



**PAID PROFESSIONAL
ASSIGNMENT (PPA)
REQUEST FORM**

TO: Leigh Ann Collins

DATE: 5-22-2019

FROM: Jennifer Mauch

DIV or UNIT: Chemistry

SUBJ: PPA request for: Tracey Simmons-Willis
 Title of PPA activity: Cleaning/reorganization of CHEM Labs & Storage
 Dates (or semesters) of activity: May Mini Term to 6-7-2019

A. **Activity and Expected Outcomes.** Provide a brief narrative description plus a list of tasks and expected outcomes (append add'l pages if necessary). If PPA duties are described in a college-approved job description, simply refer to that document.

Organization and removal of hazardous waste has not been maintained in CHEM labs and storage areas since 2014. Tasks to clean and reorganize CHEM labs and storage rooms include:

- Identify, label, alphabetize chemicals in storage rooms;
- Update MSDS sheets;
- Compile a list of non-essential waste and hazardous waste materials for storage and disposal;
- Request quote for removal of hazardous waste;
- Wash all glassware and organize on the shelves;
- Evaluate all equipment to determine if it is in working condition; if not in good condition, then either throw away or request removal by maintenance;
- Clean and clear storage rooms of any unnecessary materials.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)	30	\$ 1,400.00	\$ 1,400.00
TOTAL		\$ 1,400.00	\$ 1,400.00

Budget Number : 1510.14302.6092.100

C. **Approvals**

Supervisor: Jennifer Mauch
Digitally signed by Jennifer Mauch
 DN: cn=Jennifer Mauch, o=Wharton County Junior College,
 email=mauchj@wcjc.edu, c=US
 Date: 2019.05.22 12:17:30 -0500

Date: 5-22-19

VP: Leigh Ann Collins
Digitally signed by Leigh Ann Collins
 DN: cn=Leigh Ann Collins, o=WCJC,
 ou=VP, email=lacollins@wcjc.edu, c=US
 Date: 2019.05.23 16:58:15 -0500

Date: 5-23-19

President: Betty A. McCreed

Date: 5-29-19