

Louisiana State University

Office of Facility Services

Operating Instruction 4008

Revision: 3
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Page 1 of 7

SUBJECT: HAZARDOUS MATERIALS AND WASTE MANAGEMENT PROGRAM

I. Procedures

- A. In compliance with the LSU Campus Safety department, the Office of Facility Services shall manage hazardous materials through the establishment and maintenance of a program which ensures that the hazards of all chemicals produced, imported, consumed, applied, transported, stored or emitted are communicated to appropriate emergency response organizations, local information repositories and to the general public upon request.
- B. In compliance with Campus Safety, the Office of Facility Services will establish and maintain a communication system in order to provide information to medical personnel for emergency medical diagnosis and to allow the State Police to coordinate hazardous material emergency response.
- C. Campus Safety is the local agency selected to report to State Police those hazardous materials located on the LSU campus by waste stream number/generic description, physical state and weight. Facility Services prepares an annual report for Campus Safety to transmit to State Police.
- D. To provide further protection for students, faculty, staff and visitors to the campus in the event of a large hazardous material spill, release or emission, Campus Safety has emergency plans in place and participates with the City-Parish Department of Emergency Management.

- E. Facility Services shall comply with Policy Statement 18 (PS-18) Plan of Action when the Plan is activated in part or in whole by the LSU Emergency Operations Center in the event of an emergency situation. PS-18 can be accessed below.

[http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/F9F4175E900E662486256CD30079EBB3/\\$File/PS18+R04+Attachment+A-revised+5+2010.pdf](http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/F9F4175E900E662486256CD30079EBB3/$File/PS18+R04+Attachment+A-revised+5+2010.pdf)

- F. The Campus Safety Officer is responsible for developing a program which includes:
1. A list of hazardous chemicals in the work place
 2. Establishment of a Material Safety Data Sheet (MSDS) Library
 3. Program implementation
 4. Instructions on reading labels and MSDS
 5. Hazards in the work place
 6. Procedures for providing personal protective equipment
 7. Methods used to monitor areas
 8. Methods for observation by employees of potential exposures
 9. Availability of information for employees
- G. Procedures for informing employees of hazards of non-routine tasks
- H. Procedures for informing contractors of hazards which might be encountered during contract jobs
- I. The Safety and Environmental Training Officer shall ensure that appropriate Material Safety Data Sheets are received for all chemicals used on campus and make them available to employees and authorized local, state or federal officials upon request.
- J. Campus Safety shall supply each work place with a description of hazardous material classes (i.e. health hazards, physical hazards and the OSHA listing of hazardous substances)

II. Departmental Head/Supervisory Responsibilities

- A. Department Heads/Supervisors shall ensure that necessary physical or toxic warning signs are posted in those areas where special notices are required.
- B. Department Heads/Supervisors shall ensure that each work area requiring specific personal protective equipment is posted with appropriate warning signs. Department Heads/Supervisors shall make appropriate personal protective equipment available as needed.
- C. Department Heads/Supervisors shall inform any contractor working on campus, **in writing**, of chemicals used in their work areas, with a copy forwarded to Campus Safety.
- D. Facility Services departments should also maintain Material Safety Data Sheets on materials used/stored within the work unit. As new sheets come in, obsolete ones will be replaced immediately, so that current data is available for training and emergency use.
- E. Supervisors shall inform their employees about the chemicals in the workplace, the location and operation of controls, procedures used to protect employees and other workers, emergency plans and locations of MSDS or information related to chemicals in the workplace, and they shall inform Department Heads and Managers of any changes in the process that may affect the health and safety of employees.

III. Employee Responsibility

- A. Employees shall familiarize themselves with the chemical and physical hazards of their workplace and how to protect themselves and other employees from these hazards. Handlers and users of hazardous materials must observe all necessary personal protection measures and environmental controls.
- B. Employees who are exposed to a hazardous material shall receive training regarding the hazards posed by the material, symptoms of overexposure, methods of protection, and procedures to follow in the event of an emergency involving a spill or an acute overexposure.
- C. Employees shall inform their supervisors of changes in work operations that may affect the safety and health of the job site or work area.

IV. Information and Training Programs

- A. At monthly safety meetings, Department Heads/Supervisors will discuss work operations and areas where hazardous materials are used at the job, as well as measures to take in the event an employee is affected by a hazardous material.
- B. At monthly safety meetings, Department Heads/Supervisors will discuss reading and interpretation of the pertinent Material Data Safety Sheets and container labels, as well as how to obtain and use chemical hazard information.
- C. At periodic training sessions, Department Heads/Supervisors will explain the steps an employee can take to protect themselves from on the job chemical hazards and how to use personal protection equipment that offers protection to employees from exposure to chemical hazards.
- D. At periodic training sessions, Department Heads/Supervisors will discuss various methods of detecting the presence of any hazardous chemicals that employees may be exposed to on job sites.
- E. At periodic safety meetings, Department Heads/Supervisors will relate specific chemicals that employees may use in the workplace and direct employees to OEHS where they can obtain lists of hazardous chemicals, MSDSs and written hazard evaluation procedures.

V. Hazardous Waste

- A. As a generator, LSU has exercised an available option to dispose of hazardous waste every 90 days through the use of an approved certified hazardous waste disposal agent.
- B. This facility recognizes two (2) categories of hazardous waste:

Category I

- a. Hazardous waste from non-specific sources
- b. Hazardous waste from specific sources
- c. Discarded commercial chemical products
- d. Species, containers and spill residues

Category II

- a. Ignitable waste
 - b. Corrosive waste
 - c. Reactive waste
 - d. Toxic waste
- C. A chemical/material at LSU is not a hazardous waste until the individual in charge (i.e. Instructor, Researcher, etc.) declares it as such. Once declared a hazardous waste, the chemical/material then enters the University Hazardous Chemical Waste Program

[http://appl003.lsu.edu/pubsafety/oes.nsf/\\$Content/Hazardous+Waste+Disposal?OpenDocument](http://appl003.lsu.edu/pubsafety/oes.nsf/$Content/Hazardous+Waste+Disposal?OpenDocument)

- D. Hazardous waste shall be safely containerized, labeled and moved to the Hazardous Waste Collection Center where it is received, separated, packed, manifested and shipped by the transporter/disposer to the licensed disposal site.
- E. Methods

1. All hazardous waste shall be placed in appropriate glass containers, acid bottles or 5, 35 or 55 gallon drums in such condition as to be safely moved by mechanical means. Chemicals may be delivered in the original container, as long as the original container is in good condition.

Scintillation cocktails will be accepted in the cartons, as long as the solvent base is the same (i.e. all xylene, all toluene, etc.). Additionally, scintillation cocktails must be placed in a carton or package according to the type of container-plastic or glass.

Bagged materials (powders, granules, etc.) shall be placed in sealed plastic bags. Bio-hazard waste shall be put in an appropriate bio-hazard bag, then in a fiberboard container with a lock cap. Needles and other sharp objects shall be placed in appropriate containers. All containers, except bags, shall have strong, properly fitting tops or lids in good condition.

2. Upon determination of the instructor, researcher or supervisor, compatible wastes can be safely mixed or blended; the number of bottles or other containers can be reduced, making disposal more efficient.

3. All hazardous waste containers shall be properly labeled. The label shall have the name of the chemical/waste written out in **block letters**. If waste is mixed or blended, each component and approximate percentage must be indicated.

The amount of waste in the container shall be shown in terms of grams, pounds, ounces, milliliters, pints, liters, gallons, feet, etc. It shall also indicate whether the waste is a liquid, solid or gas and whether it is toxic, flammable, corrosive, reactive or any combination of these factors.

Other required information includes name and telephone number of the generator; the building, laboratory and/or room number in which the waste was generated; the date the material was delivered to the Hazardous Waste Collection Center and the generator's signature.

- a. Small homogenous containers of waste packed in boxes (i.e. scintillation vials) may have one label affixed to the box. The same labeling information is required for five, 20 or 55 gallon drums of material.
 - b. Special problems involving labeling should be discussed with OEHS prior to shipment to the Hazardous Waste Collection Center.
4. OEHS shall not accept any chemicals, liquids or mixtures of chemicals unless all components are known. The same is true for all experimental compounds/chemicals, even though such materials have been assigned an experimental number by the manufacturer or owner. The cost for analytic tests for unknown chemical wastes shall be borne by the user.
 5. Federal regulations prohibit burning or land filling mercury unless it is properly treated. Mercury shall only be accepted either as a liquid (properly containerized) or amalgamated with sulfur or an acceptable commercial product. Mercury-contaminated products, such as thermometers, manometers, etc. shall be as free of mercury as possible. Neither dioxin nor picric acid can be disposed of by a generator. In the event that either is discovered, contact the LSU Office of Environmental Health & Safety (OEHS).

6. Compressed gas cylinders shall be returned to University Stores if purchased there or to the vendor.
7. Compatible waste or similar wastes shall be boxed together. When original cartons are available, such wastes shall be placed in them for safe transport and to facilitate easy separation when they reach the Hazardous Waste Collection Center.

Organic solvent waste shall be packed in such a manner so as to reduce the possibility of jostling and/or overturning. Container tops shall be securely tightened before transporting any hazardous waste.

8. Delivery of waste to the Hazardous Waste Collection Center shall be made only at the scheduled times, except in special cases such as delivery of collected spilled materials and delivery of containers of material construed to be dangerous to persons and premises if not removed.

Only an **authorized** person can accept delivery of any waste in the Hazardous Waste Collection Center.