

80.4 Hazardous Materials

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1. Purpose. Eastern New Mexico University-Roswell (ENMU-Roswell) 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 institutional 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 materials identification
2. Minimizing hazardous materials generation
3. Minimizing of hazardous materials use
4. Safe and proper hazardous materials storage
5. Safe and proper hazardous materials use
6. Safe and proper hazardous materials disposal.

B. All ENMU-Roswell faculty and staff shall be aware of rules governing the storage, handling and disposal of hazardous material and to comply with ENMU-Roswell policies and procedures and all local, state, and federal laws related to hazardous materials.

C. There shall be no land disposal of untreated hazardous materials, no disposal of hazardous materials "down the drain" or in the trash, and no disposal of hazardous materials in any other ways that are not consistent with local, state and federal law. Improper disposal of hazardous materials can result in civil and criminal prosecution of the individual responsible.

D. The safety of personnel working with hazardous materials is directly dependent on their training in handling such materials; therefore, ENMU-Roswell will provide appropriate training to such employees.

E. ENMU-Roswell shall provide appropriate containers and storage areas and will provide for the pickup of hazardous materials. It shall be the responsibility of those handling and using hazardous materials to use such property and services appropriately.

F. ENMU-Roswell Security Office shall:

1. Be responsible for the management of all ENMU-Roswell hazardous materials 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 materials records.
4. Inspect hazardous materials storage locations.
5. Be responsible for hazardous materials policy oversight and report periodically to the Loss Control Coordinator 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 materials.
8. Immediately report any suspected or known violations of hazardous materials policy or procedure to the Vice President for Business Affairs and the Vice President for Academic Affairs.
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 materials.

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 exhibits one of the following five 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 2 or greater than 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 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).
5. The material exhibits radioactivity (emits alpha rays, beta particles, or gamma rays).

Or if the material is included in the list of hazardous materials included in the United State "Resource Conservation and Recovery Act of 1976".

B. "User area" is any individual, department, area or office that stores and/or uses hazardous material or which, through the course of its activity, generates hazardous material.

4. Applicability. These procedures shall apply to all ENMU-Roswell operations, including classroom activities, which involve the use or generation of hazardous material.

5. Authority of Campus Security Office. Pursuant to its duties and responsibilities, the Campus Security Office has authority to review pertinent records and inspect hazardous materials use and storage areas.

6. Training.

A. Employees involved with hazardous materials shall be trained in proper procedures within one 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 materials
6. Proper methods of storage and management
7. Minimizing waste material
8. Record keeping
9. Community "Right to Know" regulations
10. Policies and procedures.

7. Materials Safety Data Sheet. Any area using or generating a hazardous material shall request and maintain current Material Safety Data Sheets (MSDS's) on the chemicals contained in the material. Additionally,

A. A copy of the MSDS must be provided to the Campus Security 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 Campus Security Office.

8. Guidelines for Employees. Any employee of ENMU-Roswell 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 materials 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 ENMU-Roswell uses the same material. If so, 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, they shall contact the Campus Security 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 Campus Security Office should be contacted for assistance.
- F. In cases where hazardous materials 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 Campus Security Office shall be notified prior to neutralization so that an appropriate review of the neutralization can be performed. If a series of neutralization is planned, the series may be reviewed rather than each individual neutralization.

9. Locations of Use and Storage; Pick Up.

- A. Hazardous materials may be stored pending transportation and disposal but materials awaiting disposal shall be removed from the user area within ninety (90) days of accumulation.
- B. All storage areas including, classrooms/laboratories, containing hazardous material shall be secured to prevent inadvertent access. When classrooms/laboratories are in use, hazardous materials 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
 - 5. Policy compliance.
- D. A written record of inspections shall be kept; and the Campus Security Office shall be notified as to the location of the written record.
- E. ENMU-Roswell shall provide for the pickup of hazardous material. To arrange for pick up the user department shall contact the Campus Security 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
7. The signature of the individual responsible for the material

10. Storage Containers. All hazardous material shall be stored in containers that will assure the proper control and accounting of the material and that 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 materials compatible with the contents.
- G. Stored materials and materials awaiting disposal shall not be stored with other incompatible materials.
- H. Under no condition shall more than five (5) gallons of such material be stored in one container.

11. Unknown Chemicals. There shall be no disposal of unknown chemicals; and 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 materials and to make such inventories and documents available to the Campus Security Office on demand. All user areas shall submit hazardous materials inventory lists to the Campus Security Office between September 1 and October 15 each year. Records of hazardous materials shall be retained by ENMU-Roswell for 30 years or as otherwise required by law.

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

14. Sanctions.

- A. User areas failing to comply with these ENMU-Roswell policies and procedures shall not be allowed to use or purchase additional hazardous materials until that user area institutes appropriate methods of storage and disposal and is otherwise deemed, by the Campus Security Office, to be in compliance.
- B. Failure to meet the requirements of these policies and procedures could result in penalties and fines assessed against ENMU-Roswell and/or the individual(s) responsible for the use or generation of the hazardous materials involved.