

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 8	Health and Safety	Effective:	June 2000
Section 8.5	Environmental Health and Safety Office	Revised:	September 2009
<b>Policy 8.5.5</b>	<b>Environmental Protection</b>	Responsibility:	Vice President for Research

# ENVIRONMENTAL PROTECTION

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## **Responsibilities**

The Environmental Protection Division of the Environmental Health and Safety Office is responsible for:

- Providing technical assistance to supervisors and workers concerning hazardous waste management and disposal;
- Providing general and specialized hazardous waste management training upon request;
- Monitoring environmental releases in the form of air, water, hazardous wastes, facility wastes, and other University assets;
- Making routine, as well as, special environmental assessments in support of the various safety advisory committees;
- Promoting pollution prevention techniques and waste minimization procedures;
- Providing technical assistance on environmental release evaluation and control;
- Reviewing and analyzing the Health Science Center environmental releases for the purpose of managing future releases; and,
- Remaining current on rules and regulations concerning environmental monitoring, environmental protection and hazardous waste management.
- Chemical and radioactive waste pick-up.
- Indoor Environmental Quality (IEQ) assessment.

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**Faculty and Staff Responsibilities**

The faculty and staff in charge of supervising laboratories have the following responsibilities for implementing a model environmental protection program:

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- Inform and train employees concerning environmental releases and hazardous waste as required by the [Radiation Safety Handbook](#), [Chemical Safety Handbook](#), [Biological Safety Handbook](#), or [Physical Safety Handbook](#).
- Retain all training records and all documentation;
- Implement and enforce rules and standards concerning hazardous waste and effluents generated under the supervisor's jurisdiction;
- Ensure compliance of workers with the Health Science Center policies;
- Ensure the availability and enforce the use of: appropriate waste containers, waste material labels, adequate and appropriate storage of waste materials, and use of spill containment, as necessary;
- Remain cognizant of environmental releases associated with work under the supervisor's jurisdiction;
- Conduct internal inspections of the workplace for health and safety concerns; and,
- Request assistance from the Environmental Health and Safety Office when environmental protection requirements are not fully understood.

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**Employee and Student Responsibilities**

Employees and students have the following responsibilities for implementing a model environmental protection program:

- Following all environmental protection and hazardous waste standards and rules;

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- Reporting all hazardous conditions and environmental releases to the supervisor or advisor;
  - Wearing or using appropriate protective equipment while handling waste materials;
  - Refraining from disposal or disposition of waste materials without proper instruction and authorization;
  - Asking questions to the supervisor or advisor if the safe use of equipment or operating procedures are unclear;
  - Remaining aware of the environmental releases occurring in the scope of work; and,
  - Requesting information and training when unsure how to handle hazardous wastes.

### **Policies and Procedures**

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The appropriate handling of waste materials is described in the hazard-specific safety handbooks. These handbooks are located at: <http://research.uthscsa.edu/safety/2006RadiationHandbook.pdf> (*Radiation Safety Handbook*), <http://research.uthscsa.edu/safety/chemicalhandbook.shtml> (*Chemical Safety Handbook*), and <http://research.uthscsa.edu/safety/biologicalmanual.shtml> (*Biological Safety Handbook*).

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