

Date Prepared 05/2001  
Revised rev. 9/5/03 P. Watt  
Prepared By Carla McGreevy

**BMP EETD #2**

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

**Regulatory Citation:** Not Applicable

**Applicability:** Off-specification chemicals stored in Electrical Engineering Technology Laboratory.

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

**Person or  
Department Responsible:** EETD Laboratory Assistant (629-7102)

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

**Procedures:** At the end of the Spring Semester the EETD Laboratory Assistant will inventory chemicals not used during the past year within the EETD Laboratory. 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 along with the quantity of each chemical and the chemical's MSDSs. The Coordinator will make arrangements to properly dispose of the chemicals and notify the EETD Laboratory Assistant of the arrangements.

**Record keeping:** Manifests

**Record Location:** Originals located in the Physical Plant Office.

**Contacts:** EETD Laboratory Assistant (629-7102)  
Coordinator of Environmental Health and Safety (629-7163)

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