

Purpose

The procedure for adding the hazardous materials documentation to Meridian Project Archives – Documents and General Warranties vault.

Participants

Project Services - Asbestos and Facilities Information Services

Policy

All files added to the archive vaults MUST be searchable PDF/a files, meaning they can be text searched and also are the government recognized long term archivable format (see creating searchable PDF/a file instructions).

Process Workflow



Process or Procedure

PIA - Environmental Compliance

1. Send completed project files to Environmental Compliance Student at time of payment

Environmental Compliance Student

- 2. Create searchable pdf/a file (see pdf/a creation procedure)
- 3. Ask Facilities Information Services to create project (if needed)

Facilities Information Services

4. Create project in Records Project Database (if needed)

Environmental Compliance Student

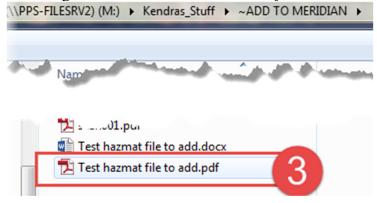
- 5. Add pdf/a file to Meridian project Archives Documents and General Warranties vault
- 6. Send any hard copy files to Facilities Information Services for long term storage

Procedure

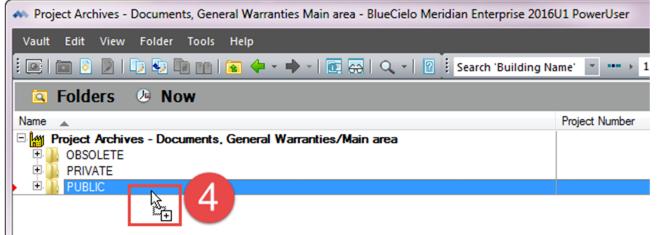
- 1. Open Meridian
- 2. Navigate to the Project Archives Documents and General Warranties Vault

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Open Vault
Server: IPF-MSPROD01
 Project Archives - Documents, General Warranties Operational MSUEAS0 1DEV Project Archives - Drawings Project Archives - Equipment and Materials MSUEAS04DEV Staging Vault
Open at OK OK Cancel
© Date/Time 9/ 6/2017 □ 3:11:44 PM 🔄

3. Navigate to the searchable PDF/a file you created



4. Select it and 'drag and drop' it into Meridian.



5. Select 'Project Documents' and click 'OK'

Select Document Type	X
Which document type should be used for 'Test hazmat file add.pdf?	to
Warranty - General	
	OK Cancel

Filling out the Wizard:

6. On the 'Project – Location' tab, click on the magnifying glass next to 'Project'

Dol Import 'Test hazmat file to add.pdf' - Enter,	/Edit Properties	X
Set Values To	Copy Existing Document Values	
System Defaults My Defaults 🔛	Current Selection Browse to Document	0
Project - Location General Notes		1
Building(s)		
File Name:	☑ Delete Source V	ïew
	Finish Cano	cel

- 7. Select the project from the project administration tool using the filtering tools. Either double click on the project name, or select it, then click OK.
 - a. Remember to use the most parent project. If the WO is rolled up to a PR or CP, use those. If the project does not exist, please send a request to <u>fisrequests@ipf.msu.edu</u> or call 3-3434 to request the project creation.

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ec ID	Source	Proj. No.	Description	Start Year	Related	Building(s)	Building Name
1556	WORK ORDER	W16093936	SNYDER PHILLIPS HALL - REPLACE AC EQUIPMENT IN ROOM CB21	2016		,0300,	SNYDER PHILLIPS
1529	WORK ORDER	W16021166	MASON ABBOT HALL - ASBESTOS FLOOR TEST IN ROOM W269	2016		,0302,	MASON ABBOT HALL
1557	WORK ORDER	W16077948	AKERS HALL - EXTERIOR WATER SPIGOT(S) WILL NOT TURN ON	2016		,0326,	AKERS HALL
1530	WORK ORDER	W15001751	URBAN PLANNING LANDSCAPE ARCH-IMC - ASBESTOS REMOVAL	2015		,0082,	URBAN PLANNING
1623	WORK ORDER	W12094213	MSU SURPLUS AND RECYCLING - ASBESTOS REMOVAL FROM BACK	2012		,0223,	MSU SURPLUS AN
1651	WORK ORDER	W11062584	PUBLIC SAFETY - PREDEMOLITION MEN'S LOCKER ROOM RENOVATION	2011	,W01106		PUBLIC SAFETY
1969	WORK ORDER	W11010180	CASE HALL - ASBESTOS FLOOR TEST IN STAIRS NEAR BACK DOCK	2011		,0321,	CASE HALL
1622	WORK ORDER	W11076336	ST. JOHN STUDENT CENTER - ASBESTOS REMOVAL SERVICES AND ASBESTO	2011		,0773,	ST. JOHN STUDEN
2565	WORK ORDER	W10102930	LIFE SCIENCE - ALERATIONS TO A WING NORTH PENTHOUSE	2010		,0183,	LIFE SCIENCE
2563	WORK ORDER	W10075359	LIFE SCIENCE - ASBESTOS BULK SAMPLES	2010		,0183,	LIFE SCIENCE
2562	WORK ORDER	W10020660	LIFE SCIENCE - CLEAN ASBESTOS FROM THE TOP OF CEILING TILES - B WING F	2010		,0183,	LIFE SCIENCE
2566	WORK ORDER	W10103622	LIFE SCIENCE - ASBESTOS ABAITMENT IN CEILING ROOM B228 FOR ELECTRICA	2010		,0183,	LIFE SCIENCE
2564	WORK ORDER	W10086145	LIFE SCIENCE - HALLWAY OUTSIDE ROOM B400 - CLEAN CEILING TILE	2010		,0183,	LIFE SCIENCE
1968	WORK ORDER	W10075359	LANDON HALL - ASBESTOS BULK SAMPLE ANALYSIS 2010/2011	2010		,0305,	LANDON HALL
1624	WORK ORDER	W10043106	LANDSCAPE SRVCS NURSERY-HEADHSE - REPAIR LEAK WATER TANK AND LI	2010		,0406A,	LANDSCAPE SRVC
2559	WORK ORDER	W09091695	LIFE SCIENCE - ASBESTOS ABAITMENT ON TOP OF THIRD AND FOURTH FLOOR	2009		,0183,	LIFE SCIENCE
2560	WORK ORDER	W09156223	LIFE SCIENCE - REPAIR GRID WORK	2009		,0183,	LIFE SCIENCE
2561	WORK ORDER	W09156225	LIFE SCIENCE - ALTERATIONS IN ROOM B330	2009		,0183,	LIFE SCIENCE
2557	WORK ORDER	W09021601	LIFE SCIENCE - ASBESTOS ABATEMENT IN ROOM A113	2009		,0183,	LIFE SCIENCE
2558	WORK ORDER	W09041026	LIFE SCIENCE - PENTHOUSE COLD PIPING	2009		,0183,	LIFE SCIENCE
1828	WORK ORDER	W09122839	MARY MAYO HALL - ACTIVATE ETV CABLE SERVICES FOR RMS 112, 130, 125, 22	2009		,0309,	MARY MAYO HALL
2553	WORK ORDER	W0647360	BUSINESS COLLEGE AND VARIOUS BUILDINGS - M&R SAMPLE COLLECTION AN	2008		,0169,02	INTERNATIONAL C
2556	WORK ORDER	W0724899	LIFE SCIENCE - INSTALL BOOSTER COIL IN SUPPLY PLENUM	2008		,0183,	LIFE SCIENCE
2555	WORK ORDER	W0670860	LIFE SCIENCES - ROOM B27 REMOVE ASBESTOS TILE AND MASTIC	2008		,0183,	LIFE SCIENCE
2554	WORK ORDER	W0647812	LIFE SCIENCE - ABATE ACM MATERIALS IN ROOMS A10 3AND A222	2008		,0183,	LIFE SCIENCE
2552	WORK ORDER	W0630784	LIFE SCIENCE - ASBESTOS ABATEMENT IN ROOM B439A	2008		,0183,	LIFE SCIENCE
2551	WORK ORDER	W0347923	CLINICAL CENTER-CLINIC AND VARIOUS BUILDINGS - TESTING OF FLOORING F	2007		,0003,01	OLIN HEALTH CEN
2547	WORK ORDER	W0264381	LIFE SCIENCE - ALTERATIONS TO ROOM B439	2007		,0183,	LIFE SCIENCE
2548	WORK ORDER	W0269279	LIFE SCIENCE - ALTERATIONS TO ROOMS A131 AND B240	2007		,0183,	LIFE SCIENCE
2549	WORK ORDER	W0282426	LIFE SCIENCE - ABATE ASBESTOS FLOOR TILE AND MASTIC IN ROOM B212	2007		,0183,	LIFE SCIENCE
2550	WORK ORDER	WD282441	LIFE SCIENCE - ABATE FLOOB THE AND MASTIC IN SHITE B140, BOOMS B139 A	2007		0183	LIFE SCIENCE
2	×						

8. Once the project is selected, it should auto-populate the wizard with the project and building information.

iet Values To		Copy Existing Document Values	
System Defaults	My Defaults 🔛	Current Selection Browse to Document	6
roject - Location G	ieneral Notes		
Project	🔊 101622 V	/ORK ORDER	
	W11076336 S	T. JOHN STUDENT CENTER - ASBESTOS REMO	W)
	2011		
Building(s)	0773	ST. JOHN STUDENT CENTER	-
8			
File Name:	D Standard?	☑ Delete Source	/iew

- 9. Open the 'General Tab' of the wizard
 - a. Fill in the subclass and subclass detail by typing or using the magnifying glass icon to select the value from a drop down list.
 - b. Fill in the description with the RELEASE NUMBER
 - c. Fill in the document date (you can use the date on the most recent or oldest document for the whole packet)
 - d. Fill in the Source Company

Doll Import 'Test hazmat	file to add.pdf' - E	· · · · · · · · · · · · · · · · · · ·
Set Values To		Copy Existing Document Values
System Defaults	My Defaults 🔓	Current Selection Browse to Document
Project - Location Gen	eral N	
Doc Class	DOC 💦	DOCUMENT
Sub Class	NAZMAT 📃	HAZARDOUS BUILDING MATERIALS
Sub Class Detail	ASBESTOS	ASBESTOS
Security Level	<i>"</i> РВ	PUBLIC
Description	ih 1234	
File Suffix	IH 1234	
Document Date	R 9 / 9 /201	17 🔽
Univ Archive No		
Source Company	N FIBER	FIBERTEC
Volume	I	
Document Number		
Revision Level		
		10
File Name:		
V Enforce Naming Sta	andard?	Delete Source
		12 Finish Cancel

10. If you need assistance remember what was on the file, use the 'View Button' on the wizard to see the file.



- 11. The 'Delete Source' check box should be checked to ensure Meridian becomes the central repository for the files.
- 12. Click 'Finish' when you are done filling out the wizard.
- 13. A message to check the Duplicate Document Resolver will appear in yellow. Just click Finish again.

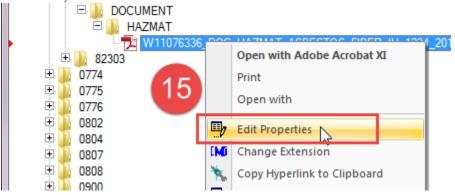
Document Number	
Press the Check for Duplica Click Here to Di	(Potential Duplicates Not Resolved). Click Here to Retain Message
	Finish Cancel

14. The file is now in Meridian.

14 000000000000000000000000000000000000						
W11076336_DOC_HAZMAT_ASBESTOS_FIBER_IH_1234_2017-09-09.pdf	W11076336	HAZARDOUS	ASBESTOS	 IH 1234	FIBERTEC	-
E B 8230						-

To Edit the Properties:

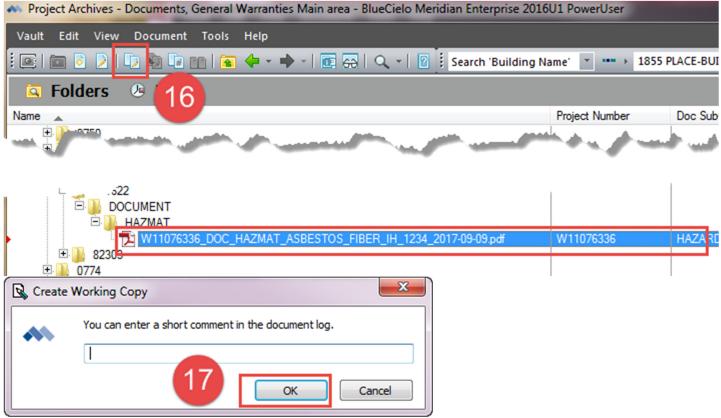
15. If you need to edit the properties of a file, right click on the file, then select edit properties. Fix any issues, then click Finish.



*if you need a file deleted, put 'Delete Me' in the description field.

To Modify a files contents:

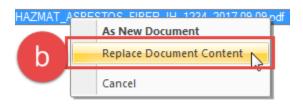
- 16. To change the contents of a file, select it in Meridian and click the 'Create Working Copy' button or right-click and select 'create working copy'
- 17. Click 'OK'



18. Changes to file:

a. Either double click and open the file to work on it (remember to OCR and PDF/a again anytime you make changes to the file).

b. Or, drag the new version of your pdf/a directly over top of the one in Meridian.



19. Once your changes are done, select the file, click the 'Submit Working Copy' button or right-click and select 'Submit Working Copy'.

 Project Archives - Documents, Gener 	ral Warranties Main area - BlueCielo Meridian Enterprise 2016U1 PowerUser	
Vault Edit View Document Too		
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G Folders 🖉 Now		

Revision History and Owner of Document

Created: September 6, 2017 Updated: N/A Kendra Schroeder | 517-432-0325 | <u>kschroeder@ipf.msu.edu</u>