



**Wharton County
Junior College**

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

TO: VPI Collins

DATE: October 4, 2024

FROM: Jennifer Mauch

DIV or UNIT: Math & Physical Sciences Division

SUBJ: PPA request for: Dr. Brian Trinh
 Title of PPA activity: Chemical Hygiene Officer (CHO)
 Dates (or semesters) of activity: Fall 2024

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.

As the Chemical Safety Officer, Dr. Trinh will complete the following activities:
 -Continue lab inspections of all the Chemistry laboratories, including the safety showers and eye washers, ensure each SDS folder is up-to-date, and update laboratory emergency contacts.
 -Organize the collection and documentation of the waste for disposal at the Richmond campus.
 -Organize and supervise the Chemistry department members for a laboratory cleaning activity at the end of the Fall semester.
 -Create a Laboratory Safety Manual and the Standard Operating Procedures for all experiments in CHEM 1405.

B. **Cost**

Type PPA	# PPA Pay Hours	PPA Salary	Total Costs
ON CONTRACT (release time from teaching)			
ON OVERLOAD (additional compensation)		\$ 2,100.00	\$ 2,100.00
TOTAL		\$ 2,100.00	\$ 2,100.00

Budget Number : 1110.14302.6092.100

C. **Approvals**

Supervisor: Jennifer Mauch Digitally signed by Jennifer Mauch
DN: cn=Jennifer Mauch, o=Wharton County Junior College, ou, email=mauchj@wjc.edu, c=US
 Date: 2024.10.04 15:56:47 -05'00' Date: 10-4-2024

VP: Leigh Ann Collins Digitally signed by Leigh Ann Collins
Date: 2024.10.04 17:19:11 -05'00' Date: _____

President: Betty McCreath Date: 10-7-24