

# Texas A&M AgriLife Extension Service Procedures

## 24.01.01.X0.11 | Hazardous Chemical Waste Disposal

Revised: January 3, 2018

Next Scheduled Review: January 3, 2023

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### **PROCEDURE STATEMENT**

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The disposal of hazardous chemicals is governed by local, state, and federal regulations, and is enforced by the Texas Commission on Environmental Quality (TCEQ) and the United States Environmental Protection Agency (EPA). A hazardous waste management program shall be implemented to comply with all applicable regulatory requirements and provide personnel safety and environmental reservation associated with hazardous waste management activities.

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### **REASON FOR PROCEDURE**

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This procedure establishes the Texas A&M AgriLife Extension Service (AgriLife Extension) Hazardous Waste Management Program.

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### **PROCEDURES AND RESPONSIBILITIES**

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#### 1.0 PROCEDURES

The AgriLife Extension Hazardous Waste Management Program will include:

- 1.1 A hazardous waste collection, storage, and disposal program meeting the requirements established by the TCEQ, the EPA, the Texas A&M University System (A&M System), and AgriLife Extension; and
- 1.2 A hazardous waste collection, storage, and disposal service for AgriLife Extension that is conducted in a safe, approved manner.

#### 2.0 RESPONSIBILITIES

2.1 Unit heads and the AgriLife Extension Service Safety Coordinator will:

- A. Administer the AgriLife Extension Hazardous Waste Management Program with qualified/trained personnel;
- B. Ensure that a qualified waste disposal service contractor is used;
- C. Ensure that hazardous waste is disposed at authorized/permitted hazardous waste disposal sites;
- D. Provide reports to federal and state agencies as required; and
- E. Maintain records of hazardous waste program activities.

2.2 Safety Officer/Committee will:

- A. Assist unit head in the implementation of the AgriLife Extension Hazardous Waste Management Program; and

- B. Provide documentation to unit head and AgriLife Extension Safety Coordinator. Hazardous waste shall be tracked on the Pre-shipment Waste Inventory spreadsheet provided by the A&M System through the AgriLife Extension Safety Coordinator.

2.3 Professional staff and Supervisor will:

- A. Comply with the AgriLife Extension Hazardous Waste Management Program;
- B. Ensure employees are properly trained;
- C. Complete the Pre-shipment Waste Inventory spreadsheet for all hazardous waste generated.

2.4 Employees will:

- A. Comply with the written AgriLife Extension Hazardous Waste Management Program.
- B. Complete the Pre-shipment Waste Inventory spreadsheet for all hazardous waste generated.

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### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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[A&M System Policy 24.01](#), Risk Management

[A&M System Regulation 24.01.01](#), Risk Management Programs, and its associated standards.

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### **CONTACT OFFICE**

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For questions regarding this procedure, contact the AgriLife Extension Safety Coordinator at 979-862-4038.

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### **REVISION HISTORY**

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*Approved: November 20, 2000*

*Revised: October 5, 2001*

*Revised: August 18, 2008*

*Revised: December 9, 2010*

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