



Mandatory Refresher Training

Chemical & Hazardous Waste Handling

2009

Introduction: Prior to working with chemicals or chemical waste, all employees and students are required to attend initial training provided by Environmental Health and Safety. As a refresher for that training, a summary of the initial training is provided below. Annually, you must,

1. Register for [Chemical and Hazardous Waste Handling \(Refresher\)](http://www.ehs.psu.edu/training/index.cfm) on line at <http://www.ehs.psu.edu/training/index.cfm>
2. Read this summary,
3. Sign and put a copy of the form (last page of this summary) in your Waste Management Logbook and
4. Provide a copy of the form to your departmental office.

This information is intended to serve as a refresher, **not** a substitute, for the initial training. If you have not had the initial training, contact EHS, <http://www.ehs.psu.edu/training/index.cfm> to register for a class.

All faculty, staff and students working in or supervising an area that uses chemicals must receive the initial and annual refresher training.*

SUMMARY:

The proper disposal of hazardous waste is regulated by both the State and Federal Environmental Protection Agencies. Penn State University has developed a Hazardous Waste Disposal Policy available at <http://guru.psu.edu/policies/SY20.html> that details what is defined as a hazardous waste and its proper disposal. The following is a summary of the PSU requirements for proper handling of chemicals and hazardous waste.

Training:

All faculty, staff and students who handle chemicals and chemical waste, or supervise someone who does, are required to attend [Chemical and Hazardous Waste Handling \(Initial\)](http://www.ehs.psu.edu/training/index.cfm) training offered by EHS and to complete this annual refresher. A schedule of dates and times is available on the EHS web site, <http://www.ehs.psu.edu/training/index.cfm>.

*Initial training is required within 90 days of hire.

Accumulation Area:

Any area that generates a hazardous (chemical) waste is required to have an accumulation area (referred to in the regulations as a satellite accumulation area) close to the point of chemical waste generation.

Oversight:

An individual working in the area must be assigned the responsibility for oversight of the accumulation area. This individual is responsible for checking the chemical accumulation area once a week for the following,

- Chemicals are not leaking,
- Chemicals are labeled,
- Chemicals are in secondary containment,
- Chemicals are segregated so that incompatible chemicals are not next to each other,
- The total volume of chemicals in the accumulation area does not exceed 55 gal.

Waste Containers:

All waste must be stored in containers that are compatible with the waste and are leak proof.

Labeling:

All containers of waste must be labeled with red tags supplied by EHS. The names of the chemicals must be provided on the label without using abbreviations or formulae. A label should be placed on the waste container as soon as waste is added.

Secondary Containers:

All containers of waste are to be stored in bins provided by EHS. These bins serve as added protection to contain leaks and to separate incompatible chemicals.

Segregation:

All chemicals, both waste and chemicals on the shelves, are to be stored so that incompatibles are not next to each other. A compatibility chart is available on the EHS web page, http://www.ehs.psu.edu/hazmat/chemical_compatibility.cfm

Chemical Storage:

Stored chemicals must be inventoried annually using the on line [CHIMS](#) program. Any chemicals that are no longer being used, are past their expiration date or are very old must be manifested to EHS for disposal. A request for pick-up form is available on the EHS web site, www.ehs.psu.edu. Under normal circumstances, there is no charge for this disposal.

Documentation:

Waste Management Logbooks are required at all sites generating waste or storing chemicals. Logbooks are available to download from the EHS web site, <http://www.ehs.psu.edu/hazmat/lwmm.pdf> The Logbook should contain the following forms,

- **Cover sheet, form 1**

The coversheet has an area for recording the location of the waste accumulation area, the supervisor or principal investigator responsible for the area and the person responsible for

oversight of the waste. A copy of this form must be forwarded to your departmental office. The departmental office is responsible for supplying EHS with a list of all waste accumulation areas in January annually.

- **Acknowledgement of Worker's Instructions, form 2**

This form is a record of your initial training and a signed copy should be kept in the Logbook with a copy provided to your departmental office.

- **Chemical waste Review Log, form 4**

This form is to be used weekly by the individual responsible for overseeing the waste area. It is to be dated and signed after the waste area is checked for labeling, segregation, leaking, secondary containment and not exceeding 55 gallons. When there is no waste in the waste accumulation area, mark the appropriate column and date and sign. Weekly review should recommence when waste is again generated.

- **Annual Review of Chemicals, form 5**

This form is to be used for recording the annual inventory of stored chemicals. A print out of your inventory from CHIMS may be substituted for the chemical list, but form 5 should also be included to verify that you have reviewed your chemicals. The inventory process should include reviewing the chemicals and disposing of old or unused chemicals through EHS. The last column should be used to supply an explanation for why any chemicals are being maintained past what appears to be a reasonable shelf life.

- **Chemical/Waste Management Annual Self Audit, form 8**

This form is to be filled out annually and signed by the principal investigator or unit supervisor and the department head. It is a checklist of the requirements for the chemical and hazardous waste program. A copy of this form must be forwarded to the departmental office.

- **Satellite Accumulation Area, form 9**

This form is to be posted adjacent to the area where waste chemicals are kept.

- **PSU Laboratory Safety Inspection, form 10**

This form is to be completed by laboratories every January, signed by the principal investigator or supervisor and the department head and placed in the Waste Management Logbook. The Departmental office must notify EHS that all labs have completed the form.

UNDERGRADUATE TEACHING LABS

It is the responsibility of the instructor to provide information and oversight on proper handling of chemicals and chemical waste for undergraduates in laboratory classes.

DEPARTMENTAL RECORDS MUST INCLUDE

- **A list of all waste area locations**
- **A list of all faculty/supervisors and designated overseers for all waste area locations**
- **Copies of self audits for all waste area locations**

- **A list of everyone in the department who has received training on chemical/waste handling**

The Department must notify EHS in writing annually that all individuals have completed the annual laboratory safety inspection. A list of all accumulation areas must also be supplied to EHS.

Please see signatory page below:

Name_____

Campus_____College_____

Dept. _____ Bldg & rm #_____

Supervisor_____

Signature _____ Date_____

By signing this document, I am acknowledging that I have read and understand the information provided.

Complete the online registration, place a signed copy of this form in the Waste Management Logbook and send one to your Departmental Office.

**Environmental Health and Safety
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