

# Policies and Procedures Handbook

## Illinois Institute of Technology

Procedure No.: E.4  
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Subject: Safety, Identification, Classification and  
Handling of Hazardous Materials & Waste

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### I. General

Many materials used at IIT become hazardous wastes upon being discarded. These materials range from used solvents and lab chemicals with an expired shelf life to empty containers that once contained certain toxic materials. Both federal and state law requires IIT faculty, staff and students to manage hazardous materials and hazardous wastes by legally acceptable means.

The purpose of this policy is to set forth the protocol to classify and to manage hazardous wastes. (Members of the university community should also review IIT's *Safety Policies Procedures*, which can be found at: <https://www.iit.edu/general-counsel/policies-and-procedures/safety-policy-committee>)

### II. Terms and Definitions

- A. Hazardous material:  
A material which poses a physical or health hazard to those who may be exposed to it. For the purposes of this policy, those materials that display the sole hazard of radioactivity or are infectious agents are not hazardous materials as they are regulated by other policies.
- B. Hazardous waste:  
Defined in the Code of Federal Regulations (CFR), 40 CFR 261, as any substance designated for disposal that has the characteristic of a hazardous waste (i.e., ignitability, corrosivity, reactivity, or toxicity) or is included in the EPA's list of hazardous wastes.
- C. P-Listed or U-Listed Waste:  
A material designated for disposal that contains any one of the chemicals specified by the EPA as hazardous in CFR 40 CFR 261. Containers that have held P-Listed, or acutely hazardous chemicals, are also treated as hazardous waste when disposed. Copies of these lists are available from the Office of Environmental & Occupational Safety (ext. 7-3992).
- D. Material Safety Data Sheet (MSDS):  
Technical information documents describing the toxicity, physical hazards and methods of safe handling for a chemical product. These sheets are available from the product manufacturer.
- E. Office of Environmental & Occupational Safety:  
Located within the Department of Facilities at extension 7-3992.

### **III. Statement of Scope**

It is the responsibility and duty of each person who has the authority to purchase materials for use by IIT employees and students to determine the hazards involved in the use of those materials prior to purchase. It then becomes the responsibility of the person overseeing these employees or students to inform them of the potential hazards and proper handling of these materials.

### **IV. Responsibilities**

- A. Department chairpersons, directors and managers shall formulate appropriate departmental policies in consultation with the Office of Environmental & Occupational Safety and shall make provisions for appropriate training their personnel in accordance with this policy and applicable *Safety Policies and Procedures*.
- B. The Office of Environmental & Occupational Safety shall be responsible for the overall implementation of this policy for the Main Campus. The Office of Environmental & Occupational Safety shall have the sole responsibility for the disposal of hazardous wastes. The Office of Environmental & Occupational Safety shall conduct inspections to determine compliance with this policy and other relevant safety policies, procedures and practices. Notification of non-compliance shall be sent to the appropriate department head and the Provost. Continued non-compliance shall be referred directly to the Provost or Vice President for Business & Administration, as appropriate.

### **V. The Acquisition Process**

- A. All chemicals that are offered to individuals or departments at IIT as donations, gifts or in exchange for other consideration shall be subject to the same policies and procedures as purchased chemicals.
- B. Department heads, administrative assistants and every other person who has the authority to purchase materials must screen all chemical purchases with the following in mind:
  - 1. P-Listed, U-Listed and suspected carcinogenic chemicals should be avoided, if possible, and less hazardous substitutes should be considered.
  - 2. Careful consideration shall be given to the requested quantity of any given chemical. Large quantity orders, especially those consisting of large, bulk containers, should be avoided unless a specific and timely use is intended for the chemical.

### **VI. Handling Hazardous Materials Within Departments**

- A. Each academic department handling hazardous materials within laboratories shall develop, publish and train its laboratory personnel in a Chemical

Hygiene Program that is consistent with IIT's Safety Committee for *Chemical Hygiene Policy for Lab Safety Standards* can be found at [https://webmaster.iit.edu/files/general-counsel/safety-committee-reports/IIT-Chemical-Hygiene-for-Lab-Safety-standards-rev-01\\_11\\_2021.pdf](https://webmaster.iit.edu/files/general-counsel/safety-committee-reports/IIT-Chemical-Hygiene-for-Lab-Safety-standards-rev-01_11_2021.pdf). and the OSHA rule requiring such a program. (Copies of the OSHA rule, *Occupational Exposure to Hazardous Chemicals in Laboratories*, are available from the Office of Environmental & Occupational Safety.)

- B. Each department (academic or not) that uses hazardous materials in non-laboratory situations shall develop, publish and train its personnel in an Employee's Right-to-Know Program, which shall conform to this policy, the *Chemical Hygiene Policy for Lab Safety Standards* and the OSHA rule.
- C. Each department will assign specific personnel to manage and monitor compliance with these programs.

## VII. Disposal of Hazardous Waste

- A. It is the responsibility of each person working with chemicals on the IIT campus to be aware of the proper means of disposing of the residues of those chemicals.
- B. The person generating a hazardous waste is responsible for proper labeling, segregation of the waste material and calling the Office of Environmental & Occupational Safety regarding pick-up.
- C. The Office of Environmental & Occupational Safety shall be responsible for the collection and disposal of all hazardous waste generated on the IIT Main Campus.
- D. Each container of waste submitted for disposal must be labeled with the following information:
  - 1. Complete and accurate description of the contents of the container using full chemical names and, if known, the proportion of each chemical contributing to the whole;
  - 2. Name and/or department of the person generating the waste;
  - 3. Date the material was discarded; and
  - 4. Commercial mixtures, trademarked products and the like shall be accompanied by an MSDS if the chemical constituents are not readily identifiable from the name of the product or from the information on the product's packaging label.
- E. In order to avoid the expense of chemical identification procedures, every reasonable effort shall be made within each department to identify unlabeled or poorly labeled containers before they are submitted to the Office of Environmental & Occupational Safety.

- F. In general, no charge exists for the disposal of properly labeled and packaged hazardous wastes. However, charges will be levied for the identification of unlabeled containers, disposal of compressed gas cylinders and unusually large quantities of hazardous waste.
- G. The following categories of waste must be handled as recyclable materials under the federal Universal Waste Rule. Contact the Office of Environmental & Occupational Safety for the proper disposal procedures.
1. Batteries (all types);
  2. Electronic equipment, e.g. computers, monitors, printers, cell phones and copiers;
  3. Pesticides (household or commercial);
  4. Non-incandescent lighting, e.g. fluorescent light tubes, sodium vapor, metal halide vapor and neon; and
  5. Mercury containing items, including thermostats, light switches and tilt switches.