

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Handling and Disposal of Hazardous Chemicals	5-003 FACILITY MANAGEMENT July 2014
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POLICY

- 1.01 This policy covers the handling and disposal of hazardous chemical waste throughout the entire OSU Institute of Technology (OSUIT) campus.
- 1.02 It is every supervisor's responsibility to identify the users or generators of hazardous chemical surplus within their respective area(s) and to initiate internal procedures to assure the proper handling, control, storage and disposition of these materials in accordance with Hazard Communication Program.
- 1.03 Written requests for equipment needed to assure safe temporary storage of surplus solvents or other chemicals within a unit for routine pickup should be directed to the Physical Plant Services. All storage facilities must meet fire and safety code requirements. Initial costs for establishing routine storage/pickup facilities and the necessary safety equipment will be borne by unit funds.

PROCEDURES

- 2.01 Upon receipt of a hazardous chemical, the generator shall make certain the container is marked with a permanent pressure sensitive label. (See Form 80-1)
- 2.02 Hazardous chemical waste materials may be disposed of through the hazardous waste disposal system after consultation with the Director of Physical Plant Services and Campus Safety Manager.
- 2.03 Where possible, disposal of excess chemicals may be minimized by using the materials for intended purposes according to label instructions.
- 2.04 Every unit using hazardous chemicals shall conduct an annual inspection of such items and arrange for disposal of those no longer needed.
- 2.05 Hazardous chemicals and containers destined for disposal shall be placed in the designated building collection area in an approved container.
- 2.06 Empty containers that held hazardous chemicals and are ready for disposal must be disposed of through the OSUIT disposal system by placing them in the building collection area.

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- 2.07 All containers must have an approved OSUIT disposal tag attached when placed in the collection area, together with the correct Safety Data Sheet (SDS). All information must be provided, as this is essential for the preparation of a disposal manifest by the Master Record Keeper. (See Form 80-2)
- 2.08 At periodic intervals, the Physical Plant will pick up the waste at the collection point and move it to the campus holding area for disposal.
- 2.09 If large quantities of waste are generated or collection areas become full, Physical Plant Services should be contacted for immediate service.
- 2.10 Disposal is expensive; therefore, every effort must be made to keep the quantities of hazardous chemicals to a minimum. This must be considered when planning and ordering material.

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