

GUIDELINES FOR HAZARDOUS MATERIALS AND WASTE HANDLING

OSHA Hazard Communication Standard (HCS) Requirements

1. Hazardous materials in the workplace will be properly identified, labeled, and stored.
2. **Material Safety Data Sheets (MSDS)** will be maintained for each product identified, reviewed and updated annually, and stored in a readily-accessible and labeled location.
3. Employees will be provided **initial and annual refresher training** regarding the:
 - presence of the specific materials;
 - potential physical and health hazards associated with those materials;
 - proper procedures for handling and using those materials, including the use of personal protective equipment (*i.e.*, gloves and safety glasses);
 - location and use of the MSDS sheets; and
 - procedures to be followed in the event of a release or other emergency.

EPA Hazardous Waste Management (HWM) Requirements

1. Hazwastes will be stored only in specific “**satellite accumulation areas**” (**SAA’s**), which will be **designated with a sign** worded “Hazardous Waste Satellite Accumulation Area” or similar and by other appropriate means (*i.e.*, marking tape on the floor or countertop). The SAA will be kept off-limits to anyone but authorized personnel, and be capable of being secured (locked).
2. Hazardous wastes will be collected only in **containers appropriate to the waste material, and segregated by compatibility**. The containers must be kept closed, stored on an impervious surface to prevent reaction or physical damage, and use secondary containment precautions. It is acceptable to transfer wastes from the point of generation to the storage containers with another, smaller container designated solely for that purpose (*i.e.*, a labeled 1-gallon plastic jug of spent solvent). No more than 55-gallons of hazardous waste may be stored in a SAA at any one time.
3. The storage containers will be **labeled** as follows:
 - Name and EPA waste number of the product;
 - Name (Bowdoin College, Department name), address (College Station #), location (building name and room #), and EPA generator number of the facility; and
 - Start- and full-dates.
4. The SAA’s will be **inspected daily** by an authorized person for physical condition of the container(s) and signs of a release. Inspections are to be logged on the form provided, and the forms kept in or immediately adjacent to the SAA location. Any evidence of a release must be reported to Security (x3500) or the EHS Office (x3763) immediately.
5. Full SAA containers must be transferred to the main “**central accumulation area**” (**CAA**) **within 72-hours**, or scheduled for a separate vendor pickup, to meet the **90-day disposal requirement**. Only sealed and labeled containers may be transferred from building to building, and may not leave the campus. The wastes must be segregated by type, properly packaged and labeled, and manifested by the vendor on a form acceptable to the ME DEP.
6. The **EHS Manager** (x3763) will supply signs, labels, and log forms, and be responsible for the manifest tracking, annual waste reporting, vendor billing, and annual training of employees engaged in hazwaste handling.
7. Specific handling requirements are outlined in the Bowdoin College *Hazardous Waste Management Plan*, and the Chemistry Department’s *Hazardous Waste Management Guide*.