

Date Prepared 11/10/03 Revised  
Prepared By P. Watt

**BMP MEC-ITD#1**

**TITLE:** REMOVAL OF OFF-SPECIFICATIONS CHEMICALS

**Regulatory Citation:** 6 NYCRR 371

**Applicability:** Off-specification chemicals stored in Mechanical – Industrial Technology Labs.

**Purpose:** Proper removal of off-specification chemicals.

**Person or**

**Department Responsible:** MEC-ITD Laboratory Assistant (629-7108)

**Schedule:** At the end of the Spring semester.

**Procedures:** At the end of the Spring Semester the MEC-ITD Laboratory Assistant will inventory chemicals not used during the past year within the Labs. The list will be forwarded to the Department Chairs and based on the Chair's review a list of off-specification and unused chemicals will be developed and forwarded to the Coordinator of Environmental Health and Safety (EHS) along with the quantity of each chemical and the chemical's MSDSs.

The Coordinator of EHS will arrange to have these materials moved to the Hazardous Waste Storage Area at Cogan and labeled as hazardous waste or non hazardous waste, depending on their waste determination. The Coordinator will arrange with an approved waste hauler to remove the materials. The hazardous & non hazardous waste manifests will be signed by the Coordinator of EHS and kept in the Physical Plant Department.

**Current vendor:** Precision Industrial

**Record keeping:** Manifests

**Record Location:** Physical Plant Office, EPA files.

**Contacts:** MEC-ITD Laboratory Assistant (629-7108)  
Coordinator of Environmental Health and Safety (629-7163)

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