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| BUSINESS POLICY AND PROCEDURE MANUAL | Date Issued: 9/90 | Revision Date: | Page: 1 of 1 |
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| | Section: REPORTING ACCIDENTS & INCIDENTS | | |
| Subject: BROADCASTERS & PUBLISHERS INCIDENTS | | | |

GENERAL STATEMENT OF POLICY

Report all incidents. All incidents or claims for any libel and slander, infringement of rights of privacy, plagiarism, piracy or copyright violation based on or caused by the utterance or dissemination of matter published in any broadcasting or television stations of the University are reported to the Director of Purchasing and Property Acquisitions within 48 hours after the incident or notice of claim being made.

1. **Report Requirements** - All incidents or claims are reported in letter-report form and include the following information:
 - A. Name and address of person making claim.
 - B. Description of the alleged basis of claim, such as the error, misstatement, act, omission or neglect or breach of duty that is being claimed as cause of damage.
 - C. Date of and circumstances surrounding the alleged error, omission, etc.
 - D. Any written communication received from the aggrieved person.



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OPERATING PROCEDURES

1. **Individual against whom claim is made** - Immediately report the incident or claim to department chairperson or administrative head.
2. **Department Chairperson or Administrative Head** - Within 48 hours after the incident or notice of claim being made, prepare and sign letter-report and forward to the Director of Purchasing and Property Acquisition.