



Subject: Safety Programs and Requirements:  
**Hazard Communication / Chemical Safety**

Section: V

Date: 07/18/2007

Page 1 of 4

---

## **Hazard Communication / Chemical Safety**

The Occupational Safety and Health Administration (OSHA) established two programs to protect employees who work with hazardous chemicals. The OSHA Laboratory Standard applies to employees involved in the laboratory who use hazardous chemicals, while the OSHA Hazard Communication Standard (or Worker Right-to-Know) applies to all other employees who work with hazardous chemicals. In addition, hazardous materials are classified by no less than three Federal agencies:

- Environmental Protection Agency (EPA)
- Department of Transportation (DOT)
- Occupational Safety & Health Administration (OSHA)

Hazardous waste is regulated under OSHA and EPA. It is the duty of Steward Observatory employees to adhere to The University of Arizona policies and procedures when it comes to Hazard Communication and all other aspects of chemical safety. The University of Arizona policies give reference to all other applicable OSHA policies.

Please go to <https://risk.arizona.edu/occupational-safety/industrial-hygiene/chemical-hazard-communication>.



Subject: Safety Programs and Requirements:  
**Hazard Communication / Chemical Safety**

Section: V

Date: 03/01/2013

Page 2 of 4

---

## Lab Cleanout Guidelines

1. Liquids greater than or equal to one gallon need to be properly tagged.
2. Liquids less than one gallon in the original bottle with the original label do not need to be tagged.
3. Solids in the original container with the original label do not need to be tagged.
4. Any container marked with lab shorthand or abbreviations needs to be tagged with the chemical name written on the tag.
5. Unknowns must be tagged "Unknown" and be kept separate from all other chemicals.
6. Chemicals need to be segregated according to chemical class. (Acids, Flammable Liquids, etc.) They must also be boxed according to chemical class. **One person should be able to lift the box.** **Write the total number of individual containers in the box on the side of the box.**
7. **A written inventory for each box needs to be provided for review prior to removal.** The inventories can be emailed to [hazmat@email.arizona.edu](mailto:hazmat@email.arizona.edu)
8. When all the above criteria have been met, contact U of A Risk Management Services at 621-5861 or [hazmat@email.arizona.edu](mailto:hazmat@email.arizona.edu) and arrangements will be made for removal. Lab cleanouts are handled on a first come first served basis.



Subject: Safety Programs and Requirements:  
**Hazard Communication / Chemical Safety**

Section: V

Date: 07/18/2007

Page 3 of 4

---

## Frequently Asked Questions

**Question:** Where do I get hazardous waste tags and wires?

**Answer:** If you are a part of the Chemistry Department, the stockroom supplies tags and wires. U of A Risk Management Services provides the tags and wires to all other departments. Tags and wires can be requested by sending an email to [hazmat@email.arizona.edu](mailto:hazmat@email.arizona.edu). Please provide a building and room number for delivery.

**Question:** Where do I get waste containers?

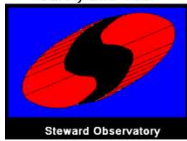
**Answer:** The 3.5-gallon pails are available from local and national suppliers.

**Question:** When will I get my buckets back?

**Answer:** Waste buckets will be returned as part of the next scheduled pick up for your building.

**Question:** My scheduled pick up day falls on a holiday or during the Christmas shutdown. When will my waste be removed?

**Answer:** Pick up days that fall on a holiday or during the Christmas shutdown are delayed until after the missed day. For example, a pickup day that falls on Thanksgiving will be delayed until the Monday after Thanksgiving. Always notify U of A Risk Management Services that you need a pick up. You will then be notified of the rescheduled day.



# CHEMICAL WASTE DISPOSAL BASICS

STEP 1

STEP 2

STEP 3

STEP 4

**STEP 1 Ready Container**

- 3.5 gal. plastic pails preferred (available from Campus Stores)
- Cut plastic plug from hole and locate hole 90° from handle
- Secure lid before filling
- Write bldg. name and room no. under handle for return (w/ permanent marker)

**STEP 2 Tag**

Attach a chemical waste tag w/ a wire tie before filling (available from Risk Management, & Safety)

- Include name of person who **knows** about the waste, phone number, bldg. name and room no.

**STEP 3 Accumulate Waste**

Write complete name of chemicals on tag as they are added to container (in English w/ no. 2 pencil or ballpoint pen – no abbreviations or formulas)

If different compatible wastes are combined - accumulate according to the following groups, if possible:

- Non-chlorinated organics
- Chlorinated organics
- Acids & heavy metal solutions
- Chromic acid & sulfuric acid
- Bases
- Cyanides
- Photo fixer
- Color photo developer
- Oil

Segregate solids and liquids

**Always keep container closed when not adding waste.**

**STEP 4 Request Pick-Up**

Write volume percentage of each chemical in container on tag

Request pick-up when you want waste removed – whether container is full or not (see four contact options below)

Provide: name of person who **knows** about the waste, phone no., dept., bldg. and room no., waste location in room, waste quantity and container size and indicate whether more tags are needed

**YES!**

**YES!**

**NO!**

**NO!**

For more information or to request waste pick-up – contact Risk Management & Safety at 621-5861 (phone), 626-4925 (FAX), hazmat@email.arizona.edu (e-mail) or [http://w3fp.arizona.edu/riskmgmt/chemical\\_waste\\_pick\\_up\\_form.htm](http://w3fp.arizona.edu/riskmgmt/chemical_waste_pick_up_form.htm) (on-line)

