <li>Forms related to use of radioactive material</li> </ul>	<a href="#">Radiation Safety</a>	(323) 442-2200 <a href="mailto:radsafety@usc.edu">radsafety@usc.edu</a>	<a href="#">Radiation Safety Manual</a>  Authorization to use radioactive material; procurement and use of radioactive material; Radiation Safety committee; training and safety procedures; emergency procedures; DPS, maintenance, housekeeping, and pathologist personnel instructions.
58.	<b>Record Management</b> <ul style="list-style-type: none"> <li>Retention of records</li> <li>Destruction of records</li> <li>Guidance on types of records that must be retained and for how long</li> </ul>	<a href="#">Office of the General Counsel</a>	(213) 740-7922	<a href="#">Record Management Policy</a>  Assigns responsibility for record use, retention, and destruction; establishes various categories of records and describes official repositories for various types of records; provides record retention schedule.
59.	<b>Scientific Misconduct</b> <ul style="list-style-type: none"> <li>Types of conduct covered</li> <li>Making a scientific misconduct allegation</li> <li>Inquiry/Investigation process</li> <li>Reporting requirements</li> </ul>	<a href="#">Office of Research</a>  <a href="#">Office of Compliance</a>	(213) 740-6709 <a href="mailto:vice.president.research@usc.edu">vice.president.research@usc.edu</a>  (213) 740-8258 <a href="mailto:compliance@usc.edu">compliance@usc.edu</a>	<a href="#">Scientific Misconduct Policy</a>  Defines misconduct and to whom policy applies; describes the allegation, Inquiry, and Investigation process; sets forth reporting obligations (where applicable).

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60.	<b>Sexual Misconduct/Violence</b> <ul style="list-style-type: none"> <li>Sexual misconduct (including harassment and assault)</li> <li>Dating violence</li> <li>Domestic violence</li> <li>Intimate partner violence</li> <li>Stalking</li> </ul>	<a href="#">Office of Equity and Diversity (OED) Title IX Coordinator</a>  <a href="#">Sexual Assault Resource Center</a>	(213) 740-5086 <a href="mailto:oed@usc.edu">oed@usc.edu</a>  (213) 740-4900	<a href="#">Discrimination, Harassment, Sexual Harassment and Sexual Assault policy</a>  Outlines prohibited behaviors and explains process for reporting violations.  <a href="#">SCampus</a>  Defines sexual misconduct, sexual assault, dating violence, domestic violence, intimate partner violence, and stalking; explains university expectations and affirmative consent standard; describes reporting and investigation process; outlines disciplinary procedures.
61.	<b>Signage</b> <ul style="list-style-type: none"> <li>Posting signs/banners</li> <li>Content of signs/banners</li> <li>Posting locations</li> </ul>	<a href="#">Real Estate &amp; Asset Management</a>	(213) 821-3070	<a href="#">Signage Policy</a>  City and university requirements for posting signs and banners, including size, duration, and content; lists USC offices that may need to review requests for sign approval.
62.	<b>Small/Female/Minority-Owned Business</b> <ul style="list-style-type: none"> <li>Policies, Procedures, and Forms</li> <li>Promoting accessibility to and awareness of Diverse Suppliers</li> <li>Diverse Supplier database</li> <li>Government subcontract plans in compliance with the FAR and DFARS</li> <li>Preparation of “Good faith effort” diverse supplier usage proposals</li> <li>Submission of diverse supplier compliance reports to applicable governmental agencies</li> <li>Outreach programs</li> </ul>	<a href="#">USC Small Business Diversity Office</a>	(213) 740-2281 (213) 740-2716 <a href="mailto:supplier@usc.edu">supplier@usc.edu</a>	<a href="#">Diverse Supplier Guidelines</a>  Roles and responsibilities; defines “Diverse Suppliers”; provides Diverse Supplier goals by group and source of funds; outlines penalties for false representations regarding Diverse Supplier status.

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
63.	<b>Smoke-Free Workplace</b> <ul style="list-style-type: none"> <li>• Questions regarding prohibitions on smoking</li> <li>• Outdoor areas where smoking is permitted</li> </ul>	<a href="#">Environmental Health &amp; Safety Department (EH&amp;S)</a>	(323) 442-2200 <a href="mailto:injuryprevention@usc.edu">injuryprevention@usc.edu</a>	<a href="#">Smoke-Free Policy</a>  Prohibitions on smoking on or in university property.
64.	<b>Staff Wage and Hours</b> <ul style="list-style-type: none"> <li>• Alternative work schedule</li> <li>• Attendance records</li> <li>• Compensation</li> <li>• Meal periods</li> <li>• Overtime</li> <li>• Rest periods</li> <li>• Work Schedule</li> <li>• Holiday schedule</li> <li>• Standard letters and forms</li> <li>• Equal Opportunity and Affirmative Action</li> </ul>	<a href="#">Human Resources Administration (HRA)</a>	(213) 821-8280 <a href="mailto:uschr@usc.edu">uschr@usc.edu</a>	<a href="#">Staff Wage and Hour Policies</a>  Listing of all university Staff Wage and Hour policies, addressing issues such as overtime, work schedule, holiday schedule, and compensation.
65.	<b>Staff Workplace Employment Disputes (non-discriminatory)</b> <ul style="list-style-type: none"> <li>• Supervisor/subordinate disputes</li> <li>• Peer disputes</li> </ul>	<a href="#">Human Resources Administration (HRA)</a>	(213) 821-8111 <a href="mailto:uschr@usc.edu">uschr@usc.edu</a>	<a href="#">Staff Complaint Process</a>  Describes eligibility to bring complaint under the policy; explains departmental and university processes for handling complaints; provides protection from retaliation for making good faith complaint
66.	<b>Stem Cell Research/Stem Cell Research Oversight Committee (SCRO)</b> <ul style="list-style-type: none"> <li>• Procurement or use of human oocytes</li> <li>• Use of human embryos</li> <li>• Derivation of a covered stem cell line</li> <li>• In vitro research using existing covered stem cell lines</li> <li>• Introduction of covered stem cell lines into the brains of animals at</li> </ul>	<a href="#">Stem Cell Research Oversight Committee (SCRO)</a>	(323) 442-7834 <a href="mailto:scro.cttee@med.usc.edu">scro.cttee@med.usc.edu</a>	<a href="#">University of Southern California Human Subjects Protection Program (HSPP) Policies and Procedures, Chapter 8</a>

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
	any state of embryonic, fetal or post-natal development <ul style="list-style-type: none"> <li>• Introduction of covered stem cell lines into a live human</li> </ul>			
67.	<b>Student Conduct</b> <ul style="list-style-type: none"> <li>• Reporting an incident</li> <li>• Review process</li> <li>• Appeal Guidelines</li> <li>• Resources for faculty and family</li> </ul>	<a href="#">Office of Student Judicial Affairs and Community Standards (SJACS)</a>	(213) 821-7373 <a href="mailto:sjacs@usc.edu">sjacs@usc.edu</a>	<a href="#">University Student Conduct Code</a>  General disciplinary principles; student conduct expectations; nonacademic violations review process; academic integrity review process; appeals process; student conduct records; sanctions for violations of Code.
68.	<b>Subpoenas</b> <ul style="list-style-type: none"> <li>• What to do after receiving a subpoena</li> <li>• Guidance and direction on appropriately responding to a subpoena related to university responsibilities</li> </ul>	<a href="#">Office of the General Counsel</a>	(213) 740-7922	<a href="#">Acceptance of Summons, Complaints and Subpoenas</a>  Sets forth rules for acceptance of subpoenas seeking various types of university records and testimony.
69.	<b>Sustainability</b> <ul style="list-style-type: none"> <li>• USC Green Office Certification Program</li> <li>• Eco-Initiatives and Sustainable Projects Portal</li> <li>• Sustainability resources</li> <li>• Waste and recycling resources</li> <li>• Carpooling</li> <li>• Green Buildings</li> <li>• Green cleaning</li> <li>• Sustainable Transportation</li> </ul>	<a href="#">USC Sustainability</a>	(213) 821-3942 <a href="mailto:sustainability@usc.edu">sustainability@usc.edu</a>	<a href="#">Sustainability 2020</a>  University adopted sustainability goals for 2020. Sustainability goals cover the following areas: <ul style="list-style-type: none"> <li>• Education and Research</li> <li>• Engagement</li> <li>• Energy and Greenhouse Gas Emissions</li> <li>• Procurement</li> <li>• Transportation</li> <li>• Waste</li> </ul>
70.	<b>Tax issues/IRS</b> <ul style="list-style-type: none"> <li>• UBIT (Unrelated Business Income Tax)</li> <li>• General Ledger Information</li> </ul>	<a href="#">Office of the Comptroller</a>  <a href="#">University Taxation Services</a>	(213) 821-1900  (213) 821-1986	
71.	<b>Workers' Compensation</b>	<a href="#">Workers' Compensation</a>	(213) 740-6205	<a href="#">Medical Leave Policy</a>

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
	<ul style="list-style-type: none"> <li>• Filing a Claim</li> <li>• Medical Care for work-related injuries</li> <li>• Benefits</li> <li>• Nurse Health Advocate</li> <li>• Self-Insurance certificate</li> </ul>			Anti-discrimination rules applicable to those who file workers' compensation claims; describes medical leave benefits.
72.	<b>Workplace Health and Wellness</b> <ul style="list-style-type: none"> <li>• Work/life support at USC</li> <li>• Faculty/staff counseling and consultation</li> <li>• Faculty, management, and departmental consultation</li> <li>• Family and dependent care</li> <li>• Workplace health and wellness (stress reduction, depression and anxiety, alcohol and drug abuse, health and fitness)</li> <li>• Presentations, groups, and workshops</li> </ul>	<a href="#">USC Center for Work and Family Life</a>	(213) 821-0800 <a href="mailto:cwfl@usc.edu">cwfl@usc.edu</a>	