

## **Policy on Waste Disposal – Hazardous Materials**

**Policy Adopted in: 2011**

**Last Updated in: 2024**

### **Application**

This policy applies to all students, staff, and visitors of the university.

### **Purpose**

The purpose of this policy is to ensure the safe handling, generation, processing, treatment, packaging, storage, transportation, use, reprocessing, collection, conversion, destruction, and disposal of hazardous waste in compliance with the latest environmental, health, and safety standards.

### **Policy Statement**

This policy establishes guidelines and procedures for the safe disposal of hazardous materials, ensuring the protection of human health, safety, and the environment. It aims to provide a comprehensive framework for the management of hazardous waste across the university, including identification, segregation, minimization, and proper disposal methods.

### **Definitions**

**Hazardous Materials:** These are substances that, due to their chemical, biological, radiological, or physical properties, pose significant risks to human health, safety, or the environment. Examples include chemicals, biological agents, and radioactive materials.

**Hazardous Waste:** Waste that contains hazardous materials and requires careful handling, management, and disposal according to applicable regulations.

### **Responsibility and Accountability**

**University Departments:** Each department is responsible for identifying, managing, and ensuring the safe handling of hazardous materials. This includes procurement, storage, labeling, and ensuring proper disposal.

**Environmental Health and Safety (EHS) Office:** The EHS Office oversees the university's hazardous waste management program. The EHS office ensures compliance with relevant regulations, provides guidance, training, and acts as the point of contact for hazardous waste management.

**Waste Generators:** Faculty, staff, and students who generate hazardous waste are responsible for following the disposal procedures outlined in this policy. They must ensure proper waste segregation, labeling, and storage practices.

### **Waste Identification and Segregation**

**Identification:** All hazardous materials must be accurately identified and labeled. A comprehensive Hazardous Materials Inventory will be maintained by the EHS Office, which includes up-to-date records on materials in use across the campus.

**Segregation:** Hazardous materials must be segregated to prevent chemical reactions or accidents. The EHS Office will provide chemical compatibility charts to guide safe segregation practices.

### **Waste Minimization**

The university advocates for waste minimization practices, including:

- Reducing the amount of hazardous materials used.
- Substituting non-hazardous alternatives where possible.
- Recycling hazardous waste whenever feasible. Departments are encouraged to set goals for reducing waste and regularly report progress.

### **Waste Collection**

**Containers:** Hazardous waste should be collected in specifically designed, labeled containers. Each container must display the following details:

- Contents of the container
- Hazard class
- Date of accumulation
- Department name
- Hazardous waste tag (if applicable)

**Storage:** Hazardous waste containers will be stored in secure areas, away from public access, and protected from environmental exposure. All containers will be inspected regularly for signs of leakage or deterioration.

### **Waste Disposal**

**Authorized Disposal:** Disposal of hazardous waste will be carried out by licensed waste disposal contractors who comply with all regulatory requirements.

**Request Form:** Waste generators must submit a Hazardous Waste Disposal Request Form that includes detailed information about the waste, such as its nature, quantity, and potential hazards. The EHS Office will review the request, approve it, and coordinate the removal process.

**Transportation:** All hazardous waste will be packaged and transported in accordance with national, state, and local transport regulations.

### **Training and Awareness**

**Employee Training:** All personnel handling hazardous materials must undergo training in safe handling, storage, and disposal practices. The EHS Office will provide initial training and periodic refresher courses to ensure ongoing awareness and compliance with safety protocols.

**Awareness Campaigns:** Regular awareness campaigns will be conducted to ensure that all members of the university community understand the risks associated with hazardous materials and the importance of following proper disposal methods.

#### **Compliance and Review**

The university will ensure full compliance with national, state, and local hazardous waste disposal regulations.

This policy will be reviewed and updated annually to incorporate new regulations, technologies, and best practices in hazardous waste management.