

# Oklahoma State University Policy and Procedures

## HANDLING AND DISPOSAL OF HAZARDOUS CHEMICALS

3-0838  
ADMINISTRATION &  
FINANCE  
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### STATE AND FEDERAL LAWS

1.01 The handling and disposal of hazardous waste must be conducted in strict compliance with regulations prescribed by the U.S. Environmental Protection Agency (EPA) by incorporating requirements and subsequent reauthorizations of the Resource Conservation and Recovery Act of 1976 (et seq), the United States Department of Transportation, the Oklahoma State Department of Environmental Quality, and the City of Stillwater Publicly-Owned Treatment Works.

1.02 Civil penalties of \$27,500 for each day of each violation and one year in prison may be imposed upon any person who knowingly falsifies a label, manifest, record or report; or transports waste to a facility that does not have a permit; or treats, stores or disposes of hazardous waste without a permit.

1.03 Federal and/or state agencies may bring immediate legal action to restrain any activity that they determine poses an imminent hazard.

### INTRODUCTION

2.01 The OSU Environmental Health Services Department is in responsible charge of the handling and disposal of hazardous chemicals. Its administrative authority is through the office of the Associate Vice President of Administration and Finance.

2.02 Adherence to the Policy for Handling and Disposal of Hazardous Chemical Waste is mandatory. Materials will be classified as "surplus" when they are picked up by the OSU Environmental Health Services Department. Materials will be classified as "waste" when they can no longer be used or utilized.

2.03 In general, campus academic departments will not be billed for the disposal of hazardous materials/hazardous waste. However, departments may be billed for the identification and disposal of unknowns and/or other unusual wastes (i.e., PCB's, Furans, Dioxins, explosive/reactive compounds).

2.04 Written requests for equipment needed to assure safe temporary storage of surplus chemicals within a department should be directed to the OSU Environmental Health Services Department. All storage facilities must meet fire and safety code requirements.

## DEFINITIONS

3.01 **Generator** - Any person, by site, whose act or process produces hazardous waste identified or listed in the Code of Federal Regulations, Title 40, Part 261, or whose act first causes a hazardous waste to become subject to regulation.

3.02 **Hazardous Chemical/Hazardous Waste** – For the purpose of this policy, chemicals, in any quantity, as defined by the Environmental Protection Agency (EPA) in the Code of Federal Regulations, Title 40, Part 261.3.

## SCOPE

4.01 The following policy statements are appropriate for the Stillwater main campus. OSU System campuses may consult with the OSU Environmental Health Services Department as warranted.

## RESPONSIBILITY

5.01 Deans, directors, department heads and other administrators are responsible for identifying the users or generators of hazardous chemical surplus within their respective area(s), assuring annual training (through the OSU Environmental Health Services Department), and initiating internal procedures to assure the proper handling, control, storage and disposition of these materials in accordance with this policy. (See also OSU Policy and Procedures Letter 3-0535, Hazard Communication Program.)

5.02 Generators will be responsible for the proper storage, control, use and disposal of all hazardous chemicals in their respective areas in accordance with this policy.

5.03 Arrangements for on-site pick-up, delivery to a proper storage area, packaging and off-site disposal shall be coordinated through the OSU Environmental Health Services Department.

## PROCEDURE

6.01 Upon receipt of a hazardous chemical, the generator shall make certain the container either has the original manufacturer's label or is marked with a permanent, pressure-sensitive label supplied by the OSU Environmental Health Services Department. Information on the label must be legible and either type-written or in indelible ink, with no abbreviations. The container and contents shall then be stored in a proper manner for use. (See also OSU Policy and Procedures Letter 3-0535, Hazard Communication Program.)

6.02 Generators receiving experimental hazardous chemicals, pesticides, etc., from manufacturers for use and/or testing in University facilities should make prior arrangements with the supplier for (a) quantities small enough so that there will be no excess material, or (b) to return any unused material to the manufacturer for disposal. All other materials **may** be disposed of through the University hazardous waste disposal system after consultation with the OSU Environmental Health Services Department. Copies of all Material Safety Data Sheets (MSDS) for these substances shall be sent to the OSU Environmental Health Services Department. (Per OSU Policy and Procedures Letter 3-0535, Hazard Communication Program.)

6.03 Where possible, disposal of excess pesticides or chemicals may be minimized by using the materials for intended purposes according to label instructions or directions.

6.04 When a generator requests to dispose of a hazardous material, established University procedures, as defined in this policy beginning with 6.10 below, shall be followed.

6.05 Every department using hazardous chemicals shall conduct an annual inventory of such items and arrange for disposal of those materials no longer needed. (See OSU Policy and Procedure Letter 3-0535.)

6.06 Any area containing hazardous chemicals shall post an Emergency Notification sign outside the door(s) of the room listing any special hazards or conditions and anyone who is an emergency contact. This sign shall be checked at least annually and updated as necessary, with copies sent to the OSU Environmental Health Services Department. Blank signs are available from EHS.

## SPILL PROCEDURES

6.07 All spills of hazardous chemicals, regardless of size, shall be reported to the Environmental Health Services Department. EHS will respond to the area of the

spill as conditions warrant.

6.08 Spills of hazardous chemicals shall be cleaned up using suitable means. The spilled chemical and all contaminated materials shall be packaged in a suitable container, labeled and disposed of in accordance with this policy as defined in 6.10 below.

6.09 In the event of a large spill, a spill onto land or water, or a spill that a department is not equipped to handle, immediately contact the OSU Environmental Health Services Department at 744-7241 during business hours or OSU Police at 744-6523 for after-hours assistance.

## DISPOSAL PROCEDURES

6.10 A Chemical Removal Request form, listing the containers for disposal, their constituent amounts, physical states, location, and department contact information, is required before any chemical will be picked up.

6.11 Hazardous chemicals and containers destined for disposal shall be placed in the area designated on the Chemical Removal Request form.

6.12 Empty containers that held acute hazardous chemicals and are ready for disposal **shall** be disposed of through the University disposal system as defined in this policy.

6.13 All containers must have an approved University disposal tag or original manufacturer's label attached when placed in the location listed on the Chemical Removal Request form. **All** information must be legible and permanent.

6.14 Under certain conditions, laboratories and other entities may be designated as Satellite Accumulation Points by the OSU Environmental Health Services Department (Hazardous Material Section) staff. As such, these areas have specific criteria to follow. It is mandatory that generators know, understand and follow these guidelines as they manage hazardous chemicals under their control.

6.15 As graduate students graduate and/or faculty move or retire, departments shall contact OSU Environmental Health Services prior to these events if faculty or students generate chemical waste to insure all pertinent information is available to aid in proper disposal.

