



## POLICY AND PROCEDURES

<b>DEPARTMENT : ADMINISTRATION</b>	
<b>Effectivity: 10.07.2019</b>	<b>Supersedes: 3</b>
<b>Review Date: 15.07.2024</b>	<b>No. of Pages: 3</b>

1. **TITLE:** REMOVAL OF HAZARDOUS MATERIAL POLICY
2. **PURPOSE:**
  - 2.1. To ensure that there are preventative and simultaneously in place to safeguard the working population and makes up approximately from potential hazards used at a facility.
3. **DEFINITIONS:**
  - 3.1. Hazardous Material - are substances or chemicals that pose a health hazard, a physical hazard, or harm to the environment.
  - 3.2. HAZMAT - Hazardous Material.
  - 3.3. SDS - Safety Data Sheet.
  - 3.4. OSHA - Occupational Safety and Health Administration.
4. **POLICY:**
  - 4.1. All chemical substances and other toxic materials produced on IAU premises, such as in laboratories or other worksites, should be acquired and properly disposed of.
  - 4.2. No harmful substance may be dumped down the waste disposal sink or washed into waste containers without such prior approval of the IAU - Environmental Health and Safety Department.
  - 4.3. All materials ought to always be deposited in molecularly congruent containers
  - 4.4. Waste substances must be distinguished based on its characteristic.
  - 4.5. A document must complement all components accumulated in a container. Upon that pre-numbered SDS sheet, every material added to the container is recognized either by element name, amount, sorbent, and reasonably estimated intensity (if relevant).
  - 4.6. Container should include a label sticker defining the SDS sheet number as well as the corresponding policy statement or element number on the SDS sheet.
  - 4.7. Complete the Laboratory Waste Pick-up / Disposal Request form and once it is full or needs to be disposed of. The form must be up to date and relevant.
  - 4.8. Containers which are properly labeled will be collected by notifying the IAU - Environmental Health and Safety Department by phone or email.



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- 4.9. The IAU's Department for Environmental Health and Safety will assess the risks and possible disposal involved with only a content or procedure. Use much less toxic alternative options whenever possible.
- 4.10. Configure and keep only the substances needed for the task. Purchasing in large quantities may have seemed to be the most cost-effective option, but waste disposal expenses are regularly greater than the initial material costs.

### 5. PROCEDURES:

- 5.1. Safety Data Sheets (SDS) ought to be exact and kept in a specific area in every area where chemical compounds or toxic materials are present.
- 5.2. Protective gear (eye protection, aprons, gloves, knee pads, lab coats, etc.) should be utilized when working with chemicals and potentially dangerous substances or toxic materials.
- 5.2.1. Hazardous waste should be disposed of near the location or inside the lab in which it is developed. Rather than dissolved throughout numerous closets and worktops, material should have been consolidated within the lab.
- 5.2.2. A typical hazardous materials acquiring location is appropriate for a group of testing facilities supervised and controlled under the same supervisor.
- 5.2.3. All institute occupiers must be accustomed with the institute's procedures.
- 5.2.4. No harmful substances must be excluded from the research facilities or the room.
- 5.3. Toxic waste should be stored in a container that matches the collection container (for example, corrosives should not be contained or accumulated in metal containers). Containers are preferred over sealed containers whenever possible because they are less likely to break if knocked over. If a specific waste is produced in large quantities, for example with some solvents, a 2 ½ gallon plastic container may be sufficient for collection.
- 5.4. The hazardous waste that is identical in nature must be obtained in the same container. Blending incompatible or dissimilar wastes may result in a chemical reaction or significantly increase waste production. It could be essential to have multiple waste containers collecting substances (e.g., one for non-chlorinated flammable solvents, another for acids, etc.).
- 5.5. All hazardous material must be obtained securely having closed, leak-proof containers that should be kept locked except for when adding waste. Glassware with stoppers or beakers are not suitable waste collection containers. Waste should be collected in proper containers, and found that a combination must not be left open or with funnels attached.



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- 5.6. Hazardous materials containers should bear the words "Hazmat Waste" as well as the particular chemical component.
  - 5.6.1. The tag should specify the components (e.g., flammable solvents – acetone, hexane, etc.).
  - 5.6.2. Chemical identities should be entirely written out; acronyms or compounds are not allowed.
  - 5.6.3. To avoid confusion about the contents, if unfilled chemical based containers are utilized to collect waste, the old chemical tag should be obliterated and a new label affixed to the container.
  - 5.6.4. With proper formal notice from the worker liable for the SDS sheet, only the safety officer is permitted to eliminate chemical or hazardous waste.
- 5.7. Waste containers and compound containers should not be kept in a location in which a leak could possibly cause a release to the environment. Containers should not be stored near sinks and, ideally, not in hoods with sinks. Containers should not be kept on the floor where they risk being knocked over, especially in rooms with drainage pipes.

## 6. RESPONSIBILITIES:

- 6.1. All staff, students, and contractors
- 6.2. All Departments in the university
- 6.2. Environmental Health and Safety Department
- 6.3. Safety Supervisor

## 7. ATTACHMENTS: N/A

## 8. DISTRIBUTION:

- 8.1. This policy shall be distributed university wide.
- 8.2. Signed original copy is maintained in IAU Documentation Department.
- 8.3. Available in the IAU website.

## 9. REFERENCES: