



Title: **Selecting, Using, Handling, Storing, Transporting and Disposing of Hazardous Materials**

Number EH&S – 4-9

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PURPOSE: To ensure the safety of employees who work with potentially hazardous materials.

SCOPE: Hospital wide.

PROCEDURES:

- I. Prior to selecting a new chemical/product refer to the Environmental Health and Safety (EH&S) Purchasing Checklist (Appendix A).
- II. Use, handle, store, transport and dispose of hazardous materials as per the Hospital's Hazardous Material and Waste Management Plan and EH&S policies. The Plan and policies can be access on the Environmental Health & Safety (EH&S) website, <http://www.stonybrook.edu/ehs/healthcare>
- III. Refer to EH&S Policy 2-6, Hazardous Materials Spill Plan for guidance on handling a hazardous material spill and EH&S Policy 8-1, Chemical Hazardous Waste Management, for proper waste disposal.
- IV. For laboratory hazardous materials procedures, refer to EH&S Policy 4-2, Laboratory Safety Manual.

INQUIRIES/REQUESTS:

Environmental Health and Safety
L1-059 HSC
Zip 8017
Main Office: 444-6783
FAX: 444-6845

RELATED FORMS:

RELATED DOCUMENTS:

Hazardous Material and Waste Management Plan
EH&S Materials Flow Manual
Hazardous Materials Spill Plan, Policy 2-6
Hazard Communication / Right to Know, Policy 4-1
Laboratory Safety Manual, Policy 4-2

Chemical Hazardous Waste Management, Policy 8-1

APPENDIX A
Environmental Health & Safety (EH&S)
Purchasing Checklist

Chemical Safety

- **Lead** - Does the product contain Lead? Yes (Request alternative. If no feasible alternative is available, provide justification to EHSafety@stonybrook.edu) No
- **Mercury** - Does the product contain Mercury? Yes (Request alternative. If no feasible alternative is available, provide justification to EHSafety@stonybrook.edu) No
- **DEHP (Diethylhexyl phthalate)** - Does the product contain DEHP (Diethylhexyl phthalate)? Yes (Request alternative, if no feasible alternative is available, provide justification to EHSafety@stonybrook.edu) No
- **PVC (Polyvinyl Chloride)** - Does the product contain PVC (Polyvinyl Chloride)? Yes (Request alternative. If no feasible alternative is available, provide justification to EHSafety@stonybrook.edu) No
- **BPA (Bisphenol A)** - Does the product contain BPA (Bisphenol A)? Yes (Request alternative. If no feasible alternative is available, provide justification to EHSafety@stonybrook.edu) No
- **Material Safety Data Sheet (MSDS)** - Does the product have a Material Safety Data Sheet (MSDS)? Yes (Email MSDS and your contact information to EHSafety@stonybrook.edu) No
- **Nitric Acid** - Are you purchasing Nitric Acid at or above 40% concentration for the first time? Yes (Must comply with all of the following parts of the Nitric Acid Security Plan: 1) Control Access – restrict access to known individuals, 2) Maintain Inventory – know where it is going, 3) Reporting – unaccounted stock and annual inventory, and 4) Training for all Nitric Acid users.) No

Environmental

- Is equipment certified as an Energy Star item? Yes No (Select an Energy Star product if available)
- Is the product certified as WaterSense? Yes No (Select a WaterSense product if available)
- Is the product certified as a Green Seal product? Yes No (Select a Green Seal product if available)
- Does the supplier have a less hazardous alternative? Yes (Select the less hazardous if possible) No

Fire Safety

- **Draperies** – Do the draperies meet flame resistant and NFPA testing requirements? Yes No (Select only NFPA approved product)
- **Upholstered furniture** – Does the upholstered furniture meet flame resistant and NFPA test requirements? Yes No (Select only NFPA approved product)
- **Mattresses** - Do the mattresses meet flame resistant and NFPA testing requirements? Yes No (Select only NFPA approved product)

Personnel Protective Equipment and Safety Equipment

- **Respirators** – Are you purchasing respirators? Yes (Contact EH&S at EHSafety@stonybrook.edu for approval) No
- **Hearing Protection** – Are you purchasing hearing protection? Yes (Contact EH&S at EHSafety@stonybrook.edu for approval) No
- **Eyewash** – Are you purchasing eyewashes? Yes (Contact EH&S at EHSafety@stonybrook.edu for approval) No
- **Emergency Safety Shower** – Are you purchasing an emergency safety shower? Yes (Contact EH&S at EHSafety@stonybrook.edu for approval) No

Radioactive Products

- Are you purchasing radioactive materials? Yes (Provide the following information to EH&S at EHSafety@stonybrook.edu: 1)RAM permit number that authorizes the individual to order RAM, 2) Isotope being ordered, 3) Activity amount, 4) Inventory of that isotope on hand, and 5) Inventory of that isotope in waste.) No

Transportation

- Is transporter an EPA Smartway Transport Partner? Yes No (Request a EPA Smartway Transporter if possible)

Waste Considerations

- Will the product/equipment generate waste? Yes (Consider how the cost of the waste disposal in your selection) No
- Will product/equipment generate **hazardous** waste (ask supplier)? Yes (Provide Material Safety Data Sheet (MSDS) to EH&S at EHSafety@stonybrook.edu) No
- Have you incorporated product end of use into your purchasing agreement? Yes No (Incorporate language into your bid/quote to handle end of use return, reuse, disposal)
- Does the product contain more than 10% post consumer recycled content? Yes No (Select products that contain more than 10% post consumer recycled content if available)
- Does the primary packaging contain more than 5% post consumer recycled content and secondary packaging with more than 30% post consumer recycled content? Yes No (Select recycled packaging if available)
- Is the product single use? Yes (Selects products for multi-use if available) No

Contact EH&S at 4-6783 for further information.