

Date Prepared 05/2001  
Revised 7/2004 P Watt  
Prepared By Carla McGreevy

**BMP Technical Services #5**

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

**Regulatory Citation:** Not Applicable

**Applicability:** Off-specification chemicals stored in Technical Services Department

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

**Person or  
Department Responsible:** Technical Services

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

**Procedures:** Once per year the Director of Technical Services will inventory chemicals within the chemical storage room. All chemicals no longer used will be removed and transported to the Chemical Vault. The removed containers will be segregated based on chemical classification and incompatibility and labeled according to their contents.

Tech Services will make arrangements within 180 days for the approved hazardous waste firm to properly pack the chemicals, prepare the hazardous or non-hazardous waste manifests and transport them off-site for treatment or disposal. The Lab Assistant will sign the manifest at time of transport and send the generator's copy of the manifests and land ban forms to the Coordinator of Environmental Health & Safety. A copy will also be maintained in the Tech Services

**Record keeping:** Hazardous waste Manifests

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

**Contacts:** Director of Technical Services (629-7477)  
Coordinator of Environmental Health and Safety (629-7163)

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