

Who Do I Call If?

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
1.	Accounting/Internal Controls	Office of Audit Services	(213) 740-8258 compliance@usc.edu	Accounting and Auditing Complaint Reporting Outlines procedures for the submission, receipt, retention, and treatment of complaints received regarding accounting, internal accounting controls, or auditing matters.
2.	Affirmative Action/Diversity <ul style="list-style-type: none"> Affirmative Action Compliance questions 	Office of Equity and Diversity	UPC: (213) 740-5086 HSC: (323) 442-2020 oed@usc.edu	Equal Opportunity, Affirmative Action and Non-Discrimination Describes the university's commitment to providing equal opportunities to all.
3.	Anatomic Materials <ul style="list-style-type: none"> Anatomical Gift Program Willed Body Program 	The Anatomical Gift Program at USC	(323) 442-1229 (323) 442-1191	Human Anatomic Materials Procurement Outlines policies and procedures for the procurement, receipt, and disposal of anatomical materials.
4.	Animal Use Research/Animal Care <ul style="list-style-type: none"> Veterinary Care Animal Care Oversight of use of animals in research Institutional Animal Care and Use (IACUC) Committee 	Department of Animal Resources	(323) 442-1689 daradm@usc.edu	Laws, Policies, and Standards 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.	Audits by Government Agency <ul style="list-style-type: none"> Official Office of Inspector General Audits 	Office of Financial Analysis	(213) 821-1937 ofa@usc.edu	



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	<ul style="list-style-type: none"> Coordination and management 	Office of Ethics and Compliance Office of Audit Services	(213) 740-8258 compliance@usc.edu (213) 740-8258 compliance@usc.edu	
6.	Audits by Sponsored Agency <ul style="list-style-type: none"> Routine sponsored audits on a specific award, program, invoice, pre-award, financial, scheduled audits. Coordination and management of these type of audits. A-133 Audit report management and preparation. 	Office of Financial Analysis	(213) 821-1937 ofa@usc.edu	
7.	Benefits at USC <ul style="list-style-type: none"> COBRA Employee benefit programs Health benefits Retirement programs Financial security Educational benefits 	HR Service Center	(213) 821-8100 uschr@usc.edu	Employee Benefit Programs and How They Work at USC
8.	Biological Agents, Research with <ul style="list-style-type: none"> Recombinant DNA Potentially infectious microorganisms Biologically derived toxins Select Agents Human cell lines 	Institutional Biosafety Committee (IBC)	(323) 442-2200 Biosafety@usc.edu	Institutional Biosafety Forms and Standard Operating Procedures
9.	Campus Crime Reporting <ul style="list-style-type: none"> Reporting of suspicious, unusual, or criminal activity Obtaining a copy of a report Crime prevention tips/resources 	Department of Public Safety (DPS)	UPC Emergency: (213) 740-4321 UPC Business/Non-Emergency: (213) 740-6000 HSC Emergency: (323) 442-1000	DPS Annual Security Report



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			HSC Business/Non-Emergency: (323) 442-1200	
10.	Campus Violence <ul style="list-style-type: none"> • Campus Violence Prevention • Campus Violence Response • Violence in the Workplace • TrojansAlert Emergency Notification System 	Department of Public Safety (DPS) – Emergencies and immediate threats of harm Office of Conduct, Accountability, and Professionalism (OCAP) – Concerns regarding faculty and staff Office of Student Affairs – Concerns regarding students Office of Threat Assessment and Management – Oversight and support to the University in the identification, assessment and management of threats and/or threatening behavior Safety Tips & Training (Department of Public Safety) – Crime prevention outreach services and programs	DPS: UPC Emergency: (213) 740-4321 HSC Emergency: (323) 442-1000 OCAP: (323) 442-0488 ocap@usc.edu Office of Student Affairs: (213) 740-2421 Office of Threat Assessment and Management: (213) 740-0243	Violence-Free Campus 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.
11.	Chemical Safety <ul style="list-style-type: none"> • Lab Safety Resources • Chemical Hygiene Plan • Carcinogens • Precursor Chemicals • Environmental Affairs • Research with Controlled Substances • iSustain (Green Chemistry) 	Environmental Health & Safety Department (EH&S)	(323) 442-2200 labsafety@usc.edu	Environmental Health and Safety Guide & Resources



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	<ul style="list-style-type: none"> • Hazardous Waste Management/Disposal • Transporting Chemicals On Campus • Compressed Gas Safety • Mercury Hazard and Replacement 			
12.	<p>Community Relations</p> <ul style="list-style-type: none"> • Educational, cultural, and developmental opportunities for children who live in immediate USC neighborhood • Safety promotion in university neighborhoods • Promoting business establishment in immediate vicinity of campus • Encouraging USC employees to own and occupy housing in campus neighborhoods • Promotion of employment opportunities for those who live in surrounding neighborhoods 	USC Government and Civic Engagement	(213) 743-2073 civiceng@usc.edu	
13.	<p>Complaints / Investigations</p> <ul style="list-style-type: none"> • Complaint Monitoring • Investigation tracking • Oversight of the following investigatory arms: the Title IX office, Office of Equity and Diversity, the Office of Conduct, Accountability, and Professionalism, and Athletic Compliance • Types of issues that can be reported: Safety and security issues (non-emergency); harassment and/or discrimination in the workplace; code of conduct and compliance breaches; theft; fraud, waste and/or abuse; and ethical or conflict of interest violations 	Office of Professionalism and Ethics	(213) 740-5755 ope@usc.edu	



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14.	Conflicts of Interest – Business Practices <ul style="list-style-type: none"> • Vendor Relationships • Conflict of Commitment • Outside Educational Activity • Endorsements • Personal Use of University Assets • Participation in Employment-Related decisions related to family/spouse/domestic partner 	Office of Ethics and Compliance	(213) 740-8258 compliance@usc.edu	Conflict of Interest in Professional and Business Practices Identifies conflict scenarios that must be disclosed; Describes disclosure mechanism; Explains how identified conflicts are addressed; Prohibits certain types of conflicts.
15.	Conflicts of Interest in Research – Individual <ul style="list-style-type: none"> • Outside consulting activity related to a research project • Ownership interests and management roles in outside entities that might economically benefit from a research project • Use of students to perform services for outside entities in which researcher maintains a financial interest 	Office of Research Office of Ethics and Compliance	(213) 740-6709 vice.president.research@usc.edu (213) 740-8258 compliance@usc.edu	Conflict of Interest in Research Policy Identifies research conflict scenarios related to financial interests held by researchers; Describes disclosure and conflict evaluation process; Explains how identified conflicts are managed.
16.	Conflicts of Interest in Research – Institutional <ul style="list-style-type: none"> • Research involving university held intellectual property (e.g. patents), particularly clinical trials 	Office of Ethics and Compliance	(213) 740-8258 compliance@usc.edu	Institutional Conflict of Interest in Research Policy Identifies research conflict scenarios related to financial interests held by USC; Describes disclosure and conflict evaluation process; Explains how identified conflicts are managed
17.	Contract Signature Authority	Office of the General Counsel	UPC: (213) 740-7922 HSC: (323) 442-1336 gcoffice@usc.edu	Authority to Sign Contracts and Agreements Review requirements of new agreements; Authorized signers of agreements



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18.	Cost Transfers <ul style="list-style-type: none"> • SPA Journal Voucher process • Definitions of allowable Expense Transfers • Procedures for processing an Expense Transfer • Requirements to process payroll and non-payroll Expense Transfers • Guidance on what to do when account/award is set up late and costs on a non-sponsored account have already been incurred 	Sponsored Projects Accounting (SPA)	(213) 740-5381 spaacct@usc.edu	Cost Transfer Information Explains the requirements and procedure for Cost Transfers on Sponsored Project Accounts
19.	Courseware Ownership <ul style="list-style-type: none"> • Courseware defined • Rights of university and faculty with respect to courseware • Income distribution arising out of licensing or sale of courseware 	Office of the Vice Provost for Academic and Faculty Affairs	(213) 740-6715 vpafa@usc.edu	University of Southern California Courseware Policy Defines “Courseware”; explains ownership rights of faculty and university regarding courseware; contains rules on competition with the university and conflicts of interest
20.	Courseware Preparation and Ordering <ul style="list-style-type: none"> • USC Bookstores <ul style="list-style-type: none"> ○ Faculty textbook ordering – forms and procedures ○ Deadlines for ordering textbooks • University Custom Publishing <ul style="list-style-type: none"> ○ Ordering of custom course readers ○ Copyright clearance ○ Out of print books ○ Business Case Studies ○ In-Class Handouts 	USC Bookstores – Textbook Division University Custom Publishing	(213) 740-8398 (800) 934-9313 (213) 743-4800 info@ucpreaders.com	
21.	Culture Initiative <ul style="list-style-type: none"> • Information about the USC Culture Journey 	Office of Ethics and Compliance	(213) 821-9581 partnerforculturechange@usc.edu	



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	<ul style="list-style-type: none"> ○ Values Poll ○ Communications on the poll ○ Culture Sessions/Town Halls, Listening Sessions, Unit-level debriefs ○ Commitment to Change website ○ Working Group for Culture questions 			
22.	<p>Defensive Driving</p> <ul style="list-style-type: none"> • Training requirements for employees authorized to drive University-owned vehicles, including electric carts, automobiles, trucks, cans, trams and busses for University business. • Training • Course fees 	<p>USCTransportation – trams, shuttles & buses and the campus cruiser program</p> <p>Risk Management & Insurance Department – University-owned vehicles including electric carts, auto, trucks, cars etc.</p>	(213) 740-3575	<p>Vehicle/Driver Safety Policy</p> <p>Vehicle/Driver Requirements</p> <p>USC reserves the right, at its discretion, to prohibit any individual from driving a university vehicle, or to prohibit an employee from driving a personal vehicle for university business.</p>
23.	<p>Disability Services (Faculty/Staff/Students)</p> <ul style="list-style-type: none"> • Human Resources Administration (HRA) <ul style="list-style-type: none"> ○ Issues related to accommodation for disabled faculty/staff • Benefits Office <ul style="list-style-type: none"> ○ Basic, short-term, long-term disability plans ○ Disability benefits ○ How to File a Disability Claim ○ Forms ○ Family Leave • Disability Services and Programs (DSP) – for students <ul style="list-style-type: none"> ○ Assistance in providing readers, scribes, note-takers and interpreters ○ Advocacy with faculty 	<p>Human Resources Administration (HRA) – faculty/staff</p> <p>Benefits Administration – faculty/staff</p> <p>Disability Services and Programs (DSP) – students</p>	<p>(213) 821-8100 uschr@usc.edu</p> <p>(213) 740-0776 DSPFrontDesk@usc.edu</p>	<p>Equal Opportunity, Affirmative Action and Non-Discrimination</p> <p>Sets forth university’s policy against discrimination, including against those who have a disability</p> <p>Family Care and Medical Leave Policy</p> <p>Explains eligibility for medical leaves of absence, including for reasons of disability.</p>



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	<ul style="list-style-type: none"> ○ Special accommodations for test-taking needs ○ Auxiliary aid and equipment loans ○ Assistance with architectural barriers ○ Information on accessible seating at USC sporting events ○ Assistive technology ○ Support for individual needs ○ Information on various disabilities 			
24.	<p>Dispute Resolution / Workplace Wellness</p> <ul style="list-style-type: none"> ● Safe place on both campuses for faculty, students, and staff to navigate policies, issues, concerns, and conflicts without fear of reprisal or judgment. 	USC Office of the Ombuds	UPC: (213) 821-9556 upcombuds@usc.edu HSC: (323) 442-0341 hscombuds@usc.edu	
25.	<p>Donor Gift Restrictions</p> <ul style="list-style-type: none"> ● Naming rights ● Designation of use of funds ● Condition on use of funds ● Quid pro quo (providing of anything in value in return) ● In-kind contributions ● Donation of Equipment 	University Advancement Office of the General Counsel	(213) 740-2211 UPC: (213) 740-7922 HSC: (323) 442-1336 gcoffice@usc.edu	USC Gift Acceptance and Campaign Counting Policy Describes USC policy and procedure regarding the making of all gifts to the university.
26.	<p>Drug-Free Workplace</p> <ul style="list-style-type: none"> ● Alcohol and Event Planning Guidelines ● Health Risks Associated With Use of Drugs and Alcohol ● Resources for Faculty and Staff ● Overview of Sanctions for Violations of University Policy 	Office of Ethics and Compliance Office of Student Affairs	(213) 740-8258 compliance@usc.edu (213) 740-2421	USC Drug-Free Policy Provides overview of USC Policy regarding drug and alcohol use, along with resources for faculty, students, and staff.



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27.	Earthquake Preparedness <ul style="list-style-type: none"> • Creating an internal emergency plan. • Earthquake preparedness training • Emergency resources in the event of an earthquake 	Office of Fire Safety and Emergency Planning	(213) 740-6197 firesafety@usc.edu	Emergency Management – Business Continuity and IT Disaster Recovery Describes university approach to handling emergencies.
28.	Effort Reporting <ul style="list-style-type: none"> • eCert • Appropriate charging of effort on sponsored projects • Questions about Institutional Base Salary (IBS) 	Office of Financial Analysis	(213) 821-1937 eCert@usc.edu	Effort Reporting and eCert Guidance Provides guidance on rules and procedures regarding effort reporting and use of eCert, USC’s online effort certification application.
29.	Emergency Preparedness <ul style="list-style-type: none"> • Coordination, preparation, and training resources • Campus emergency operations plan • Building evacuation drills • Preparation of internal emergency plan 	Office of Fire Safety and Emergency Planning	(213) 740-6197 firesafety@usc.edu	Emergency Management – Business Continuity and IT Disaster Recovery Describes university approach to handling emergencies.
30.	Employee Orientation/Onboarding <ul style="list-style-type: none"> • General Orientation <ul style="list-style-type: none"> ○ USC History, Mission and Strategic Plan ○ Payroll and USC Policies ○ University Services & Resources For Staff ○ Transportation Options ○ Mandatory Safety and Emergency Preparedness Information • Benefits Orientation <ul style="list-style-type: none"> ○ Health, Dental and Vision Benefits ○ Life Insurance ○ Retirement Plans ○ Tuition Assistance ○ Benefits Enrollment 	USC Employee Gateway Human Resources Division	(213) 821-8100 uschr@usc.edu	Orientation Information for New Staff and Faculty



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31.	Employment Discrimination / Harassment <ul style="list-style-type: none"> Complaints regarding discrimination/harassment based on a protected class (race, religion, national origin, gender, age, disability, sexual orientation, Vietnam veteran status) involving staff and faculty Reporting procedures Investigative procedures 	Office of Equity and Diversity	UPC: (213) 740-5086 HSC: (323) 442-2020 oad@usc.edu	Discrimination, Harassment, Sexual Harassment and Sexual Assault Sets forth university procedures for addressing complaints of discrimination and harassment. Employment and Workplace Issues USC policies related to employment and workplace issues. Faculty Handbook, Chapter 6-B USC policies related to discrimination, harassment, and retaliation.
32.	Export Controls <ul style="list-style-type: none"> Restrictions on publication of research results Nationality restrictions on personnel access to the conduct of research University-related foreign travel Exports to foreign countries 	Office of Ethics and Compliance	(213) 740-8258 compliance@usc.edu	Faculty Handbook, Chapter 5-B Outlines university's commitment to conducting unrestricted, fundamental research.
33.	Faculty Workplace Disputes/ Grievance <ul style="list-style-type: none"> Faculty appointments Promotions Tenure Contracts Salaries 	Office of the Vice Provost for Academic and Faculty Affairs	(213) 740-6715 vpafa@usc.edu	Faculty Handbook, Chapter 7 Explains the issues that may be subject to the grievance process; sets forth the procedures for addressing faculty grievances, including grievance hearing procedures.
34.	FERPA / Education Records <ul style="list-style-type: none"> Access to student education records Rights to inspect, review, and/or correct his/her records Types, locations and custodians of education records 	Office of Academic Records and Registrar	(213) 740-6963 (213) 740-1164 ferpahelp@usc.edu	Student Records Policy Defines protected education records; describes procedures to inspect and correct records; explains circumstances



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	<ul style="list-style-type: none"> Restricting release of student records 			under which education records may be disclosed.
35.	Financial Aid <ul style="list-style-type: none"> Applying for and receiving financial aid Grants & Scholarships Loans Work-Study & Jobs Billing & Student Accounts 	Financial Aid Office	(213) 740-4444	
36.	Fire Safety <ul style="list-style-type: none"> Emergency Operation Center Building Evacuation Drills Fire Safety and Fire Extinguisher Training USC Fire Watch Implementation Checklist Building Fire Protection and Life Safety Systems Fire Watch Implementation Checklist Fire Safety Fact Sheets “Hot Work Program and Permits” 	Office of Fire Safety and Emergency Planning	(213) 740-6197 firesafety@usc.edu	Emergency Management – Business Continuity and IT Disaster Recovery Describes university approach to handling emergencies.
37.	Government Relations <ul style="list-style-type: none"> Advocacy to federal and state government related to the university's core academic, research, public affairs, and business interests Assisting policymakers by providing access to research and expert faculty for testimony and briefings Liaison between university and federal and state government officials Trojans in Public Service Student internship opportunities 	USC Office of Local Government Relations USC Office of State Government Relations USC Office of Federal Relations	(213) 743-2230 (916) 442-6911 x 21 (202) 824-5874	
38.	Hazardous Waste <ul style="list-style-type: none"> Hazardous Waste Management and Disposal 	Hazardous Waste Management and Disposal Program	(323) 442-2200 hazmat@usc.edu	Hazardous Waste Management (Environmental Management) Policy



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	<ul style="list-style-type: none"> • Chemical Disposal • Biological Disposal • Standard Operating Procedures • Training 			Defines the types of waste that are considered hazardous; provides waste minimization standards; assigns responsibilities for hazardous waste management and disposal.
39.	Healthcare Professional Clinical Billing (doctors, dentists, allied health professionals) <ul style="list-style-type: none"> • Medicare/Medi-Cal Billing Rules • Clinical Trials Billing • Non-government Billing obligations 	Office of Ethics and Compliance	(323) 442-8588 compliance@usc.edu	Healthcare Provider Billing Compliance Standards and Procedures
40.	Healthcare Professional Relationships with Industry (Pharmaceutical and biotechnology companies, device and medical equipment manufacturers, and other health care suppliers) <ul style="list-style-type: none"> • Consulting Arrangements and Industry-Sponsored Speaking Engagements • Gifts, Invitations, and Free Meals • Attendance at Industry-Sponsored Conferences • Education Grants and Trainee Scholarships • Unrestricted Grants • Industry-Sponsored Research Projects • Training and Education Regarding Use of Medical Devices • Pharmaceutical Samples, Discounts, and Other Reductions in Price • Site Access by Industry Representatives • Ghostwriting 	Office of Ethics and Compliance	(323) 442-8588 compliance@usc.edu	Relationships with Industry Policy 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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41.	HIPAA Privacy and Security <ul style="list-style-type: none"> • Definitions of Protected Health Information (PHI) • Appropriate Use and Disclosure of PHI • Patient Access to PHI • Protecting the Security of PHI • Use of PHI for Research Purposes • Forms and Resources • Business Associate Addendums 	Office of Ethics and Compliance	(323) 442-8588 compliance@usc.edu	HIPAA Privacy Rule: Policies HIPAA Privacy Rule: Forms and Other Resources
42.	Hospital Billing	Office of Ethics and Compliance Keck Hospital of USC – Billing and Insurance (KH) USC Norris Cancer Hospital – Billing (NCH) USC Verdugo Hills Hospital (VHH) – Billing	(323) 442-8588 compliance@usc.edu KH: (888) 670-1431 NCH: (888) 670-1431 VHH: (818) 790-7100	Keck Hospital of USC: Online Policies and Procedures
43.	Human Subjects Protection Program (HSPP) <ul style="list-style-type: none"> • HSPP Policies and Procedures • Education and Training for those who conduct human subjects research • GCP Training • Responsible Conduct of Research Training • AAHRPP Accreditation 	Office for the Protection of Research Subjects (OPRS)	(213) 821-1154 oprs@usc.edu	University of Southern California Human Subjects Protection Program (HSPP) Policies and Procedures Describes program; explains roles and responsibilities of the Institutional 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.
44.	Human Subjects Research /Institutional Review Boards (IRB) <ul style="list-style-type: none"> • iStar (IRB Application System) 	Health Sciences Institutional Review Board (HSIRB)	(323) 442-0114 IRB@usc.edu upirb@usc.edu	University of Southern California Human Subjects Protection Program (HSPP) Policies and Procedures



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	<ul style="list-style-type: none"> • Questions regarding protocols under review • Initial and continuing review of protocols • Expedited/exempt review • Informed consent • Minimizing risk in human subjects research • Maintaining privacy and confidentiality • Forms and Templates • Student queries related to human subjects research • CITI (Human Subjects Education Program) • IRB Reviewer Guidelines • Human Subjects Research brochures 	University Park Institutional Review Board (UPIRB)		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.
45.	Immigration/Visa Issues (Faculty/staff, student) <ul style="list-style-type: none"> • Faculty/ staff/ student Visa Services • I-20 questions • F-1/ J-1 Student Employment • J-1 Student Exchange visitor program • Curricular Practical Training (CPT) • Optional Practical Training (OPT) • Housing for International Students • Tax and Travel Guidance • Driver’s License 	Office of International Services	(213) 740-2666 ois@usc.edu	
46.	Indirect Costs / Facilities & Administrative (F&A) <ul style="list-style-type: none"> • Indirect cost rate proposal • Fringe Benefit Proposal • Guidance on indirect vs. direct costs on specific research projects 	Office of Financial Analysis	(213) 821-1937 ofa@usc.edu	
47.	Information Security	Information Technology Services (ITS)	(213) 740-5555 consult@usc.edu	Information Security Policy



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	<ul style="list-style-type: none"> Types of university-related information subject to heightened security Guidance on physical and technical security Roles and responsibilities Evaluation of information systems for security purposes Reporting of information security breaches How to Obtain Free Credit Report 		security@usc.edu	<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>Network Infrastructure Use Policy</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>Employee Email</p> <p>When using email to conduct official university business, employees must use USC email exclusively.</p>
48.	<p>Insurance at USC</p> <ul style="list-style-type: none"> Certificates of insurance Risk control and risk financing Occupational and non-occupational disability programs Property claims University-owned vehicle damage claims 	Risk Management & Insurance Department	(213) 740-6203	<p>Insurance Procedures and Policies</p> <p>Requires that all university insurance-related activities be coordinated with the Risk Management Department; provides references to other relevant university policies.</p>



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	<ul style="list-style-type: none"> • Use of personal vehicles for university business • Personal injury to non-employees • Violence in the workplace • USC field trip guidelines • Campus helicopter landing procedure • Forms 			
49.	Intellectual Property / Technology Licensing <ul style="list-style-type: none"> • Protecting ideas • Invention disclosures • MTA's, CDAs • License Agreements • Master Research Collaboration Agreements • Marketing of inventions to potential investors and licensees • Innovation programs: Technology Access Grants, Startup Program, Student Interns • Faculty and Student business plan competitions 	USC Stevens Center for Innovation	(213) 821-5000	University of Southern California Intellectual Property Policy Describes various type of intellectual property protection; explains ownership of intellectual property; sets forth invention disclosure process; explains royalty-sharing between university and inventor
50.	International Collaborations / Global Engagement <ul style="list-style-type: none"> • USC Global Database • Worldwide collaborations with peer institutions • USC International Academy 	USC Strategic and Global Initiatives	(213) 740-2852 uscglobal@usc.edu	International Collaborations and Export Controls Policy This policy describes the laws and university procedures that apply to these activities and interactions. It is divided into sections applicable to: Research and teaching, international travel, doing business with international partners, restrictive trade practices and boycotts.
51.	Laser Safety <ul style="list-style-type: none"> • Laser Safety Manual • Registration of Lasers • Transfer of Lasers 	Environmental Health & Safety Department (EH&S)	(323) 442-2200 radsafety@usc.edu	Injury and Illness Prevention General information; authorization to use lasers; procurement and use of laser



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	<ul style="list-style-type: none"> • Laser Usage Log • Request service 			systems; personal protective equipment; general instructions for auxiliary personnel; training requirements for laser users; Class 3B warning sign; Class 4 warning sign.
52.	Legal Affairs and Professionalism <ul style="list-style-type: none"> • Office of General Counsel • Office of Ethics & Compliance • Office of Internal Audit • Office of Professionalism and Ethics 	Office of Legal Affairs and Professionalism (OLAP)		
53.	Medical Surveillance <ul style="list-style-type: none"> • Sharps protection • Identification of conditions that could lead to occupational disease • Compliance with state and federal regulations that require medical monitoring • Tracking of occupational injuries, illnesses, and exposures • Respiratory Protection Program • Hearing Conservation Program • Surveillance for animal exposures • Hepatitis B Immunization 	Environmental Health & Safety Department (EH&S)	(323) 442-2200 injuryprevention@usc.edu	Injury and Illness Prevention 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. Medical Surveillance Program Description Applicable regulations and standards; Roles and responsibilities; occupations that require medical surveillance; types of medical surveillance performed; exposure monitoring requirements.
54.	Misappropriation of Assets <ul style="list-style-type: none"> • Theft of university property • Embezzlement of university assets • Fraud • Reporting of suspected misappropriation 	Office of Audit Services	(213) 740-8258 compliance@usc.edu	Misappropriation of University Assets Roles and responsibilities; reporting of suspected violations; explanation of investigation process; description of potential disciplinary action; explanation of appeal process.



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55.	NCAA Compliance <ul style="list-style-type: none"> Rules Education Coaches Certification Exam Rules for Athletes and Parents Professional Sports Counseling Panel NCAA Rules & Bylaws NCAA Health and Safety NCAA Drug Testing Program Sports Wagering Conduct and Employment of Athletics Personnel Amateurism Recruiting Tryout Forms Academic Eligibility Playing and Practice Seasons 	Office of Athletic Compliance (OAC)	(213) 740-6127 Staff Contact List	Athletics Compliance Links and Educational Resources Describes Policies and Procedures for coaches and staff; athletes and parents; prospective student-athletes; alumni, boosters, faculty, and fans.
56.	Occupational Safety & Health Administration (OSHA)/Worker Safety <ul style="list-style-type: none"> Report a safety concern or obtain general workplace safety information Compressed gas Electrical Fall Protection Medical and First Aid Powered Industrial Trucks Machine guarding Hot work Tools and Equipment Trenching Walking and Working Surfaces Request Hazmat pick-up Ergonomic evaluation request Hazard communication Laser usage log 	Environmental Health & Safety Department (EH&S)	(323) 442-2200 injuryprevention@usc.edu	Resources <ul style="list-style-type: none"> Injury and Illness Program Means of Egress Program Hazard Communication Program Vehicle Safety Program Confined Spaces Personal Protective Equipment (PPE) Fall Protection/Fall Arrest Forklift Safety/Training Lock-Out/Tag-Out Diving Safety



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	<ul style="list-style-type: none"> • Chemical Waste Disposal Record Form • Lockout/Blackout • Means of egress 			
57.	Payroll <ul style="list-style-type: none"> • TrojanTime • WorkDay • Direct Deposit • Year-end tax forms • Payments to short-term international visitors • Payroll and tax forms • Schedules 	University Payroll Services	UPC: (213) 740-8855 HSC: (323) 442-2775 payroll@usc.edu	Employee Records Explains rights of access to and inspection of personnel records, including payroll information.
58.	Peer-to-Peer File Sharing <ul style="list-style-type: none"> • Uploading, downloading, or sharing of copyrighted material • Prohibited activities • Copyright infringement notifications • Appropriate downloading 	Information Technology Services (ITS)	(213) 740-5555 consult@usc.edu	
59.	Personnel Records <ul style="list-style-type: none"> • Inspecting personnel records by authorized university officials • Employee inspection of personnel file • Employee copy of his or her own payroll records • Releases of employee information outside the university 	Human Resources Administration (HR Partners)	(213) 821-1111 uschr@usc.edu	Employee Records Explains rights of access to and inspection of personnel records, including payroll information.
60.	Policy Violations <ul style="list-style-type: none"> • Concerns about workplace conduct involving staff or faculty, including violence in the workplace, that fall outside the strict purview of existing investigative units • Complaints that do not relate to Title IX or a protected characteristic, such as conduct that violates our policies 	Office of Conduct, Accountability, and Professionalism (OCAP)	(323) 442-0488 ocap@usc.edu	Conduct in Violation of University Policy The Office of Conduct, Accountability, and Professionalism (OCAP) investigates violations of university policy as a last alternative for conduct that has been identified by Human Resources (HR)/Faculty Affairs (FA) or is reported independently by an affected party, if the



Who Do I Call If?

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
	against bullying, simple harassment, and intimidation			conduct is persistent, pervasive or significant, and for which university level discipline or sanction is warranted. OCAP will investigate conduct that is unamenable to correction by HR/FA; transcends single interaction or affected party; is significant on its face (violence/threat, retaliation or abuse of power); needs fact finding beyond the capacity of HR/FA and which does not involve a protected class or compliance issue.
61.	Political Activity/Lobbying <ul style="list-style-type: none"> Involvement in campaigns for public office Statements by the university or its employees in connection with a campaign for public office Statements regarding pending or current legislation, ballot measure, proposition, law or ruling 	USC Government and Civic Engagement	(213) 740-5371 civiceng@usc.edu	Political Activity Policy 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.
62.	Purchasing (Independent Contractors) <ul style="list-style-type: none"> Appropriately classifying independent contractors Independent contractor processes Reference Guides Independent contractors who are not US citizens Independent contractor agreements 	Department of Procurement and Payment Services (formerly Disbursement Control and Accounts Payable)	(213) 740-2281 (213) 740-2716 purchasing@usc.edu	Independent Contractors Policy Policies and Procedures for Classifying and Engaging Independent Contractors Definitions and checklists to ensure proper classification; steps for processing payment; tax reporting/withholding and reporting requirements; employee vs. independent contractor checklist



Who Do I Call If?

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
63.	Purchasing (Vendor Eligibility) <ul style="list-style-type: none"> Establishing new suppliers/vendors Minimum supplier requirements Selecting responsive and qualified suppliers Reviewing and signing vendor contracts Monitoring supplier-contract performance 	Departments of Procurement and Payment Services (formerly Disbursement Control and Accounts Payable)	(213) 740-2281 (213) 740-2716 purchasing@usc.edu	Purchasing Policies Sets forth requirements for vendor eligibility.
64.	Radiation Materials and Safety <ul style="list-style-type: none"> Radiation Safety Committee Radiation Safety Manual Lab relocation Education and training requirements Forms related to use of radioactive material 	Radiation Safety	(323) 442-2200 radsafety@usc.edu	Radiation Safety Manual 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.
65.	Record Management <ul style="list-style-type: none"> Retention of records Destruction of records Guidance on types of records that must be retained and for how long 	Office of the General Counsel	UPC: (213) 740-7922 HSC: (323) 442-1336 gcoffice@usc.edu	Record Management Policy 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.
66.	Research Misconduct <ul style="list-style-type: none"> Falsification, fabrication or plagiarism in research. Making a research misconduct allegation Inquiry/Investigation process 	Office of Research	(213) 740-6709 vice.president.research@usc.edu	Scientific Misconduct Policy Defines misconduct and to whom policy applies; describes the allegation, Inquiry, and Investigation process; sets forth reporting obligations (where applicable).
67.	Sexual Misconduct/Violence <ul style="list-style-type: none"> Sexual misconduct (including harassment and assault) Dating violence 	Title IX Office – for student misconduct	(213) 821-8298 titleix@usc.edu (213) 740-5086	Discrimination, Harassment, Sexual Harassment and Sexual Assault policy (Staff)



Who Do I Call If?

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
	<ul style="list-style-type: none"> Domestic violence Intimate partner violence Stalking 	<p>Office of Equity and Diversity (OED) – for student misconduct</p> <p>Relationship and Sexual Violence Prevention and Services (RSVP) – therapeutic services</p>	<p>oed@usc.edu</p> <p>(213) 740-4900</p> <p>eshcrsvp@usc.edu</p>	<p>Outlines prohibited behaviors and explains process for reporting violations.</p> <p>Student Misconduct: Sexual, Interpersonal and Protected Class Policy</p> <p>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.</p> <p>Faculty Handbook, Chapter 6-B</p> <p>USC policies related to harassment and retaliation.</p>
68.	<p>Signage</p> <ul style="list-style-type: none"> Posting signs/banners Content of signs/banners Posting locations 	<p>Real Estate & Asset Management</p>	<p>(213) 821-3070</p>	<p>Signage Policy</p> <p>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.</p>
69.	<p>Small/Female/Minority-Owned Business</p> <ul style="list-style-type: none"> Policies, Procedures, and Forms Promoting accessibility to and awareness of Diverse Suppliers Diverse Supplier database Government subcontract plans in compliance with the FAR and DFARS Preparation of “Good faith effort” diverse supplier usage proposals 	<p>USC Small Business Diversity Office</p>	<p>(213) 740-2281</p> <p>(213) 740-2716</p> <p>supplier@usc.edu</p>	<p>Diverse Supplier Guidelines</p> <p>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.</p>



Who Do I Call If?

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
	<ul style="list-style-type: none"> Submission of diverse supplier compliance reports to applicable governmental agencies Outreach programs 			
70.	Smoke-Free Workplace <ul style="list-style-type: none"> Questions regarding prohibitions on smoking Outdoor areas where smoking is permitted 	Environmental Health & Safety Department (EH&S)	(323) 442-2200 ehs@usc.edu	Smoke-Free Policy Prohibitions on smoking on or in university property.
71.	Staff Wage and Hours <ul style="list-style-type: none"> Alternative work schedule Attendance records Compensation Meal periods Overtime Rest periods Work Schedule Holiday schedule Standard letters and forms Equal Opportunity and Affirmative Action 	Human Resources Administration (HRA)	(213) 821-8100 uschr@usc.edu	Staff Wage and Hour Policies Listing of all university Staff Wage and Hour policies, addressing issues such as overtime, work schedule, holiday schedule, and compensation.
72.	Staff Workplace Employment Disputes (non-discriminatory) <ul style="list-style-type: none"> Supervisor/subordinate disputes Peer disputes 	Human Resources Administration (HRA)	(213) 821-8111 uschr@usc.edu	Staff Complaint Process 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
73.	Stem Cell Research/Stem Cell Research Oversight Committee (SCRO) <ul style="list-style-type: none"> Procurement or use of human oocytes Use of human embryos Derivation of a covered stem cell line 	Stem Cell Research Oversight Committee (SCRO)	(323) 442-8084	University of Southern California Human Subjects Protection Program (HSPP) Policies and Procedures, Chapter 7



Who Do I Call If?

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
	<ul style="list-style-type: none"> In vitro research using existing covered stem cell lines Introduction of covered stem cell lines into the brains of animals at any state of embryonic, fetal or post-natal development Introduction of covered stem cell lines into a live human 			
74.	Student Conduct <ul style="list-style-type: none"> Reporting an incident Review process Appeal Guidelines Resources for faculty and family 	Office of Student Judicial Affairs and Community Standards (SJACS)	(213) 821-7373 sjacs@usc.edu	University Student Conduct Code - Part B General disciplinary principles; student conduct expectations; nonacademic violations review process; academic integrity review process; appeals process; student conduct records; sanctions for violations of Code.
75.	Subpoenas <ul style="list-style-type: none"> What to do after receiving a subpoena Guidance and direction on appropriately responding to a subpoena related to university responsibilities 	Office of the General Counsel	UPC: (213) 740-7922 HSC: (323) 442-1336 gcoffice@usc.edu	Acceptance of Summons, Complaints and Subpoenas Sets forth rules for acceptance of subpoenas seeking various types of university records and testimony.
76.	Sustainability <ul style="list-style-type: none"> USC Green Office Certification Program Eco-Initiatives and Sustainable Projects Portal Sustainability resources Waste and recycling resources Carpooling Green Buildings Green cleaning Sustainable Transportation 	USC Sustainability	sustainability@usc.edu	Sustainability 2020 Sustainability 2028 University adopted sustainability goals. Sustainability goals cover the following areas: <ul style="list-style-type: none"> Education and Research Engagement Energy and Greenhouse Gas Emissions Procurement Transportation Waste



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77.	Tax issues/IRS <ul style="list-style-type: none"> • UBIT (Unrelated Business Income Tax) • General Ledger Information 	Office of the Comptroller University Taxation Services	(213) 821-1900 (213) 821-1986	
78.	Workers' Compensation <ul style="list-style-type: none"> • Filing a Claim • Medical Care for work-related injuries • Benefits • Nurse Health Advocate • Self-Insurance certificate 	Workers' Compensation	(213) 740-6205	Medical Leave Policy Anti-discrimination rules applicable to those who file workers' compensation claims; describes medical leave benefits.
79.	Workplace Health and Wellness <ul style="list-style-type: none"> • Work/life support at USC • Faculty/staff counseling and consultation • Faculty, management, and departmental consultation • Family and dependent care • Workplace health and wellness (stress reduction, depression and anxiety, alcohol and drug abuse, health and fitness) • Presentations, groups, and workshops 	USC Center for Work and Family Life (CWFL)	(213) 821-0800 cwfl@usc.edu	CWFL Blog and Resources Resource for work-life balance, performance, relationships, behavioral health, and career development