

Date Prepared 05/2001  
Revised 7/2003; P. Watt  
Prepared By Carla McGreevy

**BMP# GRAPHIC #1**

**TITLE:** OFF-SPECIFICATION CHEMICAL MANAGEMENT

**Regulatory Citation:** Not Applicable

**Applicability:** Off-specification chemicals generated in the Graphics Department.

**Purpose:** Proper management of off-specification chemicals managed by the Graphics Department.

**Person or Department Responsible:** Assistant Director for Graphics and Printing

**Schedule:** As needed

**Procedures:** At the end of the Spring semester the Assistant Director of Graphic and Printing will inspect the Department for off-specifications chemicals. If any off-specification materials are noted within the Department, the Assistant Director for Graphics and Print Department shall provide the Coordinator of Environment Health and Safety with the chemical name, manufacturer, quantity and an MSDS of each chemical.

The Coordinator of Environmental Health and Safety will review the inventory of chemicals to determine their classification (i.e. hazardous or non-hazardous), proper labeling of the chemicals and make arrangements with an approved chemical disposal contractor to remove the chemicals. The chemicals will be transferred to the hazardous waste storage shed outside of Cogan prior to shipment off site.

**Record keeping:** Original manifest will be prepared by the vendor and signed by the Coordinator of Environmental Health and Safety

**Record**

**Location:** Physical Plant Office EPA files

**Contact:** Assistant Director of Graphics and Printers (629-7316)  
Coordinator of Environmental, Health and Safety (629-7163)

HVCC-BMP-Grahic#1