

## **NORTHERN KENTUCKY UNIVERSITY**

POLICY LINK: **CHEMICAL SAFETY POLICY**

ISSUE DATE: **12/01/2021**

REVISED DATE: **2/13/2023**

TITLE: **DISPOSAL OF REGULATED HAZARDOUS MATERIALS PROCEDURE**

### **OBJECTIVE AND PURPOSE**

The purpose of this procedure is to protect the health and safety of university faculty, staff, students, and visitors through safe handling and disposal of chemical, infectious, and radioactive wastes; to reduce the potential environmental liabilities and costs of hazardous waste disposal; and to help ensure that hazardous wastes are disposed of in accordance with all applicable regulations.

This procedure is applicable to all university faculty, staff, students, visitors, and contractors.

### **DEFINITIONS**

There are no definitions listed for this procedure.

### **RULES AND PROCEDURES**

The individual with ultimate authority on a particular project or in a unit/department generating hazardous waste (i.e., principal investigators, department heads, directors, managers, supervisors) is responsible for determining which chemical, biological, and radioactive wastes are potentially hazardous, and for instituting procedures for handling such wastes in accordance with all regulatory requirements. Safety and Emergency Management is responsible for providing general guidance on what constitutes hazardous waste, for reviewing waste disposal practices and recommending appropriate handling procedures. In every case, hazardous waste must be properly packaged and labeled. When these requirements have been completed, Safety and Emergency Management will remove the waste and will assume responsibility for appropriate disposal. Waste will be collected in accordance with routine schedules, or within two working days of any request for a special pick-up.

In no case may hazardous chemical, biological, or radioactive waste be disposed of through municipal solid waste, sanitary sewers, or industrial wastewater streams without prior written approval from Safety and Emergency Management.

Subject to the limitations cited below, Safety and Emergency Management will arrange and pay for the disposal of unwanted or unneeded regulated hazardous materials at no cost to the laboratory, department, college, or school.

- Costs for services by the hazardous waste contractor that are required to handle highly reactive or dated materials that are kept beyond the expiration date or needed to identify unknown materials in a facility will be the responsibility of the owning department.
- All regulated hazardous materials brought onto campus by a contractor will be disposed of according to federal, state, and local regulations. Costs associated with the disposal of regulated hazardous materials will be paid for by the contractor unless otherwise specified in the bid documentations.

All regulated hazardous material to be discarded must be labeled with a Hazardous Waste Label that provides a list of the constituents (full names, not formulas) and date it was taken to an accumulation area.

Safety and Emergency Management may conduct unannounced inspections of all university facilities. If regulated hazardous materials containers are not closed, stored, and labeled in a proper manner, employees may be cited for a regulated hazardous materials violation and the responsible individual and the department dean or director will be notified.

The Kentucky Department of Environmental Protection, the federal Environmental Protection Agency and/or the Nuclear Regulatory Commission may also inspect facilities unannounced. Citations by these government agencies may include substantial financial penalties. Departments will be required to pay for fines associated with violations found in the departments' areas of responsibility.

For more complete guidelines pertaining to hazardous waste management, please refer to the [Hazardous Waste Manual](#).

## **RESPONSIBILITIES**

### **Safety and Emergency Management Responsibilities**

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management will coordinate training as needed. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

### **Chair/Director Responsibilities**

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices. Chairs/directors shall ensure that their employees receive required training prior to beginning work and annual/refresher training as needed. The chair/director is also responsible for maintaining their employee training records.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

### **Faculty Member/Principal Investigator Responsibilities**

It is the responsibility of the faculty member, PI, or supervisor in charge to assure that federal and state laws on the use, storage, and disposal of regulated hazardous materials 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.

## **TRAINING**

It is required by Kentucky's Administrative Regulations (KAR) that all faculty, staff, and students working with or in areas with chemicals receive annual Laboratory Safety and Hazardous Waste Management Training.

*For additional information, forms, training, and other resources visit [inside.nku.edu/safety](https://inside.nku.edu/safety).*

### **Documentation of Updates and Changes:**

Updated by Audra Points February 2023