

# Policies and Procedures for Oklahoma State University

## HANDLING AND DISPOSAL OF HAZARDOUS CHEMICALS

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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 \$37,500 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 without 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 they determine poses an imminent hazard.

### INTRODUCTION

2.01 OSU Environmental Health and Safety (EHS) is responsible for the handling and disposal of hazardous chemicals. Its administrative authority is through the office of the Senior Vice President for Administration and Finance.

2.02 Adherence to this policy is mandatory. Materials will be classified as “surplus“ when they are picked up by EHS. 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., PCBs, Furans, Dioxins, explosive/reactive compounds).

2.04 Written requests for equipment needed to ensure safe temporary storage of surplus chemicals within a department should be directed to EHS. 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 action 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 OSU Stillwater main campus. OSU System campuses may consult with EHS 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), securing annual training (through EHS), and initiating internal procedures to ensure the proper handling, control, storage, and disposition of these materials. (See also OSU Policy and Procedures 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.

5.03 Arrangements for on-site pick-up, delivery to a proper storage area, packaging, and off-site disposal shall be coordinated through EHS.

## **PROCEDURE**

6.01 Upon receipt of a hazardous chemical, the generator shall make sure the container either has the original manufacturer's label or is marked with a permanent, pressure-sensitive label authorized by EHS. Information on the label must be legible and either typewritten or in indelible ink, with no abbreviations. The container and contents shall then be stored properly for use. (See also OSU Policy and Procedures 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 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 EHS. Copies of all Safety Data Sheets (SDS) for these substances shall be kept in the respective area(s) where the waste is generated.

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. Chemical inventories should be maintained utilizing the online system provided by EHS. (See OSU Policy and Procedure 3-0535, Hazard Communication Program.)

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 EHS. Blank signs are available from EHS.

### **Spill Procedures**

6.07 All spills of hazardous chemicals, regardless of size, shall be reported to the EHS, who 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 a department is not equipped to handle, immediately contact EHS at 744-7241 during business hours or OSU Police at 744-6523 for after-hours assistance.

### **Disposal Procedures**

6.10 A Chemical and Material 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 and Material Removal Request form.

6.12 Empty containers which previously 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 and Material 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 Areas by EHS. As such, these areas have specific criteria to follow. It is mandatory all 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 EHS prior to these events if faculty or students generate chemical waste to ensure all pertinent information is available to aid in proper disposal.

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