



The University of Western States (UWS) is committed to providing a safe environment for faculty, staff, students, contractors, and visitors of the university. The purpose of this policy is twofold: to protect those who work with or around hazardous or toxic materials, and to safeguard those areas of the campus that may be affected by the presence of hazardous or toxic materials. UWS is committed to ensuring that hazardous or toxic materials are properly managed through all stages of acquisition, utilization, storage, and disposal. This policy describes the overall requirements for the management of hazardous and toxic materials in all laboratories, work spaces, clinics, facilities, and other university property, as well as how the university will communicate activities which may include the use of hazardous or toxic materials.

### **Relevant Law**

Oregon – Oregon Administrative Rules, Oregon Occupational Safety and Health Division, OAR 437-002 Federal – Code of Federal Regulations, 29 CFR 1910

### **Applicability**

This policy applies to all departments, faculty, staff, students, contractors, and visitors of University of Western States either on its main campus or any other UWS location.

### **Definitions**

A hazardous material is a product, waste or combination of substances, which because of its quantity, concentration, physical, chemical, toxic, radioactive or infectious characteristics may reasonably pose a significant, actual, or potential hazard to human health, safety, welfare, or the environment when improperly treated, stored, transported, used, disposed of, or otherwise managed. Hazardous materials include – without limitation – synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious materials, and all substances defined as "toxic" or "hazardous" in accordance with the Occupational Safety and Health Administration (OSHA) or the Environmental Protection Agency (EPA) definition of hazardous material.

- OSHA defines hazardous materials to include any substance or chemical which is a "health hazard" or "physical hazard" including: chemicals which are carcinogens, toxic agents, irritants, corrosives, sensitizers; agents which act on the hematopoietic system; agents which damage the lungs, skin, eyes, or mucous membranes; chemicals which are combustible, explosive, flammable, oxidizers, pyrophorics, unstable-reactive or water-reactive; and chemicals which in the course of normal handling, use, or storage may produce or release dusts, gases, fumes, vapors, mists or smoke which may have any of the previously mentioned characteristics. (Full definitions can be found at 29 Code of Federal Regulations (CFR) 1910.1200.)
- EPA incorporates the OSHA definition, and adds any item or chemical which can cause harm to people, plants, or animals when released by spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment.



## **Procurement of Hazardous Materials**

### **A. General Requirements**

1. Only authorized faculty and staff of the university may order hazardous materials. Authorized faculty and staff shall be deemed authorized only after gaining sufficient knowledge and training regarding the specific hazardous material being ordered.
2. Before ordering hazardous materials, faculty and staff will assess the suitability of non-hazardous materials available for use. If it is determined hazardous materials are necessary for use, faculty and staff will review the UWS chemical inventory log maintained at each work area where hazardous materials are used or stored to determine if access materials exist from another researcher or department.
3. Authorized faculty and staff will order hazardous materials in the smallest quantities available which meet the maximum usage requirements for a reasonable period of time.

### **B. Ordering Hazardous Materials**

1. Purchase orders and invoices should reflect the International Union of Pure and Applied Chemistry (IUPAC) code or common names for the materials ordered.  
<http://www.chem.qmul.ac.uk/iupac/> has information on IUPAC codes.
2. Only authorized faculty or staff shall receive hazardous material. The responsible person's name should be noted on all documents.
3. The procuring department shall enter information regarding the material into the UWS chemical inventory log and ensure there is a Material Safety Data Sheet (MSDS) for that material available when the hazardous material is received.

### **C. Hazardous Material Receipt**

1. When the hazardous material is received, authorized faculty or staff should ensure that the bottle, container, etc. is properly labeled and there is an expiration date of the material.
2. The material shall be stored, if not used immediately, in accordance with the manufacturer's MSDS or label warnings.
3. An MSDS for each hazardous material received will be forwarded to the director of facilities.

## **Handling and Use of Hazardous Material**

### **A. Storage**

All hazardous Material must be secured and stored in appropriate cabinets, flammable material storage cabinets, etc. until use, and returned for safe keeping after use. Containers of hazardous materials should not be left on bench tops or other open areas when not in use.

### **B. MSDS Information**

1. It is important that anyone using hazardous material read the MSDS associated with the hazardous material before use.



2. Anyone handling or using hazardous material shall use personal protective equipment as noted in the MSDS.
3. Any work area, classroom, lab or other space containing a hazardous material shall keep and maintain an MSDS binder for ready access.
4. The director of facilities will maintain a master MSDS binder containing all MSDS used on campus and at all off-campus locations as well as a master list of the UWS chemical inventory log. This information is available to faculty and staff on campus upon request.

**C. Use of Outside Contractors to Manage Hazardous Materials**

1. UWS may use outside contractors specializing in hazardous materials. UWS faculty and staff familiar with the materials should verify the qualifications of the outside contractors.
2. Contractors shall have Material Safety Data Sheets (MSDS) prior to the start of any work. Contractors managing hazardous materials on behalf of the university shall provide evidence of insurance. Contractors must carry commercial general liability of \$1,000,000 limit per occurrence, \$1,000,000 comprehensive automobile liability of \$1,000,000 combined single limits, and worker's compensation coverage with minimum limits of \$100,000 for each accident. Limits are subject to change. At the university's discretion, the university may require a certificate of insurance naming the University of Western States as an additional insured.

**D. Disposal of Empty Hazardous Material Containers**

1. As the contents of a hazardous material container are consumed, the UWS chemical inventory log shall be updated quarterly to reflect quantities on-hand.
2. Empty containers will be properly disposed of in accordance with the MSDS.

**E. Hazardous Material on Hand without Future Use**

1. Any hazardous material which is deemed unacceptable for future use, or is identified as excess material without future use, will be declared hazardous waste by attaching an appropriate hazardous waste label.
2. Areas containing hazardous materials will be checked at least once a year to evaluate whether a material on hand has no future use.
3. Waste will be disposed of by a company qualified to dispose of hazardous materials. An MSDS should accompany any hazardous material determined to be waste.

**Timing**

The director of facilities will make reasonable effort to coordinate the timing of certain maintenance, grounds and/or construction activities involving hazardous materials to ensure that the fewest number of people will be affected.

**Training**

**A. Responsibility**

1. The director of operations and auxiliary services or the director of facilities are jointly responsible to schedule and provide training for all persons on campus who require hazardous material and safety training as a part of their normal job functions.



2. Any person who has a need to handle or use hazardous materials and has not completed the required training shall notify the director of operations and auxiliary services or director of facilities for coordination of the required training.

#### **B. Applicability**

29 CFR (OSHA) requires training for all persons involved with hazardous waste in the normal course of their work.

1. No person at UWS may handle or use hazardous material without the proper training or training as noted below.
2. Students and teaching assistants (TAs) who work with hazardous materials in the lab will receive modified hazardous material and safety training from their instructors to conform with the requirements of 40 CFR (EPA) and 29 CFR (OSHA).
3. Research faculty, post-doctoral persons, laboratory supervisors, and any employee who works with hazardous materials as part of normal duties should also receive hazardous material and safety training to conform with the requirements of 40 CFR (EPA) and 29 CFR (OSHA).

#### **C. Record Keeping**

1. Records of training will be maintained for each person trained. Information in the record will include the course, date attended, and next training date, where applicable.
2. The human resources department will keep a copy of training in an employee file.
3. The director of operations and auxiliary services will maintain a training log of all training conducted.

#### **Communication**

In the normal course of business, UWS may conduct activities, which may include the use of hazardous materials. Examples of such activities include, but are not limited to, certain types of construction, demolition, asbestos abatement or herbicidal treatment.

1. In each case, the director of facilities will ensure that the MSDS is on file.
2. If the MSDS indicates a Level 2 Health Alert ("moderate" level of health hazard), the director of facilities will notify those affected via email. This email will include the MSDS and the time period of the activity.
3. In the event that an employee raises a concern with hazardous materials on campus, the human resources director shall be the coordinating point of contact.
4. Any written concern or incident report relating to hazardous materials on campus shall receive a prompt and written response.

**Related Policies:** [Policy 1003 Accident /Injury/Incident Response](#)  
[Policy 1014 Needlestick and Body Fluid Exposure](#)



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