

## **Chemical management Procedure (Draft)**

In order to comply with EPA regulations, the following guidelines should be followed when receiving chemicals or disposing of empty chemical bottles.

### **Receiving New Chemicals**

1. Receiving will store all items intended for the Department of Natural Sciences and Health Sciences in a special area and notify the Department when shipments arrive.
2. The Department office will notify the CLTs so that the first available one can go to receiving to separate chemicals from the other items delivered for the Department.
3. Receiving would then deliver the chemicals to the appropriate CLT.
4. Once delivered, the CLT would notify the faculty member who placed the order that the delivery is ready to be opened and inspected for accuracy and completeness. CLTs are responsible for labeling all chemicals (including gases) as to receiving date, group number, room number and entering the data into the College Chemical Inventory spreadsheet.

### **Disposal of Empty Chemical Bottles**

1. Verify that the bottle is empty by turning it upside down over the appropriate waste container. If no material comes out, the container is empty for purposes of federal hazardous waste rules.
2. Rinse empty bottles at least five times with water.
3. Use a permanent marker to remove the name of the chemical and the College's addresses from the label.
4. Do not discard empty containers by yourself.
5. Send the waste bottles to the CLT on your floor. Cross out the chemical from the inventory spreadsheet, initial and date it.