

Section B - 1

UNO ENVIRONMENTAL HEALTH & SAFETY ORGANIZATION

As hazardous materials and hazardous wastes become more commonplace in educational and research facilities, it is vitally important that administrative controls are in place to meet the challenges posed by the regulation of these substances.

At UNO, a multi-tiered, interdepartmental approach is utilized. The key elements of this organization are summarized below:

A. Chancellor

The Chancellor delegates sufficient authority to Environmental Health & Safety to recommend policies and procedures necessary to comply with federal and state regulations.

The Chancellor may revoke the privileges to use chemical or hazardous materials at any time based on unsafe use or serious violations of UNO policies and procedures.

B. Reserved

C. Associate General Counsel

The Associate General Counsel is available to assist UNO management in legal issues relating to regulatory compliance.

D. UNO Departments

1. Environmental Health & Safety

Environmental Health & Safety is responsible to the Chancellor for ensuring that recommended policies are carried out in the following areas:

- a. Hazardous waste permitting, tracking, collection and disposal (RCRA, 40 CFR 260-270)
- b. Hazardous waste minimization (RCRA and Pollution Prevention Act of 1990)
- c. Training for hazardous waste operations and emergency response personnel including personal protective equipment (HAZWOPER, 29 CFR 1910)
- d. Training for hazardous waste personnel (40 CFR 265)
- e. Training for hazardous material transportation personnel (49 CFR 172)
- f. UNO Injury/Illness Prevention Program

2. Facilities Management and Planning

The Facilities Management and Planning Department is responsible to the Chancellor for ensuring that recommended policies are carried out in the following areas:

- a. Underground storage tanks (40 CFR 280 and State Fire Marshal Title 159)
- b. Clean Water Act (NPDES 40 CFR 100-149, 400-469 and NDEQ Titles 119, 121, 127)
- c. Clean Air Act (40 CFR 50-99 and NDEQ Title 129)
- d. Solid Waste (NDEQ Title 132 and Omaha Ordinance, Chapter 33)
- e. Air Permitting (Omaha Ordinance, Chapters 33 and 41)

E. Authorized Users and Supervisors

In this document, the term *Authorized User* (A.U.) refers to all Faculty and Staff who during the course of work or studies, use chemicals or hazardous materials, or supervise persons that use chemicals or hazardous materials.

A.U.s and Supervisors are responsible for ensuring that individuals under their control, know and understand chemical and hazardous material worker responsibilities, and are further responsible for:

1. Adequate Planning. Before an experiment is performed, the A.U. should determine the types and quantities of hazardous material to be used. In order to avoid generating hazardous waste, every attempt should be made to substitute a non-hazardous substance when possible. If not possible, methods should be employed to minimize the generation of hazardous waste.
2. Instructing supervised employees in safe techniques, waste management and in the application of approved safety practices.
3. Ensuring attendance at required training courses.
4. Complying with the policies governing the use of hazardous materials, as established by the Environmental Health & Safety Office. This includes:
 - a. Utilizing the correct procedure for the procurement of hazardous materials by purchase or transfer.
 - b. Posting areas where materials are kept or used.
 - c. Ensuring that hazardous waste labeling and storage requirements are followed.
 - d. Ensuring appropriate facilities and/or equipment is available before the use and storage of hazardous materials.
5. Keeping stocks of stored hazardous materials to a minimum within laboratory areas. Maintaining inventory under proper security to prevent unauthorized use.
6. Complying with the proper procedure for chemical disposal prior to termination of employment or termination of any experiment using hazardous materials.

F. Chemical and Hazardous Material Workers

Each individual at UNO who handles chemical or hazardous materials is responsible for:

1. Maintaining good safety practices.
2. Labeling and proper management of hazardous waste.
3. Reporting accidental inhalation, ingestion, or injury involving materials to the Authorized User and carrying out their recommended corrective measures. The individual shall cooperate in any and all attempts to evaluate his or her exposure.
4. Carrying out decontamination procedures when directed, and taking the necessary steps to prevent the spread of contamination to other areas.
5. Ensuring training requirements are followed.