I. PROGRAM DESCRIPTION
It is the policy of California State University, Sacramento, to promote activities that protect the environment. To assist in accomplishing this, University faculty, staff, and students who use hazardous materials and generate hazardous waste must cooperate with the Office of Environmental Health and Safety to ensure the safe and proper ordering, storage, labeling, collection, accumulation, packaging, and disposal of hazardous materials and wastes.

II. PURPOSE
The purpose of this Program is to provide a management program to provide guidance on hazardous materials handling and to facilitate compliance with environmental laws.

III. SCOPE
The scope of this Program encompasses all campus locations where hazardous materials and wastes are found, including, but not limited to, offices, classrooms, shops, parking areas and laboratories.

IV. DEFINITIONS

- **Acutely hazardous waste** – Chemicals designated on a specific list published by the California Environmental Protection Agency
- **Biohazard waste** – Waste that contains or is contaminated by blood, bodily fluids, tissue cultures, or pathological specimens.
- **Electronic scrap** – Electronic devices designed by campus administrators as scrap. These devices include computers, monitors, appliances and televisions.
- **Medical waste**
- **MSDS** – Material safety data sheet. A document provided by either the manufacturer or distributor of a chemical that provides safety information regarding the product.
- **Hazardous waste** – Discarded chemicals or mixtures, waste batteries, light bulbs and tubes, paints, aerosols
- **Universal wastes** – Discarded lamps, thermostats and batteries as described above. These materials become a waste on the day they are discarded.
V. RESPONSIBILITIES

All Campus Employees

- Ensure that MSDS for hazardous materials are consulted prior to use.
- Never order more chemicals than your storage area can accommodate.
- Never order more chemical than can be used prior to expiration date.
- Refrain from disposing of hazardous materials down drains, onto soil or any other locations on campus.
- Ensure that the Office of Environmental Health and Safety is contacted for the proper disposal of hazardous wastes.
- Label hazardous wastes with proper identify using the campus tags (see Appendix A)

Biology Technicians

- Collect biohazardous wastes generated by biology department.
- Autoclave biohazardous wastes generated by biology department.
- Maintain autoclave equipment and records as required by law.

Environmental Health and Safety Office (EH&S)

- Schedule removal of hazardous wastes from campus.
- Provide information to staff on hazardous waste requirements.
- Manage hazardous waste and medical waste disposal contractor.
- Manage hazardous waste storage facility.
- Maintain hazardous waste disposal records.
- Update Hazardous Materials Management Program as needed.
- Provide hazardous waste tags to campus personnel

Recycling Coordinator

- Select and manage electronic scrap recycling contractor.
- Collect and store electronic scrap pending pick up.
- Coordinate electronic scrap pick up with contractor.
- Maintain electronic scrap recycling records.

Deans/Department Chairs/managers/Supervisors

- Ensure that hazardous wastes under their control are routed to the Office of Environmental Health and Safety as indicated above.
VI. HAZARDOUS MATERIALS INVENTORY PROCEDURE

1. Campus employees request that burned-out lamps are replaced by notifying Work Control and stating location where lamp(s) are located and number of fixtures.

VII. MATERIAL SAFETY DATA SHEET ACCESS PROCEDURE

1. Spent batteries, with the exception of automotive types, shall be sent to the Office of Environmental Health and Safety by each department. The packaging materials shall be sturdy envelopes that prohibit the batteries from spilling out. For lead–acid automotive batteries, employees shall contact EH&S for pickup.

VIII. LABELING AND STORAGE REQUIREMENTS

1. Either a campus electrician, or building service engineer (BSE), will remove inoperable thermostats.

IX. HAZARDOUS WASTE DISPOSAL PROCEDURES

1. 1. EH&S will contact the CSUS hazardous waste disposal contractor to arrange for waste pick up at least every three months.

2. EHS will notify all departments of the next scheduled pick up date.

3. Departments that require a pick up from their accumulation point will contact EH&S and request a pick up of their universal wastes.

4. EH&S will pick up universal waste from all departments and deliver it to the hazardous materials storage location.

5. The hazardous waste contractor will pick up universal waste from the hazardous materials storage location and dispose of it in accordance with local, state and federal law.
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<th>X. UNIVERSAL WASTE DISPOSAL PROCEDURES</th>
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<th>XI. RECORDKEEPING</th>
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<td>EH&amp;S will be responsible for maintaining records of universal waste collection and disposal.</td>
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<th>XII. REFERENCE</th>
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<tr>
<td>California Code of Regulations, Title 22, Section 66261.9</td>
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<td>40 Code of Federal Regulations, Section 261.</td>
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