

<b>Enterprise Risk Management Standard Administrative Procedures</b> <b>24.01.01.ERM.05</b> <b>Hazardous Materials Management</b>	<b>07/24/13</b> - <b>Effective</b> <b>02/01/19</b> - <b>Revised</b> <b>ERM</b> - <b>Author</b>
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## **Introduction**

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Texas A&M University-Kingsville (TAMUK) is dedicated to the management, control, and reduction of hazardous materials located on its campuses and in its facilities. This Hazardous Materials Management Standard Administrative Procedure is to establish consensus for policies and procedures for the management of hazardous materials, and assure compliance with all federal, state, and System regulations.

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## **Purpose**

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This procedure is required as a supplement to System Policy 24.01 and System Regulation 24.01.01.

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## **Procedures and Responsibilities**

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### **1. STANDARD ADMINISTRATIVE PROCEDURE**

- a. Texas A&M University-Kingsville will develop and maintain the following procedures in relation to the Office of Environmental Health and Safety's Hazardous Materials Management program:
- b. Hazardous Waste Disposal of hazardous waste generated on TAMUK campuses and in its facilities.
- c. This procedure will apply to hazardous waste disposal of the following:
  1. Chemical Waste
  2. Infectious or Biological Waste
  3. Radioactive Waste
  4. Recycled Waste
  5. Medication and/or Drug Waste
- d. Hazardous Materials Shipping for both external and internal transport of chemicals and other hazardous substances.
- e. Hazardous Materials Handling for storing, moving, and transferring of chemicals.

## 2. RESPONSIBILITIES

- a. Environmental Health & Safety will be responsible for the following:
  - a. Administering the TAMUK Hazardous Materials Management program.
  - b. Ensuring that a qualified waste disposal service contractor is used for hazardous waste generated at the TAMUK.
  - c. Ensuring that hazardous waste is disposed at authorized/permitted hazardous waste disposal sites.
  - d. Provide reports as required to federal, state, and System entities.
  - e. Maintain records of hazardous waste activities.
  - f. Administer hazardous materials inventory program.
  - g. Administer hazardous materials shipping program.
  - h. Provide training with regard to the policies propagated by this standard administrative procedure.
- b. Supervisors are responsible for the following:
  - a. Ensuring employees are adequately trained in the applicable policies and procedures relating to the Hazardous Materials Management program.
  - b. Ensuring employees comply with the Hazardous Materials Management program.
- c. Employees shall be responsible for the following:
  - a. Have general knowledge of hazard characteristics of materials used in area.
  - b. Be able to identify unusual characteristics of materials used in area.
  - c. Participate in training programs in order to gain the necessary skills and knowledge from a safety and health perspective for using hazardous materials.
  - d. Understand and know how to use Safety Data Sheets (SDS's).
  - e. Comply with program policies and procedures.

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### **Related Statutes, Policies, Rules or Requirements**

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[System Policy 24.01, Risk Management](#)

[System Regulation 24.01.01, Risk Management Programs](#)

[Environmental Protection Agency \(EPA\)](#)

[Texas Commission on Environmental Quality \(TCEQ\)](#)  
[Resource Conservation and Recovery Act of 1979 \(RCRA\)](#)

[Hazardous and Solid Waste Amendments of 1984](#)

[Code of Federal Regulations, Title 40, Part 260 to Part 299](#)

[Texas Administrative Code, Title 31, Chapter 335](#)

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## **Definitions**

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Refer to above references for any applicable definitions.

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## **Contact Office**

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Enterprise Risk Management  
(361) 593-2237.