DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 07-31-06

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all students, faculty members, visiting scholars, staff members, visiting scholars, students, registered volunteers, and affiliates who acquire, procure, use, or possess, generate, or dispose of hazardous materials in the workplace, or radiation-producing regulated equipment.

POLICY STATEMENT:

The University of Central Florida will follow a conservative approach in the handling of all hazardous materials and hazardous waste by-products on campus. University departments and individuals will comply with environmental laws and regulations, best safety practices, and Environmental Health and Safety (EHS) and University Procurement Services procedures in order to reduce risk to individuals, university property, and the environment. The Department of Environmental Health and Safety (EHS) is the designated authority charged with ensuring university compliance with applicable the handling of hazardous materials and radiation-producing equipment regulations. Individuals who deal with hazardous materials and regulated devices and equipment acting on behalf of the university are responsible for the proper acquisition, procurement, use, storage, security, record-keeping, compliance, and disposal of them, in compliance with any other federal, state, local, and university requirements related to hazardous materials, related to hazardous materials and radiation producing regulated equipment.
DEFINITIONS:

**Auxiliary Backup Power Generators.** Fuel-fired, electric generators for producing auxiliary emergency power. This equipment is regulated by the State of Florida United States Environmental Protection Agency (EPA) and is required to be listed on the university’s UCF-Air Operating Permit and the Spill, Prevention, Control, and Countermeasure Plan.

**Hazardous Materials.** Any material or agent (biological, chemical, radiological, physical) which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors. that, because of its quantity, concentration, or physical, chemical, or biological characteristics, may pose a hazard to human health or the environment.

**Large/Bulk V. or Bulk Volumes of Hazardous Materials.** Liquid hazardous materials in single containers that are 5 gallons (20 liters) or larger, or Solid hazardous materials in single containers that are 50 pounds (22 kilograms) or larger.

**Restricted Hazardous Material.** A hazardous material that requires a license, permit, or specialized reporting requirements before procurement, use, or disposal.

**Radiation-producing Equipment.** Equipment that is regulated by the Florida Department of Health because it is capable of producing ionizing radiation (such as x-ray equipment) or certain types of non-ionizing radiation (such as Class IIIB and Class IV lasers).

**Regulated Device or Equipment.** A device or piece of equipment that is regulated or licensed by a federal or state agency.

PROCEDURES:

1. **Individuals who deal with hazardous materials and regulated devices and equipment are responsible for proper acquisition, procurement, use, storage, security, record-keeping, and compliance, disposal of them, in compliance with—and any other federal, state, local, or university requirements relating to hazardous materials.** EHS is available to answer questions and provide guidance at any time. **Individuals are required to disclose the details of their hazardous materials procurement, use, storage, security, and disposal measures, in accordance with current EHS policy and procedures.**

2. **The procurement of restricted or non-restricted hazardous materials is governed by the UCF Purchasing Department Procurement Services (Purchasing) and Hazardous materials, restricted or non-restricted, must be purchased with a university purchase order. The purchase of hazardous materials via purchasing card is prohibited unless the charge is tied to a purchase order. For purchases from a vendor who will not accept purchase orders, please contact the PCard Administrator for guidance.**
3. The authorization for individuals to procure, use, or possess restricted hazardous materials is granted by government agencies, and is dependent on the conditions listed in permits or licenses. **Contact EHS for more information**. Classes of restricted hazardous materials and related restrictions include, but are not limited to, the following:

- **Drugs and Drug Precursors** – Individuals purchasing controlled substances listed on the federal Drug Enforcement Administration (DEA) **List I-V** must have a **current DEA license**. Individuals ordering drug precursors listed on the DEA List I and II may require to have additional information on file with the vendor.

- **Prescription drugs, medical oxygen, and quantities of diethyl ether greater than 2.5 liters** – Individuals must receive a Florida Department of Business and Professional Regulation Health permit or a written exemption letter.

- **Explosive materials** – Individuals must have a State of Florida permit and be listed on the university’s federal Alcohol, Tobacco, Firearms and Explosives (ATF) license.

- **Radioactive materials** – Individuals must complete the UCF permit application, and be approved by the UCF Radiation Safety Committee and Radiation Safety Officer in order to possess, use, or supervise the use of radioactive materials authorized by the university’s radioactive materials license. Licensed materials must be used and stored only at locations designated in the license be listed on the university’s Florida Department of Health license.

- **Ionizing radiation-producing equipment (analytical and medical) and Class IIIB and IV lasers** – Individuals must report these items to UCF EHS and registered them with the Florida Department of Health.

- **Tax-free alcohol (pure 190-proof or 200-proof ethyl alcohol)** – Individuals must request permission to purchase these items on the university’s federal ATF permit.

- **Select agents (infectious biological materials and human toxins)** – Individuals must request permission from Procurement Services to purchase select agents, and UCF EHS must register the materials with the federal Centers for Disease Control.

4. Purchase orders for explosives, radioactive materials, radiation-producing equipment, tax-free alcohol, and select agents, auxiliary back-up power generators, and large/bulk volumes of hazardous materials must be approved by EHS prior to processing the requisition through UCF’s Purchasing Procurement Services Department.
5. EHS shall receive all radioactive materials at Laboratory and Environmental Support, Orlando Main Campus at Building 48, the Laboratory and Environmental Support Building 48 or at the Burnett School of Biomedical Sciences, Lake Nona Building 1001 Burnett School of Biomedical Sciences - Building 1001 Central Receiving. All other types of restricted or unrestricted hazardous materials must be delivered directly to the ordering department’s location of use where the materials will be stored and used.

6. Once an authorized individual receives a restricted hazardous material, he or she is responsible for the proper use and storage of the material according to specific license or permit conditions. He or she must keep records listing the quantities used and the quantities on hand. Such records shall be retained for a minimum of three years or as required by federal, state, or local agencies. Records are subject to audit on demand with no advance notice, and shall be retained for a minimum of 3 years or longer as required by university, local, state or federal regulations.

6.7. Departments ordering non-restricted hazardous materials must report purchases, final consumption, disposal, or transfer of those materials to EHS on a container-in-container-out basis, via using the university chemical inventory system.

Prior to purchase, departments are responsible for ensuring that facilities and engineering controls are adequate for research instrumentation, equipment, and the hazardous material storage and use prior to purchase, and for maintaining a centralized hard-copy repository of Safety Data Sheets stored per building. Quantities of purchased and stored quantities hazardous materials should be kept to a minimum, and less hazardous alternatives should be used when available. When instrumentation and equipment require modifications to a facility, the department must complete a Minor Project (MP) Request Form. The assigned project number must be included on the purchase order.

7.8. To further UCF’s teaching and research mission, EHS can store a limited amount of hazardous materials for departments whose storage requirements are incompatible with the building’s design. Departments must request storage prior to acquisitions that are not compatible with their facility’s design. Storage is not to exceed one year, is available on a first-come, first-served basis, and must be requested prior to acquisition. Annual Fees will be charged on an annual basis to cover transportation, and storage, disposal, and administration. The fees will be equal to the cost to cover disposal of the container plus an administrative fee. Prior to storage, the department must have an IDT number on file with EHS. Storage of materials by EHS should not be expected to exceed one year.

9. Departments will also be charged for storage or disposal if materials are removed from a department’s possession to bring UCF into compliance with applicable Building and Fire Code regulations. Departments will be charged the fees listed above for storage, or if space is unavailable, disposal.
11. **Departments** are responsible for maintaining a centralized repository of Safety Data Sheets (SDS) **per building**. These files must be **accessible by all personnel in the department** while they are working with hazardous materials. EHS offers support of this activity through contracts with an online SDS vendor.

8. **EHS** is responsible for the **collection and disposal** of all hazardous waste generated through UCF activities. EHS is **only responsible** for **fees-costs** related to routine chemical waste disposal and incidental spill materials. **Departments are responsible for the costs incurred** for hazardous waste disposal, maintenance of adequate spill supplies, emergency response fees, or levied agency fines. Hazardous waste generated in support of the university’s teaching mission. Hazardous waste generated from all other activities must be collected by EHS; the department generating the waste is responsible for the cost of disposal and maintenance of adequate spill supplies. Departments are responsible for emergency response fees and other fees or fines incurred due to improper collection, storage, or disposal while such hazardous materials and wastes are being generated, accumulated, or stored in their facilities.

9. 12. 13. **EHS requires** that departments purchase gases from vendors who will accept return of partially full or empty containers. Prior to purchasing compressed or liquefied gases, departments should work with their gas vendors to determine if the gas can be purchased in a returnable and/or refillable cylinder. EHS recommends requires that departments purchase gases from vendors who will accept return of partially full or empty containers. Departments that require the use of non-returnable gas cylinders should be prepared to manage the cost of disposal. Prior to purchase, EHS can provide disposal details and pricing. For disposal of any cylinder(s), EHS will charge the department back if the total cost of the disposal exceeds $50.

Two manufacturers, Some vendors will take back lecture bottles, for a fee, if they meet certain criteria. Matheson Tri-Gas and Sigma-Aldrich will take back lecture bottles for a fee. The gases must have been purchased from those companies and the lecture bottles must be in good condition. The laboratory must have the original purchasing information. EHS will assist laboratories in return-shipping lecture bottles to the vendor.

10. 14. **International Air Transportation Association, and other applicable rules.** International shipments may also be subject to federal import, and export, and transportation regulations, and may require review by EHS and/or the Office of Export Compliance-Control, even if being returned to the country of origin or sponsor. Transfer of materials for personal or non-university-related business is prohibited.

The Director of EHS or designee, and the UCF Foundation must approve 3-107.1 Procurement, Use, and Possession of Hazardous Materials and Radiation-Producing Equipment 3.

15. **Donations of equipment, and chemical, biological, or radioactive hazardous materials that are received** by departments or individuals require prior to being before they are
accepted by the department or individual, approval from EHS before they are accepted by the person or department/party receiving the material(s) if they are subject to licenses, permits, or regulations. In addition to materials and equipment that are licensed, permitted, or otherwise regulated, The Director of EHS or designee must approve all donations of offers of: animals, botanicals, landscape materials, chemicals, equipment, including computers, equipment with high power, ventilation, or water needs, or any material or item to be used in a laboratory or in research. Notification is to be accomplished by completing the UCF Gift In Kind Form and submitting it to the UCF Foundation, Inc. The department receiving the donation is responsible for all costs associated with disposal of contaminated equipment, equipment decontamination, or accumulation of hazardous material amounts in excess of that permitted by facility design.

Prior to acquisition, departments are responsible for ensuring facilities and engineering controls are adequate for research instrumentation and equipment. Instrumentation and equipment that require modifications to a facility must be included in a minor or major renovation request. A minor or major renovation request number must be included in the purchase order information.

REFERENCES:


CONTACTS:

- EHS Hazardous Materials Manager/Chemical Safety & Security Coordinator: (407) 823-0071
- PCard Administrator: (407) 882-2235
- Purchasing Department: UCF Office of Export Control: (407) 823-3778
- UCF Procurement Services: (407) 823-2661
- Office of Export Compliance Control: (407) 823-3778
INITIATING AUTHORITY: Vice President for Administration and Finance and Chief Financial Officer

History: 3-107 7/31/2006; 3-107.7 5/2/2012