

**Lewis & Clark College
Policy and Procedure**

Subject: Acquisition, Installation, and Use of Electric Devices **Policy #:** _____

Division: Campus Services_____

Department: Physical Plant Services_____

Original Effective Date: _____ **Date(s) Reviewed/Revised:** November 26, 1996

Approved By: _____ **Approval Date:** October 15, 1993

Purpose:

To minimize possible injury to personnel and to decrease potential loss of College facilities.

Policy Statement:

In the course of ordinary business, the College utilizes many electrically powered devices. These devices include, but are not limited to, computers, calculators, fire alarms, laboratory instrumentation, lasers, lighting devices, refrigerators, ranges, microwave ovens, drills, saws, and communication system components. Unless exempted by Oregon Revised Statute (ORS) 479.540, all such devices purchased, installed, or used on College Property which convey or which are operated by 50 volts or more AC or DC shall be Underwriters Laboratories (UL) labeled, Canadian Standards Association (CSA) labeled, or Electrical Testing Laboratories (ETL) labeled. Alternatively, unlabeled devices may be approved for College use by the State of Oregon Building Codes Agency, Electrical Section, by a Special Deputy Inspector as authorized by ORS 479.760. No device is exempt from compliance with minimum electrical safety standards (ORS479.730[2]). All electrical devices shall comply with the provisions of ORS 479.510 to 479.860.

Procedure:

Prior to purchase, installation, or use of an electrical device at Lewis & Clark College, it shall be verified that the devices complies with minimum electrical safety standards, exhibits an appropriate label, or is exempt as described in the policy statement above. No other electrical devices shall be purchased, installed,

or used by the College. Any concerns which arise relating to electrical device approval, listing, or safety for a given application will be resolved in accordance with Oregon Law and College policy by the Director of Facilities or designee.