

<b>ANGELINA COLLEGE INSTRUCTIONS FOR HAZARDOUS WASTE SATELLITE ACCUMULATION AREAS</b>	
<b>NO.</b> EI-03 6.3.c	<b>TITLE:</b> General Rules  <b>PAGE 1 of 1</b> <b>ISSUED:</b> 11/12 <b>REVISED:</b> 6/27

**RULES:**

1. Always wear appropriate chemical-resistant gloves when handling hazardous waste.
2. Always wear ANSI-approved chemical-resistant goggles when handling hazardous waste.
3. Never handle any hazardous waste until you have successfully completed the Hazardous Waste Handling Class.
4. Hazardous waste containers must remain closed at all times, except when filling.

**INSTRUCTIONS:**

1. Carefully pour hazardous waste into appropriate storage container. The container must be clearly labeled "**Hazardous Waste**".
2. Label the container with the name of the chemical and the approximate volume whenever pouring chemicals into a hazardous waste container.
3. All hazardous waste containers must be placed in appropriate secondary containment.
4. Hazardous waste containers must be visually inspected monthly by the Responsible Party for that Satellite Accumulation Area and an inspection log maintained.
5. When the bottle is full, the Responsible Party should contact maintenance within 3 days for pickup.

**IN CASE OF EMERGENCY:**

**If a hazardous material leak occurs, consult the "Hazardous Waste Plan" and call Physical Plant Director at ext. 5280 (or 24-hour Security cell phone at 936-676-2563). If there is a hazardous materials spill, call the Physical Plant Director and evacuate the building immediately. A copy of the "Hazardous Waste Plan" is located in the Division Directors Office.**