

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

**Handling and Disposal of Hazardous Chemicals**

**5-003  
FACILITY MANAGEMENT  
July 2009**

POLICY

- 1.01 Adherence to the Policy for Handling and Disposal of Hazardous Chemical Waste is required.
- 1.02 It is the supervisor's responsibility to identify the users or generators of hazardous chemical surplus within their respective area(s) and to initiate internal procedures to assure the proper handling, control, storage and disposition of these materials in accordance with Hazard Communication Program.
- 1.03 Written requests for equipment needed to assure safe temporary storage of surplus solvents or other chemicals within a unit for routine pick-up should be directed to the Physical Plant Services. All storage facilities must meet fire and safety code requirements. Initial costs for establishing routine storage/pick-up facilities and the necessary safety equipment will be borne by unit funds.
- 1.04 This policy covers the handling and disposal of hazardous chemical waste throughout the entire Oklahoma State University Institute of Technology campus.

PROCEDURES

- 2.01 Upon receipt of a hazardous chemical, the generator shall make certain the container is marked with a permanent pressure sensitive label. (See Exhibit 1, Form 80-1)
- 2.02 Hazardous chemical waste materials may be disposed of through the hazardous waste disposal system after consultation with the Director of Physical Plant Services.
- 2.03 Where possible, disposal of excess chemicals may be minimized by using the materials for intended purposes according to label instructions.
- 2.04 Every unit using hazardous chemicals shall conduct an annual inspection of such items and arrange for disposal of those no longer needed.
- 2.05 Hazardous chemicals and containers destined for disposal shall be placed in the designated building collection area.
- 2.06 Empty containers that held hazardous chemicals and are ready for disposal must be disposed of through the Oklahoma State University Institute of Technology disposal system by placing them in the building collection area.

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

- 2.07 All containers must have an approved Oklahoma State University Institute of Technology disposal tag attached when placed in the collection area. All information must be provided, as this is essential for the preparation of a disposal manifest by the Master Record Keeper. (See Exhibit 2, Form 80-2)
- 2.08 At periodic intervals, the Physical Plant will pick up the waste at the collection point and move it to the campus holding area for disposal.
- 2.09 If large quantities of waste are generated or collection areas become full, Physical Plant Services should be contacted for immediate service.
- 2.10 Disposal is expensive; therefore, every effort must be made to keep the quantities of hazardous chemicals to a minimum. When planning and ordering material, this should be considered foremost.

Approved: August 1996  
Revised: August 2004  
Revised: July 2009

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES

**HAZARDOUS CHEMICAL LABEL**

**HAZARDOUS MATERIAL**

State and Federal Law prohibits improper disposal of this container and its contents. If found, contact Oklahoma State University Institute of Technology, Physical Plant Services, Okmulgee, Oklahoma 74447. Telephone: (918-293-5410).

Month/Year Acquired \_\_\_\_\_ By \_\_\_\_\_

**Form 80-1**

Orange label applied to all containers when received.

**HAZARDOUS CHEMICAL WASTE DISPOSAL TAG**

Contents

Print the following

- |          |   |       |          |       |
|----------|---|-------|----------|-------|
| 1. _____ | % | _____ | Building | _____ |
| 2. _____ | % | _____ | Room     | _____ |
| 3. _____ | % | _____ |          |       |
| 4. _____ | % | _____ |          |       |

**HAZARD**

- |            |                          |                          |
|------------|--------------------------|--------------------------|
| Flammable  | <input type="checkbox"/> | <input type="checkbox"/> |
| Corrosive  | <input type="checkbox"/> | <input type="checkbox"/> |
| Infectious | <input type="checkbox"/> | <input type="checkbox"/> |
| Carcinogen | <input type="checkbox"/> | <input type="checkbox"/> |

**FORM 80-2**

Principal Investigator \_\_\_\_\_

Orange disposal tag applied to all containers when ready to be disposed of through the University disposal program. An approved disposal tag must be attached to such containers before being placed in an approved collection area.

Written requests on a unit basis for quantities of labels and tags needed should be addressed to:  
Physical Plant Services  
OSU Institute of Technology