

# DISPOSAL OF REGULATED HAZARDOUS MATERIALS (RHM)

**POLICY NUMBER:** RESERVED FOR FUTURE USE

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** DIRECTOR, SAFETY & EMERGENCY MANAGEMENT

**RESPONSIBLE OFFICE:** OFFICE OF SAFETY & EMERGENCY MANAGEMENT

**EFFECTIVE DATE:** 8/1/2012

**NEXT REVIEW DATE:** 7/23/2020

**SUPERSEDES POLICY DATED:** N/A

**REQUIRES LEGAL/COMPLIANCE REVIEW:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES I.T. POLICY COUNCIL REVIEW:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES PROFESSIONAL CONCERNS COMMITTEE REVIEW:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES HUMAN RESOURCES REVIEW:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

**REQUIRES BOARD OF REGENTS APPROVAL:**

(PER SECTION V. OF THE APPROVED POLICY REQUEST FORM)  YES  NO

## I. POLICY STATEMENT

This policy is designed to ensure that the use, storage, and disposal of Regulated (Hazardous) Materials in University facilities is in compliance with applicable federal and state laws.

It is a violation of federal and state law to leave Regulated (Hazardous) Materials (RHM) (e.g. chemicals, biological agents and radioactive materials) in University facilities (e.g. laboratories, maintenance spaces, art classes, shops, loading docks, closets or any other area where these materials are used) unless they are properly capped, stored and labeled. It is also a violation of law to fail to dispose of such materials in accordance with the University's Disposal of Hazardous Materials Policy when they are no longer needed. The use, storage, and disposal of RHM in University facilities is governed by the following:

1. It is the responsibility of the faculty member or supervisor in charge of a University facility to assure that federal and state laws on the use, storage and disposal of RHM are obeyed. In the case of teaching labs and facilities the department chair is responsible. Each University facility should have appropriate procedures in place to meet these guidelines.

2. It is the responsibility of the College dean or the director of an administrative unit to assure that these obligations are met. Safety and Emergency Management is available to explain the scope and content of applicable laws and to assist deans, department chairs, laboratory directors, and directors of administrative departments with the development of policies.

Subject to the limitations recited below, Safety and Emergency Management will arrange for the disposal of unwanted or unneeded RHM at no cost to the laboratory, department, College or School.

1. All RHM to be discarded must be labeled with a Hazardous Waste Label that provides a list of the constituents and date.

2. There will be no cost for waste removal services if all containers are accurately labeled to identify wastes. If Highly Reactive or other dated materials are kept beyond the expiration date or if the materials in a facility cannot be identified and Safety and Emergency Management are forced to make arrangements with a waste contractor for emergency services, the department will be required to pay the cost of disposal services.

3. Safety and Emergency Management will conduct inspections of all University facilities on unannounced schedules. If RHM are not capped, stored and labeled in a proper manner, occupants will be cited for a RHM violation and the responsible individual, the department chair or supervisor, the dean or director of an administrative unit and the appropriate vice president will be notified.

4. The Kentucky Department of Environmental Protection, the federal Environmental Protection Agency and/or the Nuclear Regulatory Commission will also inspect facilities for time. Financial penalties resulting from violations of state or federal law for which they cite the University can be very serious. Such penalties will not be paid from central University resources but must be borne by the laboratory, department or School responsible for the facility in violation.

## II. ENTITIES AFFECTED

University faculty, staff, and students.

## III. DEFINITIONS

University Facility: Any defined space of the University, whether owned or leased, including a room, lab, series of labs, building or controlled outdoor area.

## IV. REFERENCES AND RELATED MATERIALS

### REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
<b>New Policy</b>	8/2012
<b>Revision</b>	7/2016
Choose an item.	
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