

Who Do I Call If?

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
1.	Accounting/Internal Controls	Office of Audits and Compliance	(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"> • Title IX questions • 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	DAR Policy Resources 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.	Benefits at USC <ul style="list-style-type: none"> • COBRA 	Benefits Administration	(213) 821-8100 benefits@usc.edu	Employee Benefit Programs and How They Work at USC

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	<ul style="list-style-type: none"> Employee benefit programs Health benefits Retirement programs Financial security Educational benefits 			
6.	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 IBC@admin.usc.edu	Institutional Biosafety Forms and Standard Operating Procedures
7.	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: (213) 740-6000 HSC Emergency: (323) 442-1000 HSC Business: (323) 442-1200	DPS Annual Security Report
8.	Campus Violence <ul style="list-style-type: none"> Campus Violence Prevention Campus Violence Response Violence in the Workplace TrojansAlert Emergency Notification System 	Crime Prevention and Community Education (Community Relations) Department of Public Safety (DPS)	CAPS: (213) 740-6199 DPS: <ul style="list-style-type: none"> UPC: (213) 740-4321 HSC: (323) 442-1200 	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.
9.	Chemical Safety <ul style="list-style-type: none"> Lab Safety Resources Chemical Hygiene Plan Carcinogens 	Environmental Health & Safety Department (EH&S)	(323) 442-2200	Environmental Health and Safety Policies

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	<ul style="list-style-type: none"> • Precursor Chemicals • Environmental Affairs • iSustain (Green Chemistry) • Hazardous Waste Management/Disposal • Transporting Chemicals On Campus • Compressed Gas Safety • Mercury Hazard and Replacement 			
10.	Community Relations <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	
11.	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.
12.	Conflicts of Interest in Research – Individual <ul style="list-style-type: none"> • Outside consulting activity related to a research project • Ownership interests and 	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

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	<p>management roles in outside entities that might economically benefit from a research project</p> <ul style="list-style-type: none"> • Use of students to perform services for outside entities in which researcher maintains a financial interest 			conflict evaluation process; Explains how identified conflicts are managed.
13.	<p>Conflicts of Interest in Research – Institutional</p> <ul style="list-style-type: none"> • Research involving university held intellectual property (e.g. patents), particularly clinical trials 	Office of Research	(213) 740-6709 vice.president.research@usc.edu	<p>Institutional Conflict of Interest in Research Policy</p> <p>Identifies research conflict scenarios related to financial interests held by USC; Describes disclosure and conflict evaluation process; Explains how identified conflicts are managed</p>
14.	Contract Signature Authority	Office of the General Counsel	UPC: (213) 740-7922 HSC: (323) 442-1336	<p>Authority to Sign Contracts and Agreements</p> <p>Review requirements of new agreements; Authorized signers of agreements</p>
15.	<p>Cost Transfers</p> <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	<p>Cost Transfer Policy</p> <p>Explains the requirements and procedure for Cost Transfers on Sponsored Project Accounts</p>
16.	<p>Courseware Ownership</p> <ul style="list-style-type: none"> • Courseware defined • Rights of university and faculty with respect to courseware 	Vice Provost for Faculty Affairs	(213) 740-6715 vpfac@usc.edu	<p>University of Southern California Courseware Policy</p> <p>Defines “Courseware”; explains</p>

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	<ul style="list-style-type: none"> Income distribution arising out of licensing or sale of courseware 			ownership rights of faculty and university regarding courseware; contains rules on competition with the university and conflicts of interest
17.	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 – Book Division University Custom Publishing	(213) 740-8398 Course.Materials@usc.edu (800) 934-9313 (213) 740-9408 Custom.Publishing.Readers@usc.edu	
18.	Defensive Driving (USC-owned Vehicles) <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 	USCTransportation	UPC: (213) 740-3575 HSC: (323) 442-1201	Vehicle/Driver Safety Policy
19.	Disability Services (Faculty/Staff/Students) <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 	Human Resources Administration (HRA) - faculty/staff Benefits Administration - faculty/staff Disability Services and Programs (DS&P) - student	(213) 821-8111 uschr@usc.edu (213) 821-8100 benefits@usc.edu (213) 740-0776 ability@usc.edu	Equal Opportunity, Affirmative Action and Non-Discrimination Sets forth university’s policy against discrimination, including against those who have a disability Family Care and Medical Leave Policy Explains eligibility for medical leaves of absence, including for reasons of

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	<ul style="list-style-type: none"> ○ How to File a Disability Claim ○ Forms ○ Family Leave ● Disability Services and Programs (DS&P) <ul style="list-style-type: none"> ○ Assistance in providing readers, scribes, note-takers and interpreters ○ Advocacy with faculty ○ 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 			disability.
20.	Donor Gift Restrictions <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 (213) 740-7922	USC Gift Acceptance and Campaign Counting Policy Describes USC policy and procedure regarding the making of all gifts to the university.
21.	Drug-Free Workplace <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	(213) 740-8258 compliance@usc.edu	USC Drug Free Policy Be Well USC Website Provides overview of USC Policy regarding drug and alcohol use, along with resources for faculty, students,

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22.	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	Emergency and Disaster Preparedness Describes university approach to handling emergencies.
23.	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 Policies and Guidance Provides policy and guidance on rules and procedures regarding effort reporting and use of eCert, USC's on-line effort certification application.
24.	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	Emergency and Disaster Preparedness Describes university approach to handling emergencies.
25.	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 	USC Employee Gateway	(213) 740-7252 gateway@usc.edu	Orientation Information for New Staff and Faculty

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	○ Benefits Enrollment			
26.	Employment Discrimination / Harassment <ul style="list-style-type: none"> Complaints Regarding Discrimination/Harassment based on protected class (race, religion, national origin, gender, age, disability, sexual orientation, Vietnam veteran status) Complaint filing procedures Mediation Services to resolve disputes Conduct of investigations, as appropriate 	Office of Equity and Diversity	UPC: (213) 740-5086 HSC: (323) 442-2020 oed@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.
27.	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, Section 5-B Outlines university's commitment to conducting unrestricted, fundamental research.
28.	Faculty Workplace Disputes/ Grievance <ul style="list-style-type: none"> Faculty appointments Promotions Tenure Contracts Salaries 	Vice Provost for Faculty Affairs	(213) 740-6715 vpfac@usc.edu	Faculty Handbook, Section 7 Explains the issues that may be subject to the grievance process; sets forth the procedures for addressing faculty grievances, including grievance hearing procedures.
29.	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 Restricting release of student records 	Office of Academic Records and Registrar	(213) 740-1164 Ferpahelp@usc.edu	Student Records Policy Defines protected education records; describes procedures to inspect and correct records; explains circumstances under which education records may be disclosed.
30.	Financial Aid	Financial Aid Office	(213) 740-4444	

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	<ul style="list-style-type: none"> Applying for and receiving financial aid Grants & Scholarships Loans Work Study & Jobs Billing & Student Accounts 			
31.	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	Emergency and Disaster Preparedness Describes university approach to handling emergencies.
32.	Government Audits <ul style="list-style-type: none"> Coordination and management of all government audit of externally sponsored research projects or programs A-133 Audit report preparation 	Office of Financial Analysis Office of Ethics and Compliance	(213) 821-1937 ofa@usc.edu (213) 740-8258 compliance@usc.edu	
33.	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 	USC Office of State Government Relations USC Office of Federal Relations	(916) 637-8981 (202) 824-5860	

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	<ul style="list-style-type: none"> Student internship opportunities 			
34.	Hazardous Waste <ul style="list-style-type: none"> Hazardous Waste Management and Disposal Chemical Safety Biological Safety Standard Operating Procedures Training 	Hazardous Materials Management Program	(323) 442-2200	Environmental Health and Safety Policies, Hazardous Waste Management Policy Defines the types of waste that are considered hazardous; provides waste minimization standards; assigns responsibilities for hazardous waste management and disposal.
35.	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	(213) 740-8258 compliance@usc.edu	Healthcare Compliance Policy
36.	Healthcare Professional Relationships w/ 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 	Office of Ethics and Compliance	(213) 740-8258 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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	Representatives <ul style="list-style-type: none"> • Ghostwriting 			
37.	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	(213) 740-8258 compliance@usc.edu	HIPAA Privacy Rule: Policies, Forms and Other Resources
38.	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	(213) 740-8258 compliance@usc.edu UH: (888) 670-1431 NCH: (888) 670-1431 VHH: (818) 790-7100	University Hospital: Online Policies and Procedures
39.	Human Subjects Protections 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.
40.	Human Subjects Research /Institutional	Health Sciences	(323) 223-2340	University of Southern California

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	Review Boards (IRB) <ul style="list-style-type: none"> • iStar (IRB Application System) • 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 	Institutional Review Board (HSIRB) University Park Institutional Review Board (UPIRB)	IRB@usc.edu (213) 821-5272 upirb@usc.edu	Human Subjects Protection Program (HSP) Policies and Procedures 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.
41.	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	
42.	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	

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43.	Information Security <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 	Information Technology Services (ITS)	(213) 740-5555 consult@usc.edu security@usc.edu	Information Security Policy 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. Network Infrastructure Use Policy 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.
44.	Insurance at USC <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 • Use of personal vehicles for university business • Personal injury to non-employees • Violence in the workplace 	Risk Management & Insurance Department	(213) 740-6203	Insurance Policies and Procedures Requires that all university insurance-related activities be coordinated with the Risk Management Department; provides references to other relevant university policies.

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	<ul style="list-style-type: none"> • USC field trip guidelines • Campus helicopter landing procedure • Forms 			
45.	Intellectual Property / Technology Licensing <ul style="list-style-type: none"> • Protecting ideas • Invention disclosures • MTA's • License Agreements • Marketing of inventions to potential investors and licensees • Start-up guide • Student programs 	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
46.	Laser Safety <ul style="list-style-type: none"> • Laser Safety Manual • Registration of Lasers • Transfer of Lasers • Laser Usage Log • Request service 	Environmental Health & Safety Department (EH&S)	(323) 442-2200	Injury and Illness Prevention General information; authorization to use lasers; procurement and use of laser systems; personal protective equipment; general instructions for auxiliary personnel; training requirements for laser users; Class 3B warning sign; Class 4 warning sign.
47.	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	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;

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				Roles and responsibilities; occupations that require medical surveillance; types of medical surveillance performed; exposure monitoring requirements.
48.	Misappropriation of Assets <ul style="list-style-type: none"> • Theft of university property • Embezzlement of university assets • Fraud • Reporting of suspected misappropriation 	Office of Audits and Compliance	(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.
49.	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 	Athletic Compliance Office	Staff Contact List	Athletics Compliance – Document Library Describes Policies and Procedures for coaches and staff; athletes and parents; prospective student-athletes; alumni, boosters, faculty, and fans.
50.	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 	Environmental Health & Safety Department (EH&S)	UPC: (213) 740-6448 HSC: (323) 442-2200	Manuals and Resources <ul style="list-style-type: none"> • Injury and Illness Program • Means of Egress Program • Hazard Communication Program • Vehicle Safety Program • Confined Spaces

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	<ul style="list-style-type: none"> • 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 • Chemical Waste Disposal Record Form • Lockout/Blackout • Means of egress 			<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) • Fall Protection/Fall Arrest • Forklift Safety/Training • Lock-Out/Tag-Out • Diving Safety
51.	Payroll <ul style="list-style-type: none"> • OTIS • eTrac • 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	Personnel Files and Payroll Records Explains rights of access to and inspection of personnel records, including payroll information.
52.	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	Annual Copyright Compliance Letter Provides basic information regarding the differences between legal and illegal file sharing.
53.	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 	Office of the General Counsel	(213) 740-7922	Personnel Files and Payroll Records Explains rights of access to and inspection of personnel records, including payroll information.

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54.	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 	Government and Civic Engagement	(213) 740-5371	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.
55.	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 Business Services (formerly Disbursement Control and Accounts Payable)	UPC: (213) 740-2281 HSC: (323) 442-1655 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
56.	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 	Department of Business Services (formerly Purchasing Services)	UPC: (213) 740-2281 HSC: (323) 442-1655 purchasing@usc.edu	Purchasing Policies Sets forth requirements for vendor eligibility.
57.	Radiation Materials and Safety	Environmental Health	(323) 442-2200	Radiation Safety Manual

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	<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 	& Safety Department (EH&S)		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.
58.	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	(213) 740-7922	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.
59.	Scientific Misconduct <ul style="list-style-type: none"> • Types of conduct covered • Making a scientific misconduct allegation • Inquiry/Investigation process • Reporting requirements 	Office of Research Office of Ethics and Compliance	(213) 740-6709 vice.president.research@usc.edu (213) 740-8258 compliance@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).
60.	Select Agents <ul style="list-style-type: none"> • Identifying select agents • IBC Biohazard Use Application • Authorization to use Select Agents • Registration with the Centers for Disease Control and Prevention (CDC) and/or the Animal and Plant Health Inspection Service (APHIS) • Theft or loss of a Select Agent 	Institutional Biosafety Committee (IBC)	(323) 442-2200 IBC@admin.usc.edu	Biosafety Manual, Page 24: Select Agents Obtaining authorization to use select agents; security requirements; theft or loss of a select agent.
61.	Signage <ul style="list-style-type: none"> • Posting signs/banners • Content of signs/banners • Posting locations 	Real Estate & Asset Management	(213) 821-3070	Signage Policy City and university requirements for posting signs and banners, including size, duration, and content; lists USC

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				offices that may need to review requests for sign approval.
62.	Small/Female/Minority-Owned Business <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 • Submission of diverse supplier compliance reports to applicable governmental agencies • Outreach programs 	USC Small Business Diversity Office	(213) 740-2281 supplier@usc.edu	Diverse Supplier Guidelines 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.
63.	Smoke-Free Workplace <ul style="list-style-type: none"> • Questions regarding prohibitions on smoking • Outdoor areas where smoking is permitted 	Risk Management & Insurance Department	(213) 740-6203	Smoke-Free Policy Prohibitions on smoking on or in university property.
64.	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)	UPC: (213) 821-8280 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.
65.	Staff Workplace Employment Disputes (non-discriminatory) <ul style="list-style-type: none"> • Supervisor/subordinate disputes • Peer disputes 	Employee Relations Office	UPC: (213) 740-7734 HSC: (323) 442-2020 ero@usc.edu	Staff Complaint Procedures Describes eligibility to bring complaint under the policy; explains

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				departmental and university processes for handling complaints; provides protection from retaliation for making good faith complaint
66.	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 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 	Stem Cell Research Oversight Committee (SCRO)	(323) 442-7834 scro.cttee@med.usc.edu	University of Southern California Human Subjects Protection Program (HSPP) Policies and Procedures, Chapter 10
67.	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 General disciplinary principles; student conduct expectations; nonacademic violations review process; academic integrity review process; appeals process; student conduct records; sanctions for violations of Code.
68.	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	(213) 740-7922	Acceptance of Summons, Complaint, and Subpoenas Sets forth rules for acceptance of subpoenas seeking various types of university records and testimony.
69.	Sustainability <ul style="list-style-type: none"> USC Green Office Certification Program Eco-Initiatives and Sustainable 	USC Sustainability	(213) 821-3942 sustainability@usc.edu	USC Sustainability Reports (2017-2018) Establishes a baseline for the university

	TOPIC	POINT OF CONTACT	CONTACT INFORMATION	RELEVANT POLICY (where applicable)
	Projects Portal <ul style="list-style-type: none"> • Sustainability resources • Waste and recycling resources • Carpooling • Green Buildings • Green cleaning • Sustainable Transportation • E-waste and hazardous waste pick-up 			community; summarizes greenhouse gas emission totals, vehicle emissions, natural gas emissions, refrigerant and stationary source emissions, and electricity emissions; case studies of emissions on campus.
70.	Tax issues /IRS <ul style="list-style-type: none"> • UBIT (Unrelated Business Income Tax) • General Ledger Information 	Office of the Comptroller	(213) 821-1900	Tax Manager Homepage FAQs; useful external links; relevant tax documents.
71.	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.
72.	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 	Center for Work and Family Life	(213) 821-0800 cwfl@usc.edu	