Purpose:
To establish the procedures related to obtaining services from Document Services and Solutions (DSS) that manages the University contracts for the provision of departmental multifunctional devices (MFD), to include printers, copy machines, scanners and fax devices.

DCIE: Ms. Moreno is the main point of contact for the DCIE devices maintenance and supplies stock.

BSC-005 DEPARTMENTAL BUSINESS DOCUMENT CENTERS

BSC 010 Copyright Laws
Policy last updated in July 2009

Purpose:
To inform the University community of possible liabilities resulting from infringement upon the Federal Copyright Law.

BSC-010 COPYRIGHT LAWS

BSC 020 Printed Media Distribution and Advertising
Policy last updated in July 2009

Purpose:
To provide guidance on posting advertisements in form of posters, handbills, leaflets or other printed media on and off campus.

BSC-020 POSTER DISTRIBUTION AND ADVERTISING
BSD Environmental Health and Safety

**BSD 001 Contingency Plan Coral Gables Campus – Emergency Coordinators**
Policy last updated in July 2011

**Purpose:**
Listing of the emergency coordinators and their contact information.
[BSD-001 Contingency Plan For Chemical Releases - Coral Gables Campus](#)

**BSD 006 Mandatory Training and Health Requirements**
Policy last updated in July 2011

**Purpose:**
To provide guidelines to protect the health and safety of each employee and to comply with federal regulations and CDC’s Guidelines.
[BSD-006 EHS Mandatory Training and Employee Health Requirements](#)

**BSD 110 Ergonomics Programs**

**Purpose:**
To provide an ergonomics program at the University of Miami for the benefit of all its employees.
[BSD-110 Ergonomics Program](#)

**BSD 150 Fire Prevention Program**

**Purpose:**
To minimize potential causes of fires at the University of Miami.
[BSD-150 Fire Prevention Program](#)