Procurement, Use, and Possession of Hazardous Materials and Regulated Devices and Equipment

Policy Number	3-107.2
Responsible Authority	Director, Environmental Health and Safety
Initiating Authority	Vice President, People and Workplace Experience
Effective Date	7/24/2018
Date of Origin	7/31/2006

APPLICABILITY/ACCOUNTABILITY

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

POLICY STATEMENT

The University of Central Florida will follow a conservative approach in the handling of all hazardous materials and hazardous waste byproducts 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. Individuals who deal with hazardous materials and regulated devices and equipment are responsible for proper acquisition, procurement, use, storage, security, record-keeping, and disposal of them, in compliance with federal, state, local, and university requirements. Failure to receive approval and pay applicable fees will result in additional fines and may result in appropriate disciplinary action up to and including termination.

DEFINITIONS

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

Hazardous Materials. Any item or agent (biological, chemical, radiological, physical) that has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

Large 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 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 disposal of them, in compliance with any federal, state, local, or university requirements. EHS is available to answer questions and provide guidance at any time.

2. The procurement of restricted or non-restricted hazardous materials is governed by UCF Procurement Services and 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, the PCard Administrator will provide 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. EHS shall provide license and permit 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) Schedules I-V must have a current DEA registration. Individuals ordering drug precursors listed on the DEA List I and II may be required 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 exemption letter.

- Explosive materials – individuals must obtain 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.

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

- Tax-free alcohol (pure 190-200-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 UCF Procurement Services to purchase select agents, and UCF EHS must register the materials with the federal Center for Disease Control.

- Chemicals on the Department of Homeland Security (DHS) Appendix A: Chemicals of Interest List – threshold quantities of Appendix A chemicals must be reported to the DHS and additional security measures may be required.

4. Purchase orders for explosives, radioactive materials, radiation-producing equipment, tax-free alcohol, select agents, back-up power generators, and large or bulk volumes of hazardous materials must be approved by EHS prior to processing the requisition through UCF Procurement Services.

5. EHS shall receive all radioactive materials at Laboratory and Environmental Support, main campus building 48, or at the Burnett School of Biomedical Sciences, Lake Nona building 1001. All other types of restricted or unrestricted hazardous materials must be delivered directly to the location 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.

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, using the university chemical inventory system.

8. Prior to purchase, departments are responsible for ensuring that facilities and engineering controls are adequate for research instrumentation, equipment, and hazardous material storage and use. Quantities of purchased and stored hazardous materials should be kept to a minimum, and less hazardous alternatives should be used when possible. 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.

9. EHS can store a limited volume of hazardous materials for departments whose storage requirements are incompatible with the building'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 to cover transportation, storage, disposal, and administration.

10. 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.

11. Departments must maintain a centralized repository of Safety Data Sheets (SDS) in each building, accessible by all personnel while they are working with hazardous materials. EHS offers support of this activity through contracts with an online SDS vendor.

12. EHS will collect and dispose of all hazardous waste generated through UCF activities. EHS is only responsible for costs related to routine chemical waste disposal and incidental spill materials. Departments are responsible for costs incurred for hazardous waste disposal, maintenance of adequate spill supplies, emergency response fees, or levied agency fines.

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 vendor to determine if the gas can be purchased in a returnable or refillable cylinder. Departments that require the use of non-returnable gas cylinders should be prepared to pay the cost of disposal. EHS can provide disposal details and pricing. For disposal of any cylinder(s), EHS will charge the department if the total cost of the disposal exceeds $50.

    Some vendors will take back lecture bottles, for a fee, if they meet certain criteria. 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.

14. International shipments may also be subject to federal import, export, and transportation regulations and may require review by EHS and the Office of Export Compliance, 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, EHS or designee, and the UCF Foundation must approve donations of equipment, and chemical, biological, or radioactive hazardous materials before they are accepted by the department or individual, if they are subject to licenses, permits, or regulations. The director, EHS or designee must approve all donations 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. The receiving department must submit a UCF Gift In Kind Form 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.

RELATED DOCUMENTS

EHS Policies and Procedures

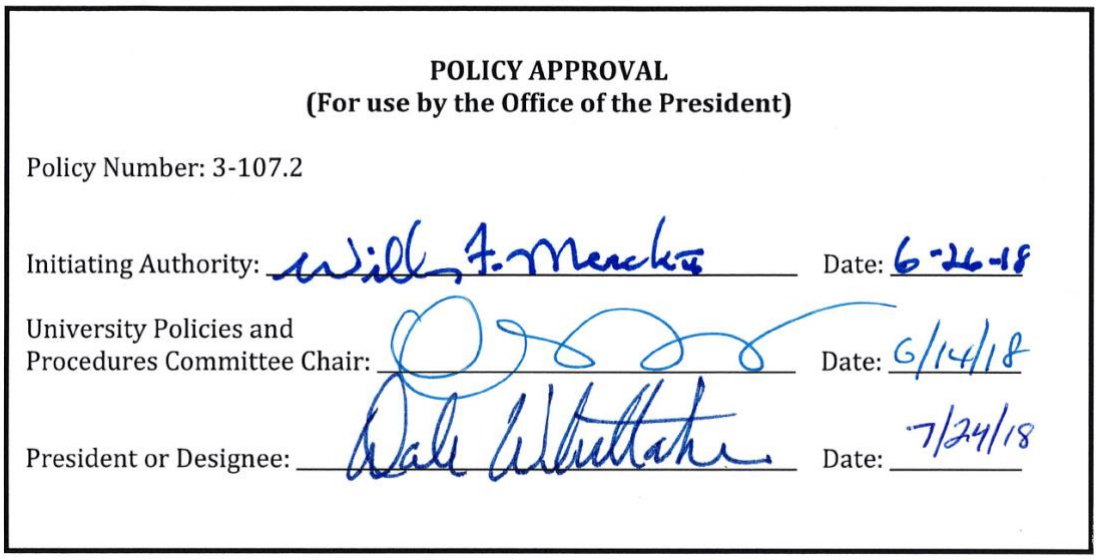
Hazardous Materials Shipping, Receiving, and Transportation Policy

FORMS

UCF Gift in Kind Form

CONTACTS

EHS Chemical Safety & Security Coordinator: (407) 823-3307
PCard Administrator: (407) 882-2235
UCF Office of Export Compliance: (407) 823-3778
UCF Procurement Services: (407) 823-2661



POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-107.2

Initiating Authority: _____ Date: 6-26-18

University Policies and Procedures Committee Chair: _____ Date: 6/14/18

President or Designee: _____ Date: 7/24/18

History: 3-107 7/31/2006; 3-107.1 5/2/2012