

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Campus Chemical Storage and Disposal

NUMBER: Policy VII-02 (Formerly Policy VII-A-03)

REVISED: June 2022

All departments using chemicals are responsible for the proper storage and disposal of the chemicals in their possession and will comply with the South Dakota School of Mines & Technology (South Dakota Mines) Chemical Hygiene and Lab Safety Plan (<http://www.sdsmt.edu/Campus-Services/Environmental-Health-and-Safety/>).

1. The South Dakota Mines Campus Environmental Health and Safety (EHS) Manager will prepare and maintain the campus Chemical Hygiene and Lab Safety Plan. The Chemical Hygiene and Lab Safety Plan will provide guidance and protocols for the protection of the South Dakota Mines laboratory employees and students from health hazards potentially associated with chemical and physical hazards in the laboratory.
2. The Chemical Hygiene and Lab Safety Plan will be reviewed biennially by the South Dakota Mines Environmental Health, Safety, and Risk Management committee and all updates will be distributed to the applicable departments.
3. The campus chemical storeroom will keep an accurate disposal record for all regulated waste on campus.
4. All regulated wastes will be returned to the campus chemical storeroom for disposal. Waste containers must be clearly labeled per the Chemical Hygiene and Lab Safety Manual. Generators are to ensure proper forms are filled out prior to pick up of material.
5. A charge will be assessed to the department of origin for any unknown chemical waste. The fee will be based on actual cost.
6. Departments storing their own chemicals must provide appropriate storage per the Chemical Hygiene and Lab Safety Manual.
7. Waste disposal procedures can be found in the Chemical Hygiene and Lab Safety Manual. Nothing but water is allowed to go down a drain unless prior approval of waste stream is approved by EHS. All other types of waste must be processed through by the campus chemical storeroom unless otherwise approved by the Campus EHS Manager.

REVISION HISTORY: Aug. 1992; EHS, December 2016; EHS June 2022