

**University of Alaska Fairbanks
Safety System Policy**

Document Number: **601**

Revision Date: **June 2012**

Subject: **Non-Radioactive Hazardous Materials Management**

Purpose: To outline responsibilities for handling, storing, redistribution, and/or disposing of surplus hazardous materials and hazardous waste.

Objective: To prevent and control accidents and loss to the University of Alaska Fairbanks, its employees, students, and the public.

To reduce the risk associated with handling, storing, transporting, utilizing, and disposing of hazardous materials and hazardous waste. To assure compliance with all applicable laws concerning hazardous materials, including, but not limited to, 40 CFR 260-271.

Scope: Applies to all University of Alaska Fairbanks (UAF) employees and students who may store, distribute, transport or utilize hazardous materials as a part of their employment.

RESPONSIBILITIES

A. Senior Management – Chancellor and Vice Chancellors

1. Senior Management is responsible for ensuring that all employees who may come into contact with hazardous materials as a part of their employment are:
 - a. Provided necessary tools, equipment, training, and information concerning safe work practices;
 - b. In compliance with safety policies, procedures, and regulation pertaining to hazardous materials and hazardous waste management.
2. To the greatest degree possible, Senior Management is responsible for assuring that each employee has a safe and healthy work place.

B. Deans-Directors and Department Heads are responsible for:

1. Assuring that the Hazardous Material Management Program is implemented and properly administered within all departments producing or handling surplus hazardous materials and waste; and that all regulatory requirements are complied with.

2. Assuring that appropriate temporary hazardous material collection areas are identified and approved for use by all departments producing hazardous waste, or maintaining surplus hazardous materials.
3. Designating a person(s) within each department (or group of departments) who is responsible for identifying proposed hazardous material collection areas, coordinating material collection, and overseeing of such collection.

C. Hazardous Material Users and Producers of Hazardous Waste

Surplus hazardous materials must be removed from work areas (laboratories, classrooms, shops, etc.) and properly stored at all times pending redistribution or other disposition. In compliance with local, State, and Federal requirements, materials deemed to be hazardous waste must be shipped off-site promptly. Redistribution of surplus hazardous materials and off-site disposal of UAF-wide hazardous waste is conducted on a quarterly basis or as otherwise required by law.

To help facilitate compliance with these requirements, surplus hazardous materials, and hazardous waste should be properly identified, containerized and promptly moved to approved and designated hazardous material accumulation and collection areas.

1. Hazardous material users and waste producers are responsible for proper use of hazardous substances, handling, storage, and disposal.
2. Hazardous material users and waste producers are responsible for identifying and designating.
 - a. Surplus hazardous materials that are no longer needed by them, but could possibly be used by others.
 - b. Hazardous material where there is no apparent future use.
 - c. Quantities of hazardous materials that exceed the allowable Limits for safe storage, i.e., Uniform Fire and Building Codes.

Surplus hazardous materials and hazardous waste should be properly containerized and prepared for storage in the approved designated hazardous material collection areas (fume hoods, appropriate storage cabinets, bunkers, or other areas inspected and approved by Environmental, Health, Safety and Risk Management department.)

Hazardous material must be properly containerized in its original container, DOT specified containers, or other containers identified for hazardous material type, as designated by EHSRM.

D. EHSRM - Hazmat Section Responsibilities

1. Determine whether all materials submitted for removal are:

- a. a recyclable material
 - b. a useable surplus material
 - c. a RCRA hazardous waste
 - d. a non-RCRA hazardous waste
 - e. a non-hazardous waste
 - f. a TSCA waste
2. Helps identify hazardous material accumulation sites with UAF EHSRM Safety Officers. Assigns site number to all approved accumulation and collection sites.
 3. Maintains waste accumulation facility in accordance with regulatory and established safety practices. Documents and performs weekly inspection of assigned sites.
 4. Assists hazardous material users and waste producers if selecting:
 - a. Proper hazardous material collection areas and required containers; and
 - b. Proper hazardous material labeling and record keeping
 5. Assists as necessary in spills/hazardous material emergencies if requested by UAF EHSRM Safety Officer.
 6. Reviews and approves accumulation of materials in containers larger than 26 gallons, or containers which are not DOT specification containers for hazardous material type.
 7. Assures timely disposal of hazardous waste generated at UAF. Arranges for the transportation, treatment and disposal identified hazardous waste on a quarterly basis.
 8. Coordinates and/or arranges for sampling, testing and disposal of new waste streams and/or potential hazardous materials and waste.
 9. Coordinates off-site shipment of hazardous wastes using licensed transporters and certified transportation vehicles.
 10. Reviews and/or inspects the facilities of recommended suppliers of transportation, testing, and disposal/recycling services prior to first use of such facilities; and reviews/re-inspects as needed, or on a periodic basis.
 11. Completes and maintains copies of hazardous material manifests, biennial and other reports as required by law.
 12. Oversees Chemical Surplus Program.

13. The Safety Officer/ Hazardous Materials Coordinator/Waste Handlers must receive proper training and utilize personnel protective clothing and equipment as required by Material Safety Data Sheets, container labels, or as required by the UAF Safety Services, or as mandated by law.
14. Participates in required training programs involving hazardous waste handling, management, hazard communication, etc.

E. UAF EHSRM Safety and Hazmat Section:

1. Provides advice and assistance to UAF Staffing involving all aspects of the Hazardous Materials Management Program.
2. Oversees the implementation and administration of this program and makes changes as necessary due to:
 - a. Regulatory change recommendation from
 - b. Users quality assurance audits
3. Identifies, develops, provides, assists, and/or arranges for required training programs for UAF hazardous material users, waste producers, handlers, etc.
4. Conducts periodic audits and surveys of accumulation and collection sites and the Hazardous Material Management Program operations to assure continued compliance.
5. Participates in audits and inspections conducted by regulatory agencies, EPA, ADEC, OSHA etc.
6. Receives proper training and utilizes personnel protective clothing and equipment as required (i.e. indicated on Material Safety Data Sheets, container labels, or mandated by law for type hazard presented.)
7. Participates in required training programs identified for hazardous material management, handling, etc.

Issue Date: November 1996

Chancellors' Signature: _____