

# 7-1: Hazardous Materials Management

	<p>Policy identification number: 7-1</p> <p>File: <b>Safety &amp; Health Policies &gt; Safety Policies</b></p> <p><b>7-1: Hazardous Materials Management</b></p> <p>Policy Summary</p> <p><b>To ensure all departments handle hazardous materials properly and that state established disposal procedures are followed.</b></p>
---	---

<p>Policy Owner</p> <p><b>Vice President for Finance and Administration</b></p>	<p>Approval Date</p> <p><b>February 14, 2018</b></p>	<p>Effective Date</p> <p><b>February 14, 2018</b></p>
---	--	---

<p>Search Terms</p> <p><b>vpfa, h, 7-1</b></p>	<p>Scheduled for Review</p> <p><b>Spring 2023</b></p>
--	---

## I. Policy Statement

All employees are required to adhere to federal and state hazardous waste regulations and policies set forth in the Hazardous Waste Management Plan and all other applicable plans and policies.

Specific policy objectives include:

1. To protect employees, students or members of the community who may be exposed to hazardous waste, discharge or spill situations under normal work conditions or during emergency situations.
2. Hazardous waste generated on campus from the Art, Biology, Chemistry, Geology, and Physics and Engineering departments is stored in the Chemical Storage Building (CSB). Occasional hazardous or universal waste generated by the Student Life Center, Student Union, and Housing Departments are also stored in the CSB. The Physical Plant generates used oil, antifreeze and solvent-containing shop towels which are handled by an outside contractor.
3. Universal wastes generated by the Physical Plant include mercury containing devices and equipment, lamps, batteries and aerosol cans. All of these materials are regulated by the

Colorado Department of Public Health and Environment (CDPH&E) and are disposed of according to law.

4. Emergency equipment to handle spills of acids, bases, flammables and mercury containing devices is located in laboratories and the Physical Plant. Additional supplies are available in the CSB.
5. The Director of Environmental Health and Safety (EH&S) is responsible for most hazardous waste operations and activities on campus. Physical Plant is responsible for all aspects of the asbestos management program. The Director will keep and maintain all related hazardous waste documentation for the campus and will arrange for a hazardous waste contractor to remove hazardous waste from the campus as needed.
6. Individual departments are responsible for properly labeling hazardous waste that is to be picked up by EH&S for processing and delivery to the CSB. Detailed information on handling hazardous waste may be found in the [Hazardous Waste Management Plan](#) or by contacting EH&S directly.

## II. Reason for Policy

To ensure hazardous waste is properly handled, documented and disposed of according to the requirements established by the State of Colorado.

## III. Responsibilities

**For following the policy:** All employees and students

**For enforcement of the policy:** Director, Environmental Health and Safety

**For oversight of the policy:** Vice President for Finance and Administration

**For notification of policy:** Policy Librarian

**For procedures implementing the policy:** Academic and other departments generating hazardous waste, Director Environmental Health and Safety, Physical Plant Services

## IV. Cross Referenced Policies

1. Colorado Department of Public Health and Environment, Hazardous Materials and Waste Management Division, 6 CCR 1007-3
2. Colorado Department of Public Health and Environment Guidance Document for the Small Quantity Generator Self-Certification Checklist
3. Fort Lewis College [Hazardous Waste Management Plan](#)

## V. Consequences of Non-Compliance

The department chair in consultation with the dean will determine appropriate consequences for non-compliance according to the provisions in the Faculty Handbook, Part II, Section 17, "Dismissal and other Disciplinary Actions." Disciplinary action up to and including termination as described in the Classified Employees Handbook, Exempt Employees Handbook.

## **Revision History**

February 14, 2018: Changed policy to carry out BOT policy and updated into new template.

April 18, 2018: Technical clarify to responsibility for asbestos management as Physical Plant Services.