

### 80-3 Hazardous Material

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1. **Purpose.** Eastern New Mexico University (the University) has established these policies and procedures to assure compliance with various local, state and federal laws and to provide for the safety of its students and employees, as well as the surrounding community.
  
2. **Policy.** The policies established in furtherance of the above purpose are as follows:
  - A. **Federal laws require that each individual who generates or uses hazardous material is personally liable and responsible for assuring compliance with regulations and proper hazardous waste management,** and each University faculty or staff member engaged in activity involving hazardous material must be responsible for the proper management of such material. Such responsibilities include, but are not limited to:
    - (1) Hazardous material identification,
    - (2) Minimizing hazardous material generation,
    - (3) Minimizing hazardous material use,
    - (4) Safe and proper hazardous material storage,
    - (5) Safe and proper hazardous material use and
    - (6) Safe and proper hazardous material disposal.
  
  - B. All University faculty and staff shall be aware of rules governing the storage, handling and disposal of hazardous material and shall comply with University policies and procedures and all local, state and federal laws related to hazardous material.
  
  - C. There shall be no land disposal of untreated hazardous material, no disposal of hazardous material "down the drain" or in the trash and no disposal of hazardous material in any other ways which are not consistent with local, state and federal law. **Improper disposal of hazardous material can result in civil and criminal prosecution of the individual responsible.**
  
  - D. The safety of personnel working with hazardous material is directly dependent on their training in handling such material; therefore, the University shall provide appropriate training to such employees.
  
  - E. The University shall provide appropriate containers and storage areas and shall provide for the pickup of hazardous material. It shall be the responsibility of those handling and using hazardous material to use such property and services appropriately.
  
  - F. The University Safety Office shall:

- (1) Be responsible for the management of all University hazardous material policies;
- (2) Make arrangements to assure that hazardous materials are properly disposed of in a legal manner through a licensed hazardous waste facility;
- (3) Review pertinent hazardous material records;
- (4) Inspect hazardous material storage locations;
- (5) Be responsible for hazardous material policy oversight and report periodically to the vice president for Business Affairs regarding policy and procedure compliance;
- (6) Periodically verify that user areas are in compliance with policy provisions;
- (7) Provide and maintain documentation for the training of employees who are involved in the generation or handling of hazardous material;
- (8) Immediately report any suspected or known violations of hazardous material policy or procedure to the vice president for Business Affairs and the vice president for Academic Affairs and
- (9) With the advice and consent of the vice president for Business Affairs, perform such other and further duties as are reasonable and prudent for the safe handling and disposal of hazardous material.

The foregoing purposes and policies are further implemented by the following.

### **Procedures**

- 3. Definitions.** The following definitions shall be applicable throughout these policies and procedures:
- A. Material is defined as "hazardous" if it is included in the list of hazardous material included in the United States' Resource Conservation and Recovery Act of 1976 and/or exhibits one (1) of the following five (5) characteristics:
    - (1) The material is ignitable (has a flash point of less than 140°F);
    - (2) The material is corrosive [has a pH value of less than two (2) or greater than twelve and five tenths (12.5)];
    - (3) The material exhibits reactivity (is sulfide or cyanide bearing; is explosive or pyrophoric or can combine violently with air or water to produce heat, light or toxic product);
    - (4) The material exhibits toxicity (contains a high concentration of poisonous heavy metals or certain organic compounds such that it can cause illness or death if inhaled, swallowed or absorbed through the skin) or
    - (5) The material exhibits radioactivity (emits alpha rays, beta particles or gamma rays).

- B. "User area" is any individual department, area or office that stores and/or uses hazardous material or that, through the course of its activity, generates hazardous material.
4. **Applicability.** These procedures shall apply to all University operations, including classroom activities, involving the use or generation of hazardous material.
5. **Authority of Safety Office.** Pursuant to its duties and responsibilities as set forth in section 2. F. above, the Safety Office has authority to review pertinent records and inspect hazardous material use and storage areas.
6. **Training.**
- A. Employees involved with hazardous material shall be trained in proper procedures within one (1) month of employment and then annually thereafter.
- B. The minimum training shall include information on the following:
- (1) Emergency procedures, including communications;
  - (2) Emergency equipment;
  - (3) Fire and explosion procedures;
  - (4) Evacuation procedures;
  - (5) Hazards related to handling material;
  - (6) Proper methods of storage and management;
  - (7) Minimizing waste material;
  - (8) Record keeping;
  - (9) "Community Right to Know" regulations and
  - (10) Policies and procedures.
7. **Material Safety Data Sheet.** Any area using or generating a hazardous material shall request and maintain a current Material Safety Data Sheet (MSDS) on every chemical contained in the material. Additionally,
- A. A copy of the MSDS must be provided to the Safety Office immediately upon the introduction of the material on campus and
- B. Room numbers or appropriate other identification of locations where hazardous materials are used or stored must be registered with the Safety Office.
8. **Guidelines for Employees.** Any employee of the University who has responsibility for an area that uses or generates hazardous material, or through the normal course of his or her job is associated with hazardous material, shall use the following guidelines to limit, control and manage the hazardous material used:
- A. Whenever possible, non-hazardous substances shall be used in place of hazardous material or material that generates hazardous material.
- B. When the use of hazardous material is necessary, the minimum amount necessary to complete the desired activity shall be used.
- C. Hazardous material shall be purchased in the smallest amounts necessary to complete the desired activity so that the least possible amount of material is left unused.

- D. Prior to arranging for disposal of unwanted hazardous material, the individual responsible for the material shall attempt to determine if another area of the University uses the same material. If so, the material shall be transferred to that area, following proper procedures for handling and controlling the hazardous material. If there is any doubt about proper transfer procedures, he or she shall contact the Safety Office for assistance.
- E. When possible and feasible, hazardous material shall be recycled or recovered. It is the responsibility of the user area to assess the possibility and feasibility of recycling or recovery. If the user area is unsure, the Safety Office should be contacted for assistance.
- F. In cases in which hazardous material can be rendered non-hazardous by chemical neutralization, the user area and/or individual responsible for the material shall arrange for proper neutralization and subsequent disposal. In all cases where neutralization is planned, the Safety Office shall be notified prior to neutralization so that an appropriate review of the neutralization can be performed. If a series of neutralizations is planned, the series may be reviewed rather than each individual neutralization.

## **9. Locations of Use and Storage and Pickup.**

- A. Hazardous material may be stored pending transportation and disposal but material awaiting disposal shall be removed from the user area within ninety (90) days of accumulation.
- B. All storage areas, including classrooms and laboratories, containing hazardous material shall be secured to prevent inadvertent access. When classrooms/laboratories are in use, hazardous material not being used by students shall be stored in a manner designed to prevent inadvertent access, use or spills.
- C. Individuals responsible for user areas or storage areas shall inspect each area for which they have responsibility on a weekly basis, checking for
  - (1) Container deterioration,
  - (2) Leaks,
  - (3) Proper labeling,
  - (4) Compatibility and
  - (5) Policy compliance.
- D. A written record of inspections shall be kept, and the Safety Office shall be notified as to the location of the written record.
- E. The University shall provide for the pickup of hazardous material. To arrange for pickup, the user department shall contact the Safety Office and provide the following information:
  - (1) The name and telephone number of the person requesting the pickup,
  - (2) The MSDS of each material to be picked up,
  - (3) The location of the pickup,
  - (4) The description of the material to be transported,
  - (5) The number of containers,
  - (6) The approximate volume and weight of each container and
  - (7) The signature of the individual responsible for the material.

- F. The usual locations of the various hazardous material located on the University campus are contained on a list entitled "Points of Hazardous Chemicals on Campus," which is AGP&P, 80-3 Addendum. User areas not on the list shall immediately notify the Safety Office so that the list may be amended.

**10. Storage Containers.** All hazardous material shall be stored in containers that shall assure the proper control and accounting of the material and provide for the safe transportation of the material to the campus hazardous storage area and subsequently to the disposal company. To assist in this assurance:

- A. The user area shall be responsible for procuring the appropriate containers,
- B. All containers shall be labeled with information revealing the exact contents including the approximate concentrations of all component items,
- C. All containers shall be clearly labeled with the words "Hazardous Material,"
- D. Containers shall be in good condition,
- E. Containers shall remain closed except when removing or adding material,
- F. Containers shall be made of material compatible with the contents,
- G. Stored material and material awaiting disposal shall not be stored with other incompatible material and
- H. Under no condition shall more than five (5) gallons of such material be stored in one (1) container.

**11. Unknown Chemicals.** There shall be no disposal of unknown chemicals. All expenses associated with the identification of unknown chemicals shall be borne by the user area's department.

**12. Records.** Each user area shall maintain inventories and records of all documents associated with the purchase, maintenance, use and disposal of hazardous material and shall make such inventories and documents available to the Safety Office on demand. All user areas shall submit hazardous material inventory lists to the Safety Office between September 1 and October 15 each year. Records of hazardous material shall be retained by the University for thirty (30) years or as otherwise required by law.

**13. Inspections.** The Safety Office shall periodically randomly inspect laboratories, storerooms, stock rooms and other user areas.

**14. Sanctions.**

- A. User areas failing to comply with these University policies and procedures shall not be allowed to use or purchase additional hazardous material until that user area institutes appropriate methods of storage and disposal and is otherwise deemed by the Safety Office to be in compliance.

- B. Failure to meet the requirements of these policies and procedures could result in penalties and fines assessed against the University and/or the individual(s) responsible for the use or generation of the hazardous material involved.

Approved by the Board of Regents on December 16, 2005.