



ASUN Operating Procedure – 8001

Operating Procedure Synopsis

Title: Chemical Disposal

Approval Date/Revision Date(s):

Review Date(s): 4/2018, 1/2019, 1/2020, 1/2021

Executive Cabinet Liaison: Vice Chancellor for Economic and Workforce Development

Responsible Manager: Vice Chancellor for Economic and Workforce Development

A. Purpose and Scope

The purpose of the following procedures is to ensure that all hazardous materials are properly and safely managed, from its generation through handling, storage, and preparation for transportation. This procedure covers the responsibilities of both the individuals and departments generating materials for disposal. The management of hazardous materials shall be conducted in accordance with all applicable local, state, and federal laws and regulations.

B. Definitions

N/A

C. Procedures

The steps for disposal of chemical waste are as follows:

1. The faculty or staff member identifies substances that need to be disposed of and creates a detailed list of the chemicals for disposal.
2. The faculty or staff member contacts the appropriate Associate Dean, Dean or Vice Chancellor about the need for a disposal of chemicals.
3. The supervisor informs their Vice Chancellor of the need for a disposal, then informs the Vice Chancellor for Finance and Administration about the need to do a purchase order for a disposal.
4. The faculty or supervisor gets a quote(s) from a chemical disposal company to determine a cost for the disposal.
5. Once an acceptable quote is obtained, the faculty or staff member completes a purchase order through the appropriate supervisor for the disposal.
6. The Academic Coordinator or supervisor submits the purchase order to purchasing, purchasing then submits the purchase order to the company, and communicates to the parties involved that a pickup of the chemicals should be coordinated.
7. The faculty or staff member then coordinates the pickup date and time at the ASUN campus where the chemicals are located.
8. The faculty or staff member meets with contact team to ensure the inventoried chemicals are taken off-site for disposal. The disposal contact team is responsible for inventory, packing and

*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

moving all chemicals off-site to a disposal location of their determination (This must be specified in the purchase request).

9. Before the chemical disposal team leaves campus, they must present the faculty or staff member with a packing list of all chemicals that were picked up for disposal.
10. A copy of the disposal list is then kept in the department's office, Dean's Office and Purchasing Agent's files. These files are kept for a minimum of five years.

D. Related Information

None