



Hazardous Waste Contingency Plan

These procedures were developed by the Office of Environmental Health and Safety (EHS) of Cleveland State University (CSU), to address hazardous waste on campus. The procedures were developed for the exclusive use of CSU. No portion of this manual may be reproduced in any form without the express consent of CSU.

Revised December 2025

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I. Introduction

Cleveland State University's management of hazardous waste is regulated under the Resource Conservation and Recovery Act (RCRA) of 1976. Legislation is included as part of the Code of Federal Regulations (CFR) in 40 CFR. These regulations establish stringent requirements regarding the generation, transportation, and disposal of hazardous waste. Supporting state legislation is promulgated in Chapter 3734 of the Ohio Revised Code (ORC).

Provisions established under RCRA stipulate those procedures be identified for affected facilities to follow in the event of fire, explosion, or release of hazardous waste or hazardous waste constituents, which could threaten human health or the environment.

II. Response Procedures – Universal

Any person that discovers a situation such as a fire, explosion, and accidental release of hazardous material into the air, soil, surface water, or sanitary sewers of affected buildings should immediately initiate these actions:

1. EMERGENCY (FIRE, EXPLOSION, MEDICAL, SPILLS)
 - a. Activate nearest FIRE ALARM & LEAVE THE AREA
 - b. Dial 9-1-1 ask for CSU Police from a safe distance
2. Give Dispatcher a complete description of the incident:
 - a. Provide your name, telephone number, and location.
 - b. Identify the building where the accident occurred using room number or location of the accident.
 - c. Describe the type of accident: fire, explosion, spill, leaking drum and/or container, etc.
 - d. Note any markings or identifying labels on the drum.
 - e. Please note the need for medical assistance for any injuries or chemical exposure.
3. Await the arrival of CSU Police to reinforce and provide additional information, which may have previously changed from the initial call.
 - a. Ensure all people are kept as far away from the area as possible. No re-entry is permitted unless authorized by CSU Police or Cleveland Fire Department.
4. Take immediate action, if possible, to control and contain the emergency. Emergency spill equipment is in various areas of the University. (See Appendix A for a list of locations and types of spill equipment available)

II. Response Procedures – Environmental Health & Safety

Cleveland State University's Office of Environmental Health and Safety (EHS) will determine the implementation of the Hazardous Waste Contingency Plan. The proper response will occur but not be limited to the following situations:

1. Any fire involving hazardous waste.
2. Any explosion involving hazardous waste.
3. Any uncontrolled hazardous waste reaction which could produce or the potential to produce hazardous conditions, including noxious, poisonous, flammable, explosive gases, fumes, vapors, harmful dust, or explosive conditions.
4. Any hazardous waste release, outside of a secondary containment system, that causes or can cause off-site soil and/or surface water contamination.
5. Any hazardous waste release that produces or can produce hazardous conditions, including noxious, poisonous, flammable, or explosive gases, fumes or vapors, harmful dust, or explosive conditions.

Cleveland State University's Campus Safety Director will be the emergency coordinator until another local, state, or federal emergency authority arrives on scene. EHS will be an advisor to the Safety Director or ranking member of Campus Safety until the Cleveland Fire Department arrives on scene.

Emergency Contacts

Campus Safety Emergency Number
911 or 216-687-2020

Robert Howerton – EHS Officer & Radiation Safety
Office: 216-687-3715
Cell phone: 216-276-4324

Mike Samec – EHS Officer
Office: 216-687-3587
Cell phone: 216-218-2183

Following regulatory agencies may be contacted concerning the situation as needed:

Cleveland Fire Department/HazMat

1645 Superior Ave.
Cleveland, Ohio 44114
Phone: 911 or 216-621-1212

Cuyahoga Emergency Communication System Local Emergency Planning Committee
1255 Euclid Ave.
Cleveland, Ohio 44115
Phone: 216-771-1363

Ohio EPA Office of Emergency Response Unit
24-hour Emergency Spill Hotline 1-800-282-9378

Northeast Ohio Regional Sewer District
(Sewer related spills)
4747 East 49th Street
Cuyahoga Heights, Ohio 44125
Phone: 216-881-8247 business hours
216-641-6000 (off hours)

If the Hazardous Waste Contingency Plan is activated, EHS shall, as required by OAC 3745-65-56 (I), submit within fifteen (15) days after the incident a written report on the incident to the Director of the Ohio EPA. The report shall include:

1. Name and telephone number of the emergency coordinator who is making the notification.
2. Name and address of facility (including building name and room number).
3. Time and type of incident (e.g. chemical spill, fire, explosion).
4. Name and quantity of materials involved, to the extent known.
5. The extent of injuries or damage, if any.
6. The possible hazards to human health or the environment outside the facility.

III. Hazardous Waste Disposal Procedures

Cleveland State University is recognized as a small quantity generator for designation hazardous waste management. Hazardous waste removal and disposition from campus occurs within the (180) days allotted by regulations. To maintain compliance, the following procedures are to be followed by hazardous waste generators:

1. All matters and concerns pertaining to biological, chemical, radioactive, and universal wastes are to be directed to EHS at (216) 687-2500.
2. EHS is to be notified at 216-687-2500 for the removal of hazardous waste on campus. All waste set forth for disposal must be labeled and identified as "Hazardous Waste." Containers are to be secured and free from leakage.
3. The name of the chemical, state of waste, and quantity shall be recorded on a Hazardous Waste Inventory Form (Appendix B) before picking up and disposal.
4. Unidentified waste ("unknowns") will not be accepted. Individual departments will be responsible for the cost of analysis.
5. Faculty and staff whose job description mandates the handling of hazardous waste.
6. Acid neutralization tanks will be inspected periodically by an approved company to ensure proper function every five (5) years.
7. EHS shall be responsible for proper disposal of all hazardous and/or potentially hazardous waste on campus. Designated site coordinators, as well as faculty and staff in the Departments of Biological, Geological and Environmental Sciences, Chemistry, Biomedical and Chemical Engineering and Plant Services will work closely with EHS to ensure that the procedures set forth in this plan are followed.
8. EHS will inspect and evaluate all areas of the university where hazardous, biohazardous, radioactive waste, and universal waste is being generated and stored to assure compliance with federal and state regulations.
9. EHS will facilitate and provide training required for all university faculty and staff whose job description mandates the handling of hazardous waste.

IV. Emergency Spill Equipment

A. Emergency spill equipment is available in cabinets located in the following buildings:

- a. Basic Science Building (SI); room SI-304
- b. Science and Research Building (SR); SR-B52, SR-473, and fourth floor stairwell.

B. List of Spill and Related Safety Equipment

- a. Spill Tamer Kit - Contains material for cleanup and disposal of alkali, flammable solvent, acids, and mercury. (each kit contains a spill tamer absorbent, neutralizers for acid and alkalis, mercury tamer, mercury collect containers, gloves, brush and pan, spare disposal bag and a Safety Handbook).
- b. Spill Pillows/Absorbent – (material used for chemical, biological and radioactive spills). Refer to the University's Radiation Safety Manual for specific procedures for cleanup of radioactive materials.
- c. Fire Extinguishers.
- d. Face shields with headgear and visor (worker protection).
- e. Chemical resistant gloves (worker protection).
- f. Bonding/grounding wire (used for transferring chemicals).
- g. OSHA Personal Protection Equipment (PPE) - Response suites with hood and shoe covers (worker protection).
- h. Duct Tape.
- i. Emergency barricade tape.
- j. Plastic bags labeled "Hazardous Waste."
- k. Copy of Hazardous Waste Contingency Plan.

Cleveland State University
Office of Environmental Health and Safety
Hazardous Waste Inventory Form

Instructions: Please list the material to be removed on this form. Fill out completely; and then notify EHS at 216-687-2500.

NO MATERIAL WILL BE ACCEPTED UNLESS A COMPLETED INVENTORY FORM IS ATTACHED.

Note S=Solid, L=Liquid, G=Gas

Academic Waste__ Research____ Lab Clean Out____
Department_____ Building_____ Room_____

Material Name	S, L, G	Containers	Quantity

Name

Phone

Date

VII. Emergency Evacuation Routes

The following pages are EMERGENCY EVACUATION ROUTES for buildings on campus housing HAZARDOUS WASTE. Exits that are designated as “GENERAL” are evacuation routes that can be used by the public. Routes marked “HC” are evacuation routes that are accessible to handicapped individuals. Floor plans are listed alphabetically for the following buildings:

Science Building

Science Research Building

Fenn Hall/Stilwell Hall

VIII. Appendix D

EPA ID Numbers for Campus Buildings

Science Building 2399 Euclid Ave. OHR000161356

Stillwell/Fenn Hall 1960 East 24th Street OHR 000131349

Science Research Building 2351 Euclid Ave. OHD010841617

Washkewicz Hall 2300 Chester Ave. OHR000167163

IX. Appendix E Contact Information

Campus Police Emergency: 911 (Ask for CSU Police)

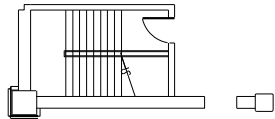
Campus Police Non-Emergency: 216-687-2020

Hazardous Waste Emergency Response Coordinators

Robert Howerton EHS Officer &
RSO Office: 216-687-3715
Cell: 216-276-4324

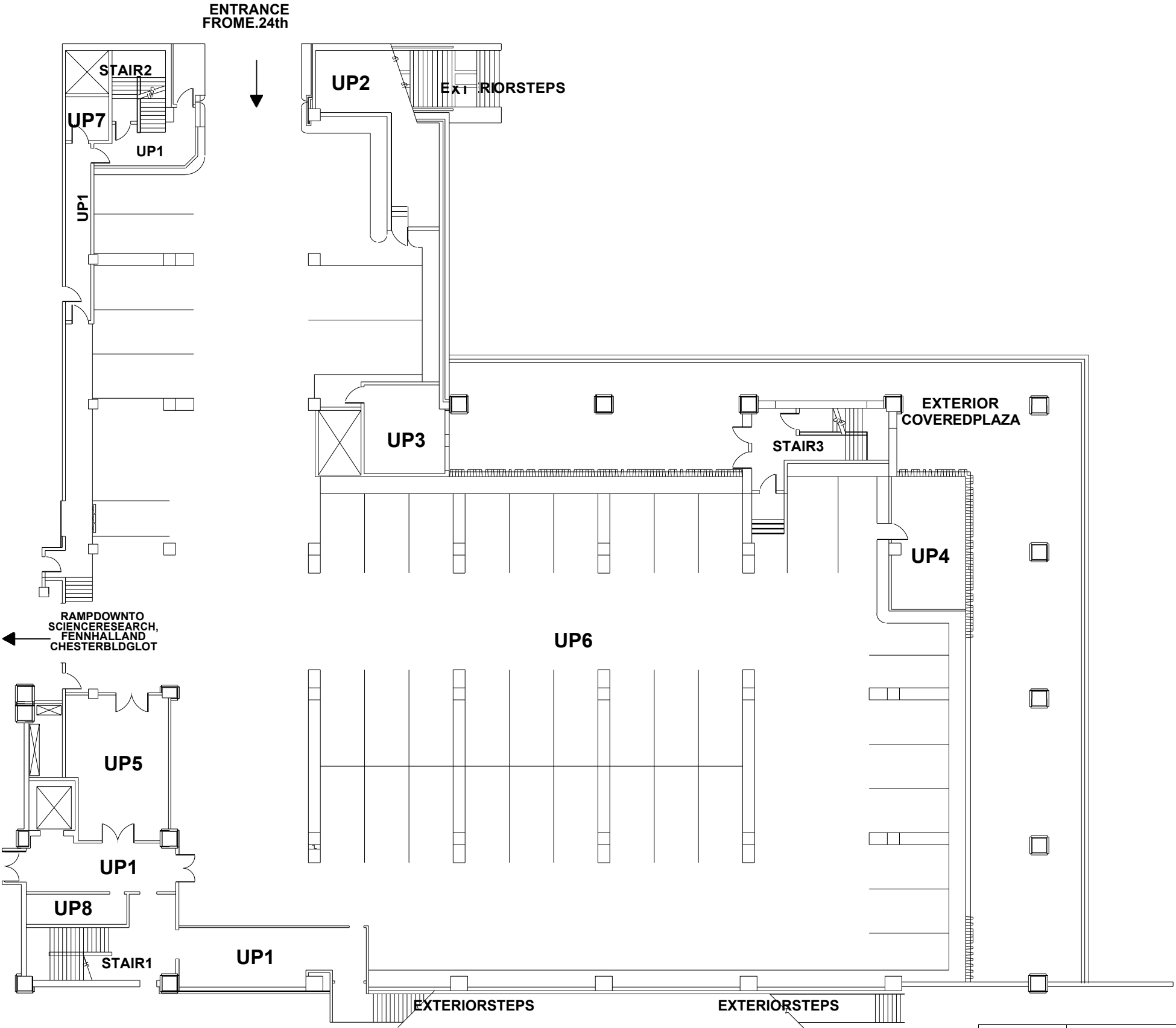
Mike Samec EHS Officer
Office: 216-687-3587
Cell: 216-218-2183

Office of Environmental Health and Safety: 216-687-2500
Ohio EPA 24-hour Emergency Spill Hotline: 1-800-282-9378
Emergency Clean up 24hr Chemtron: 440-937-5950



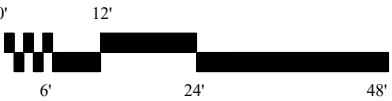
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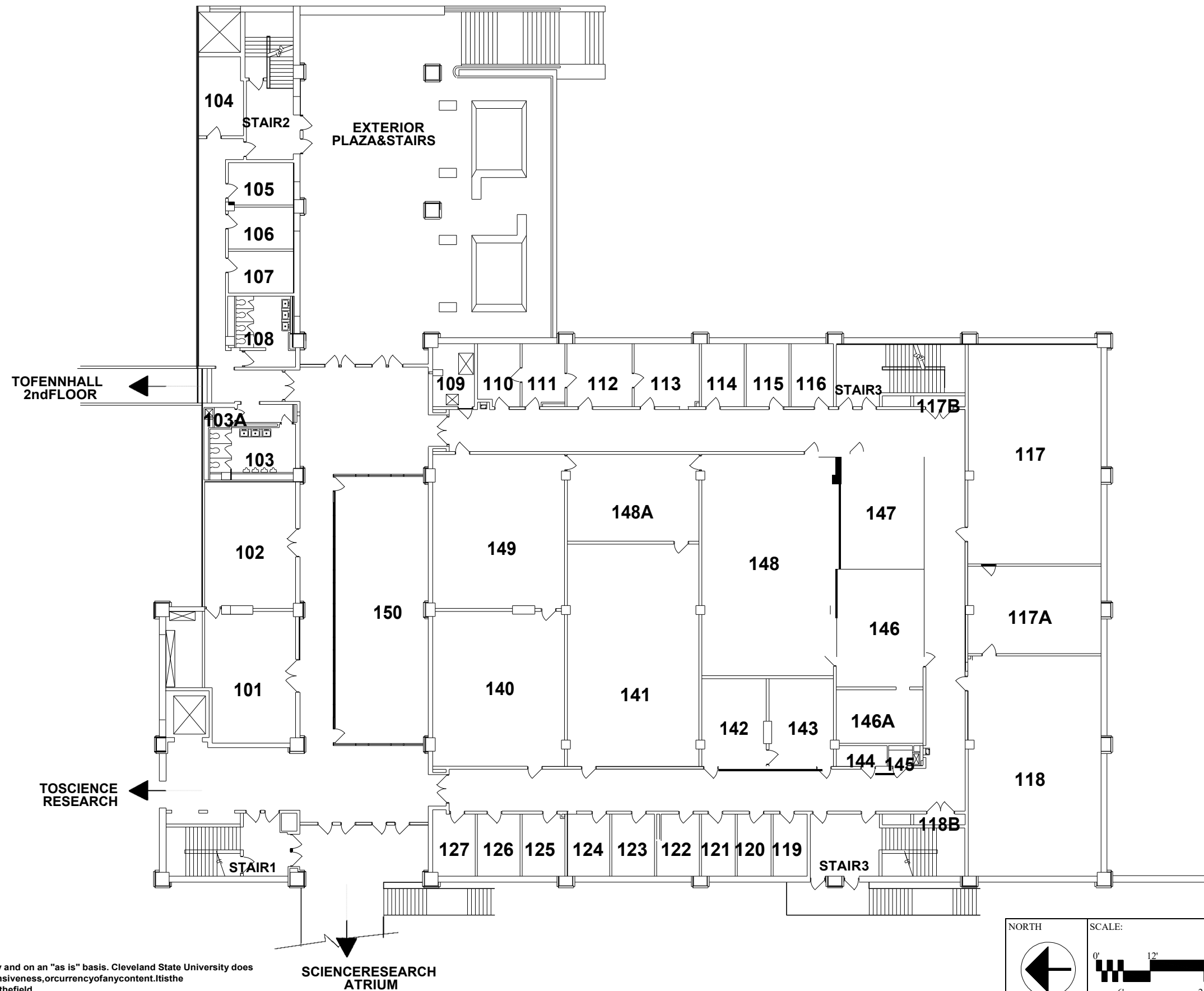
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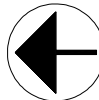
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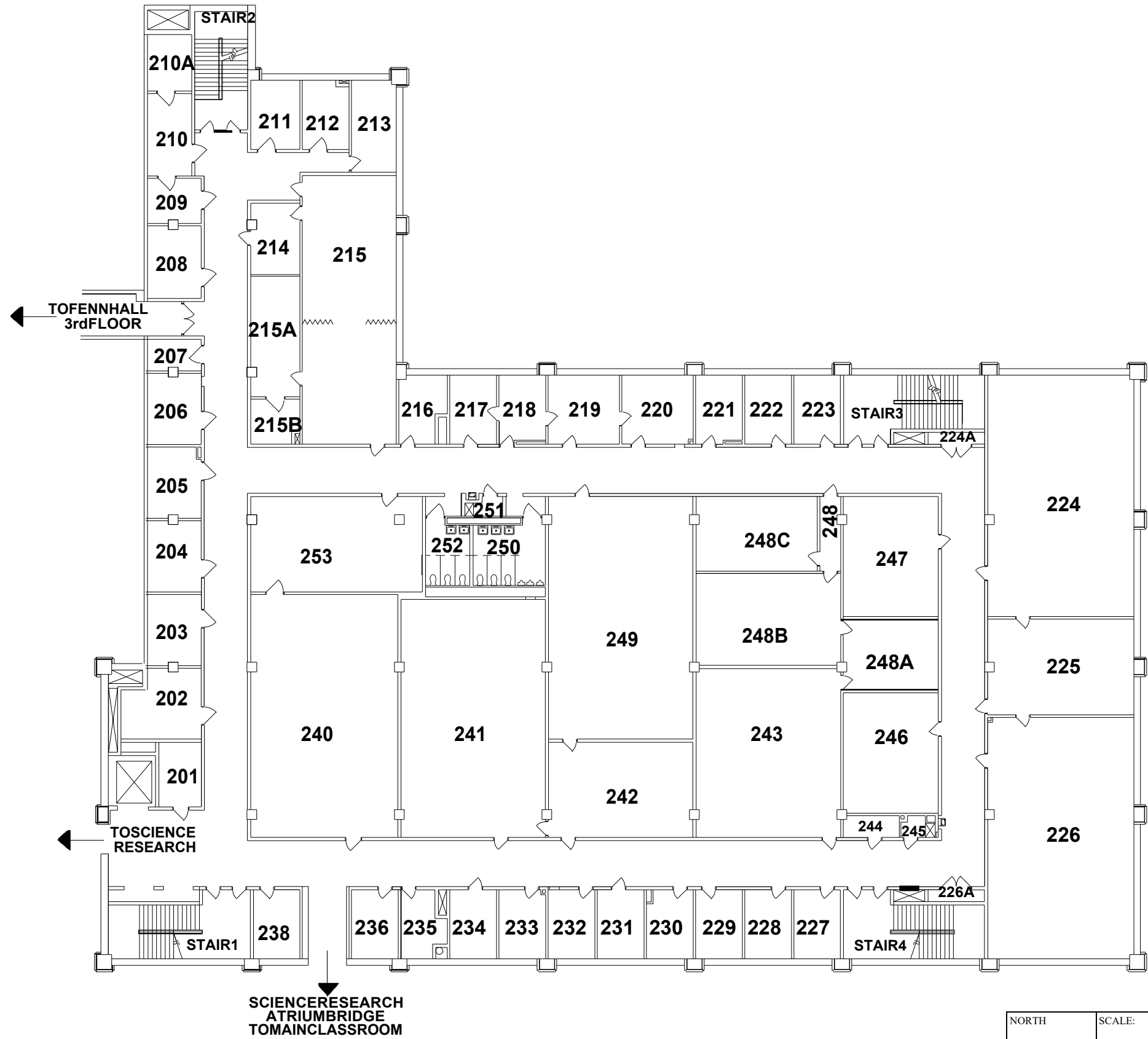


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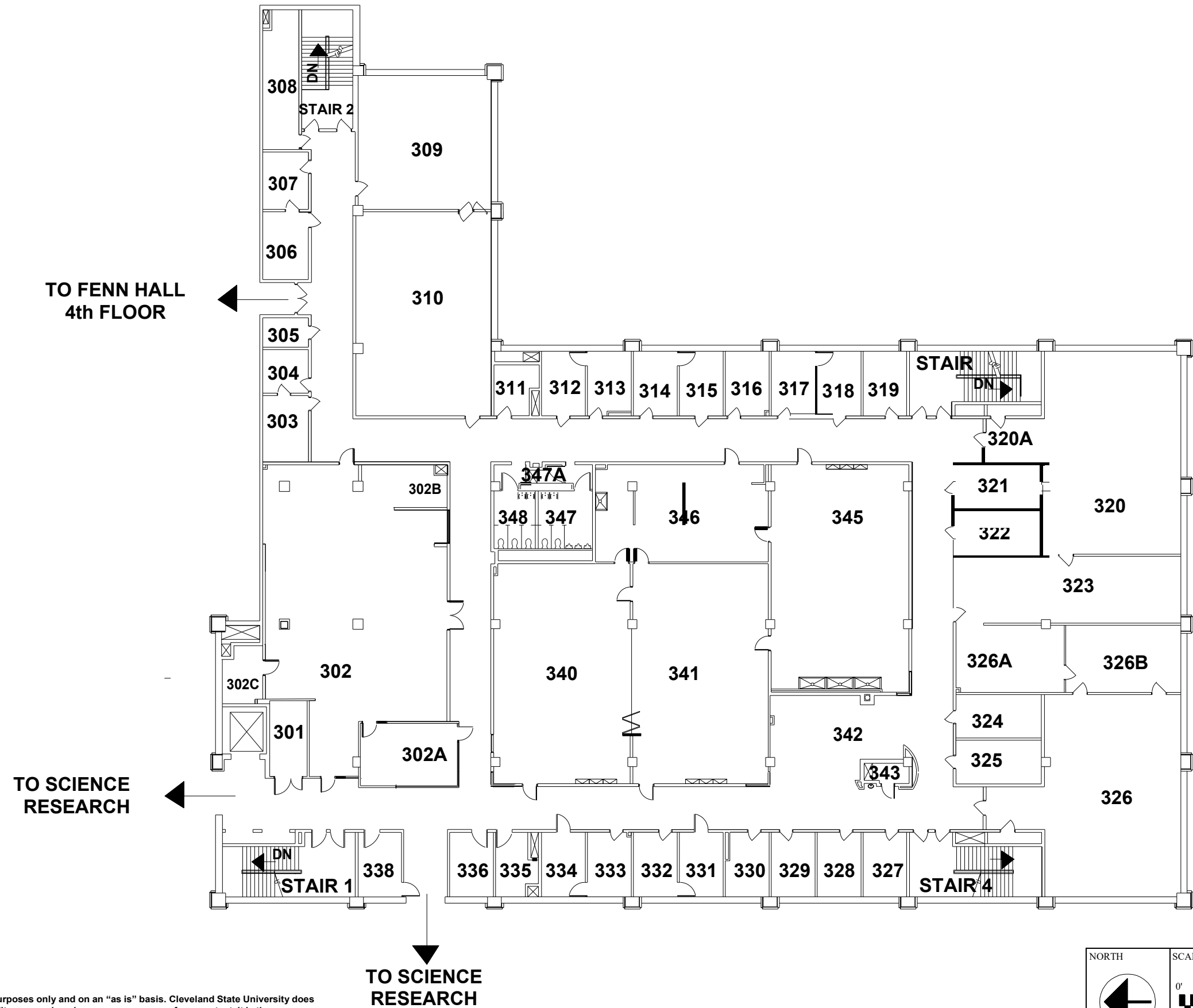


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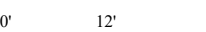
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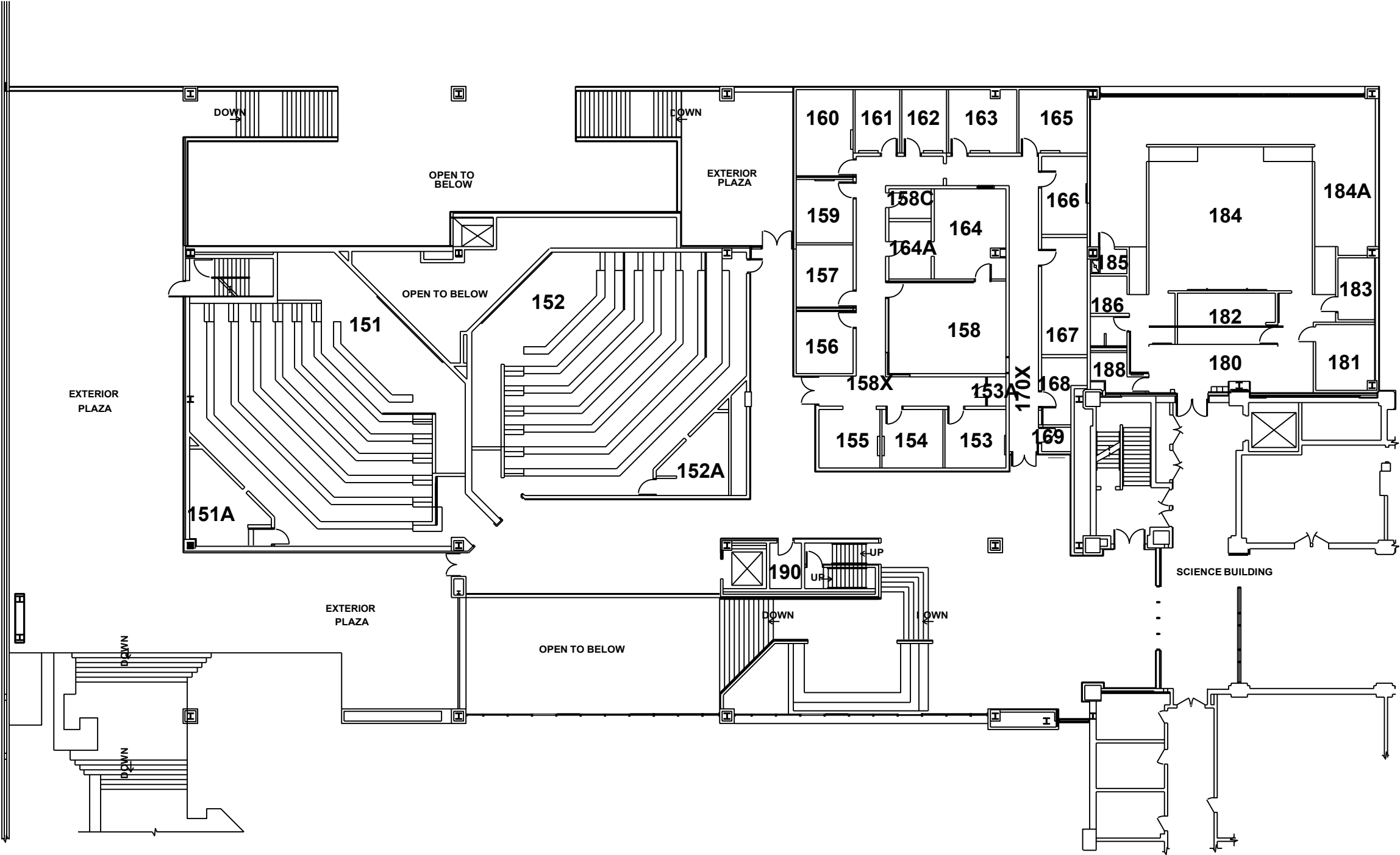


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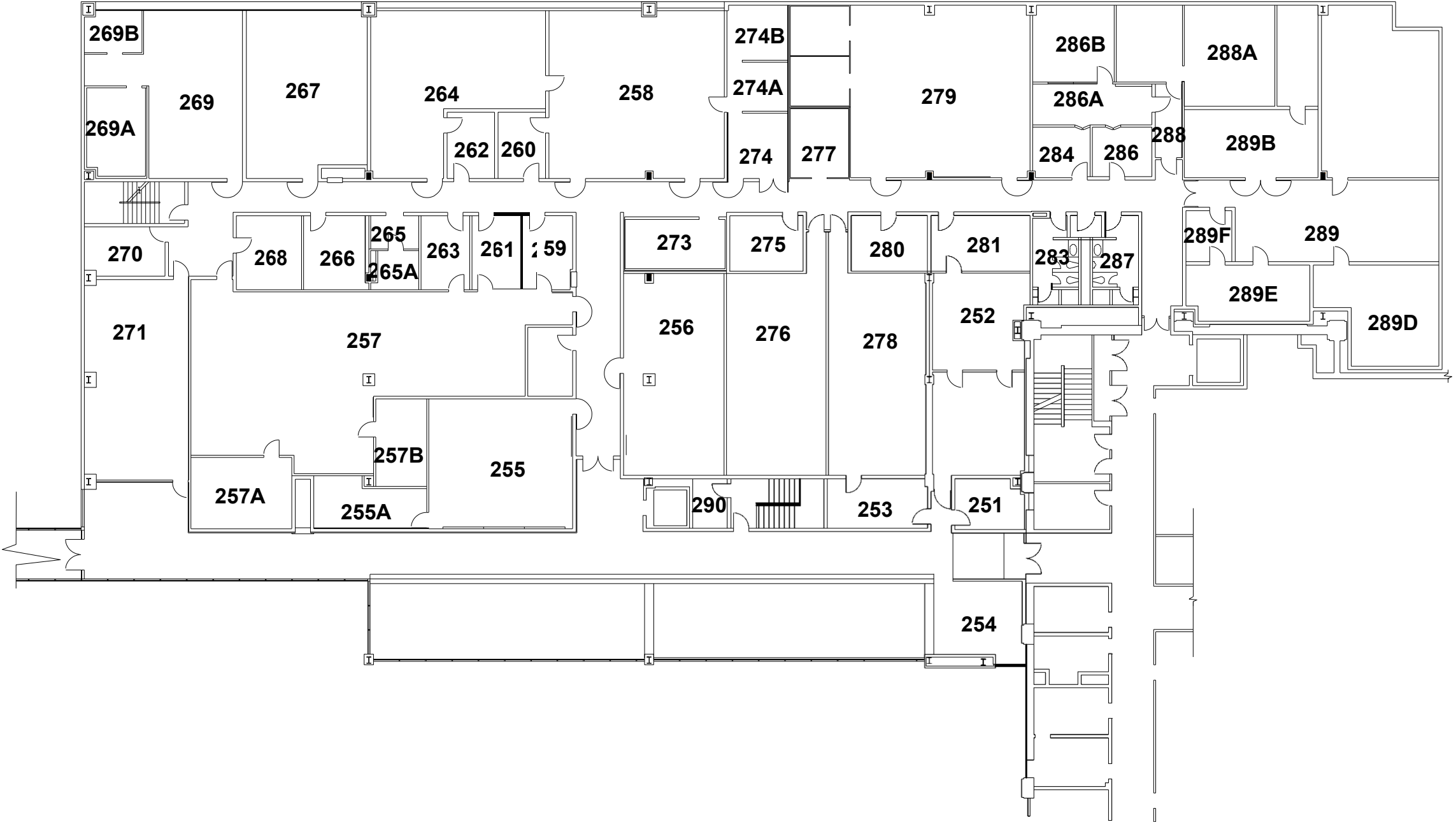
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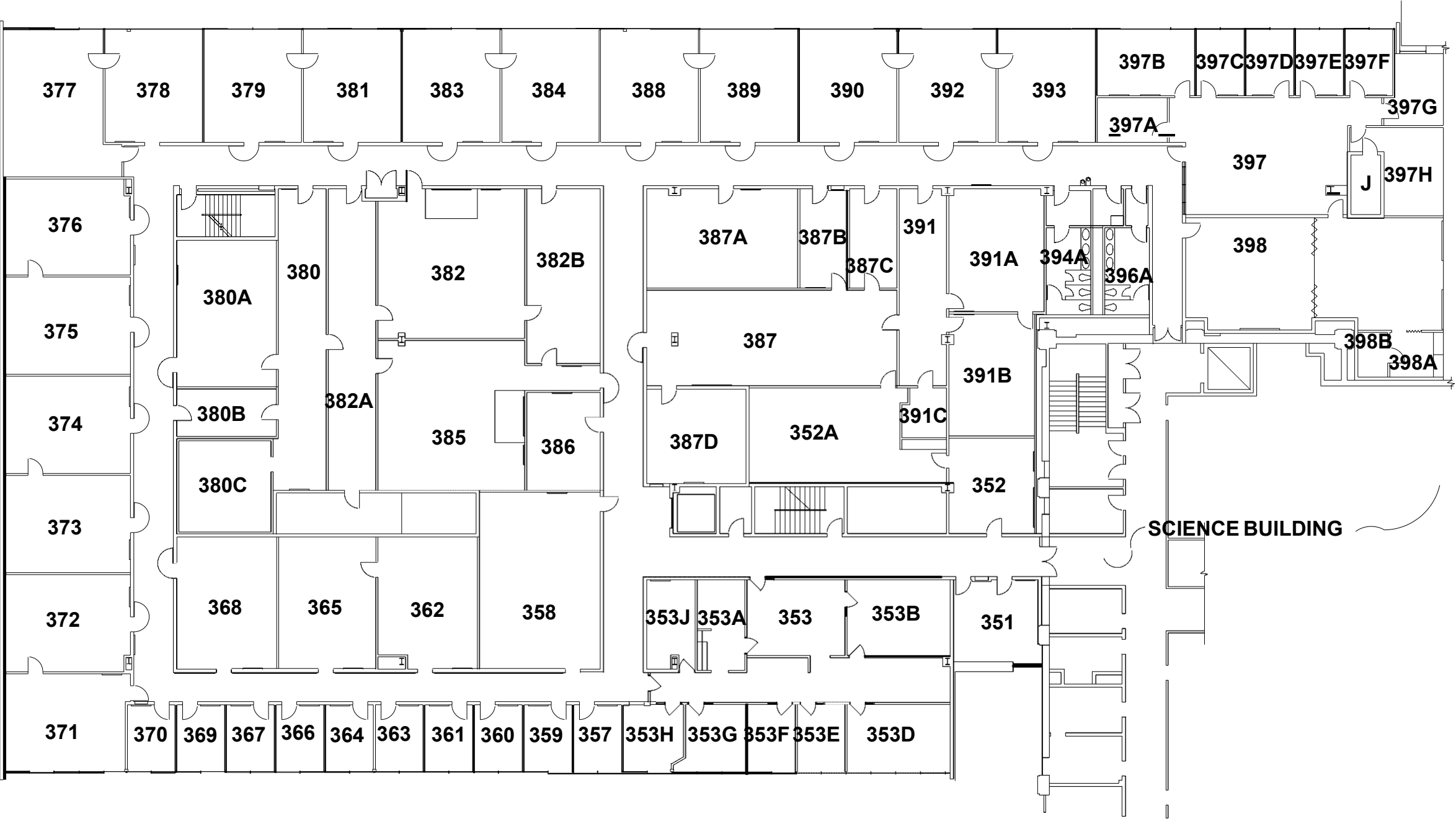
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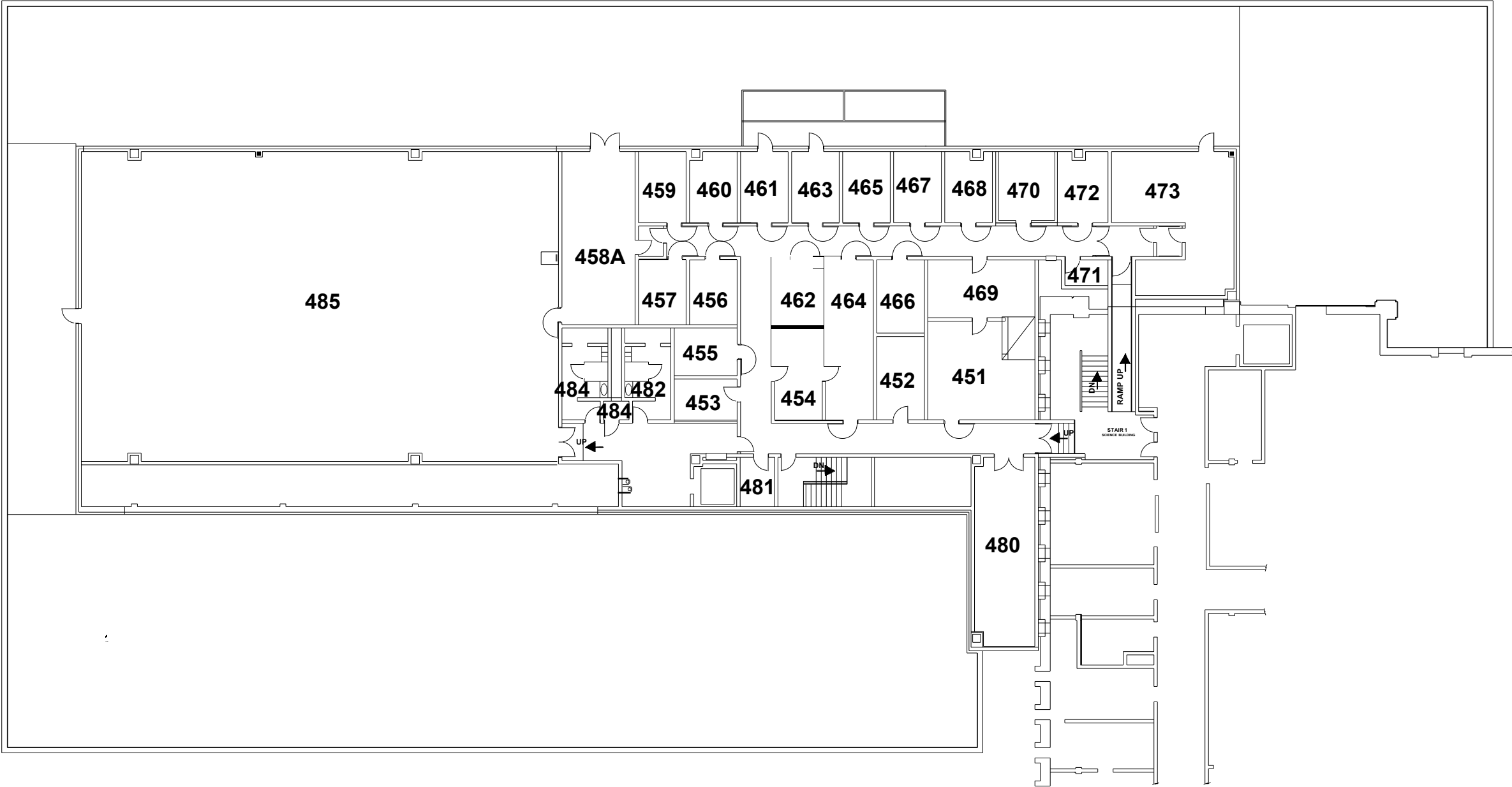
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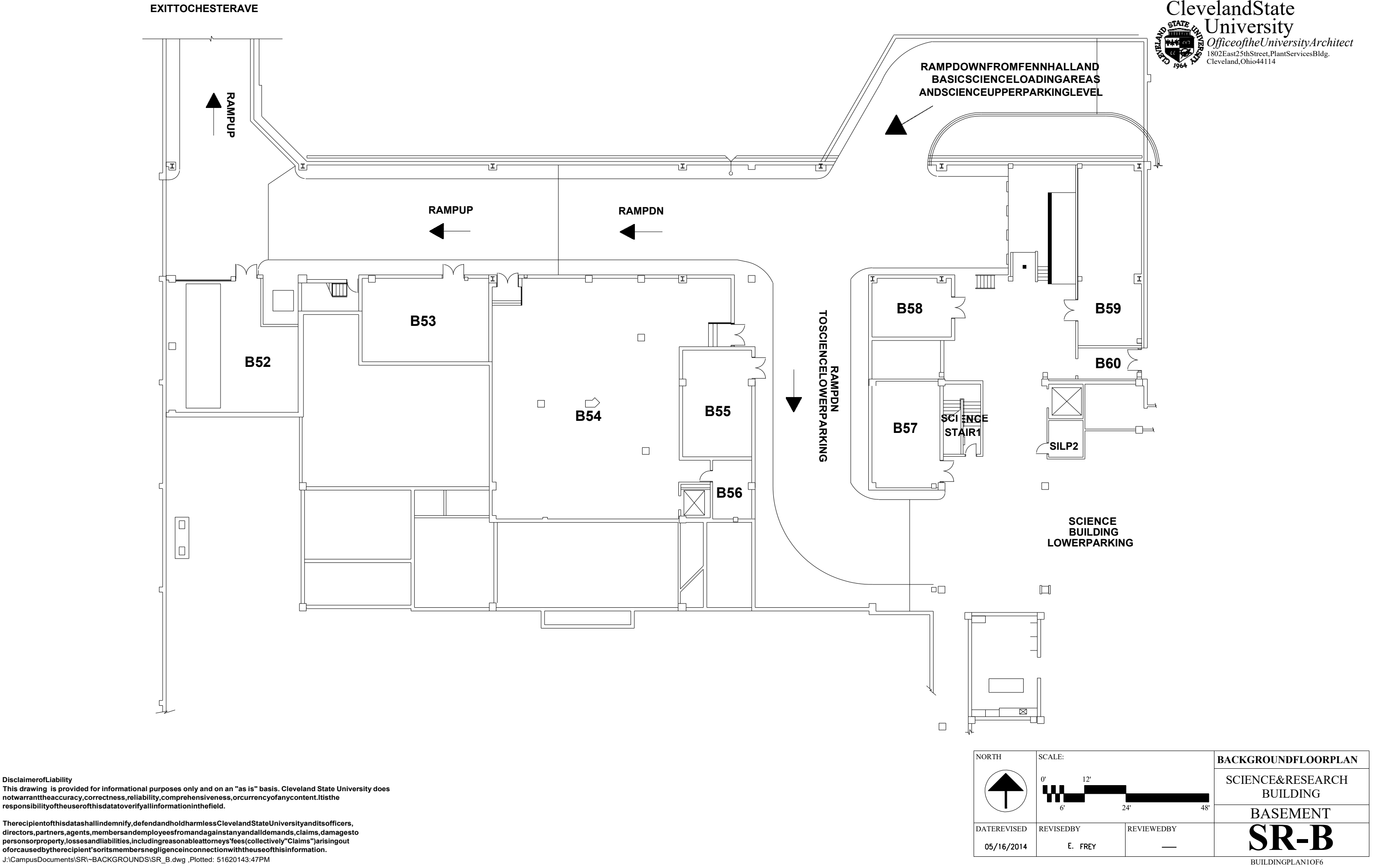
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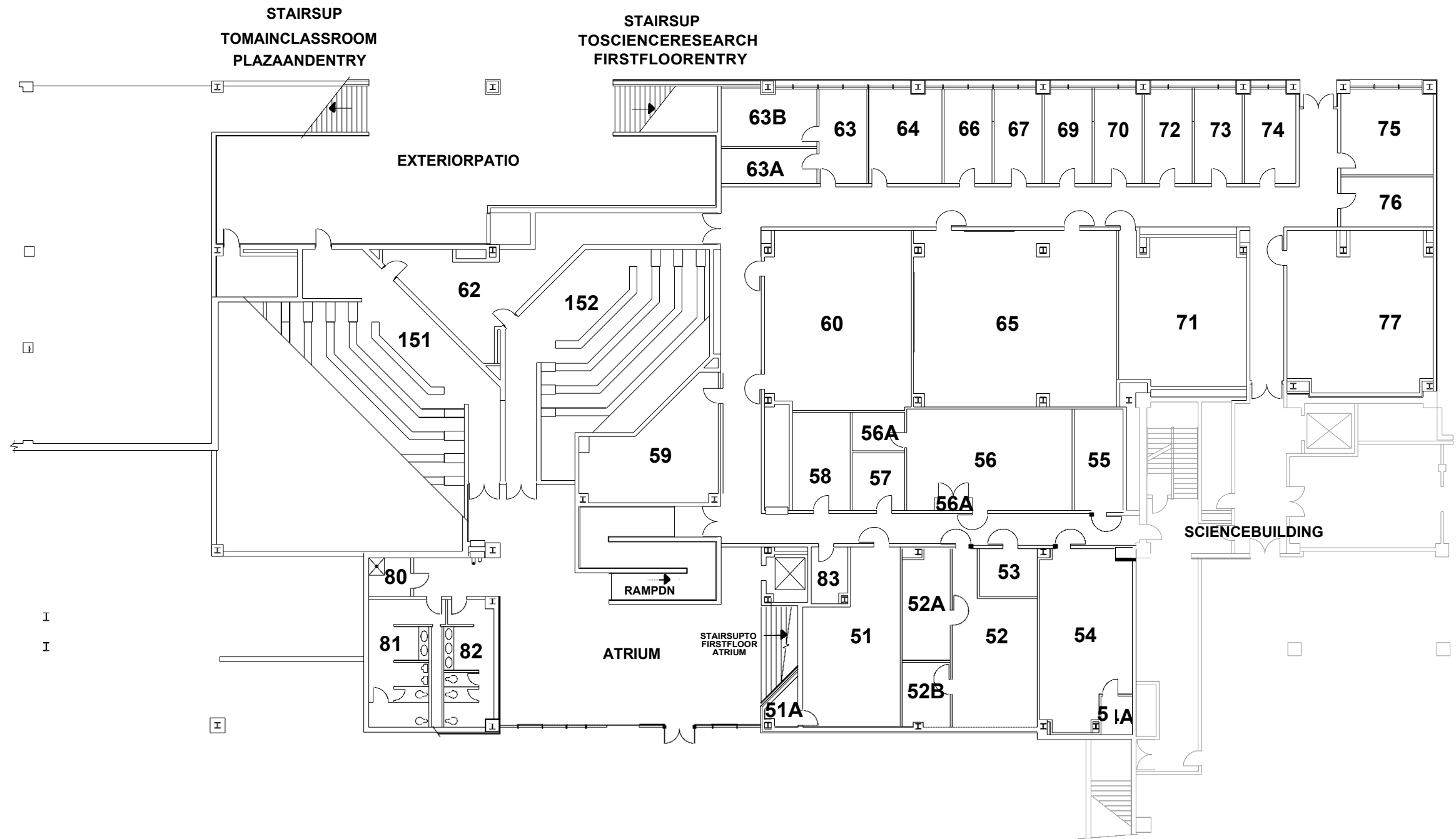
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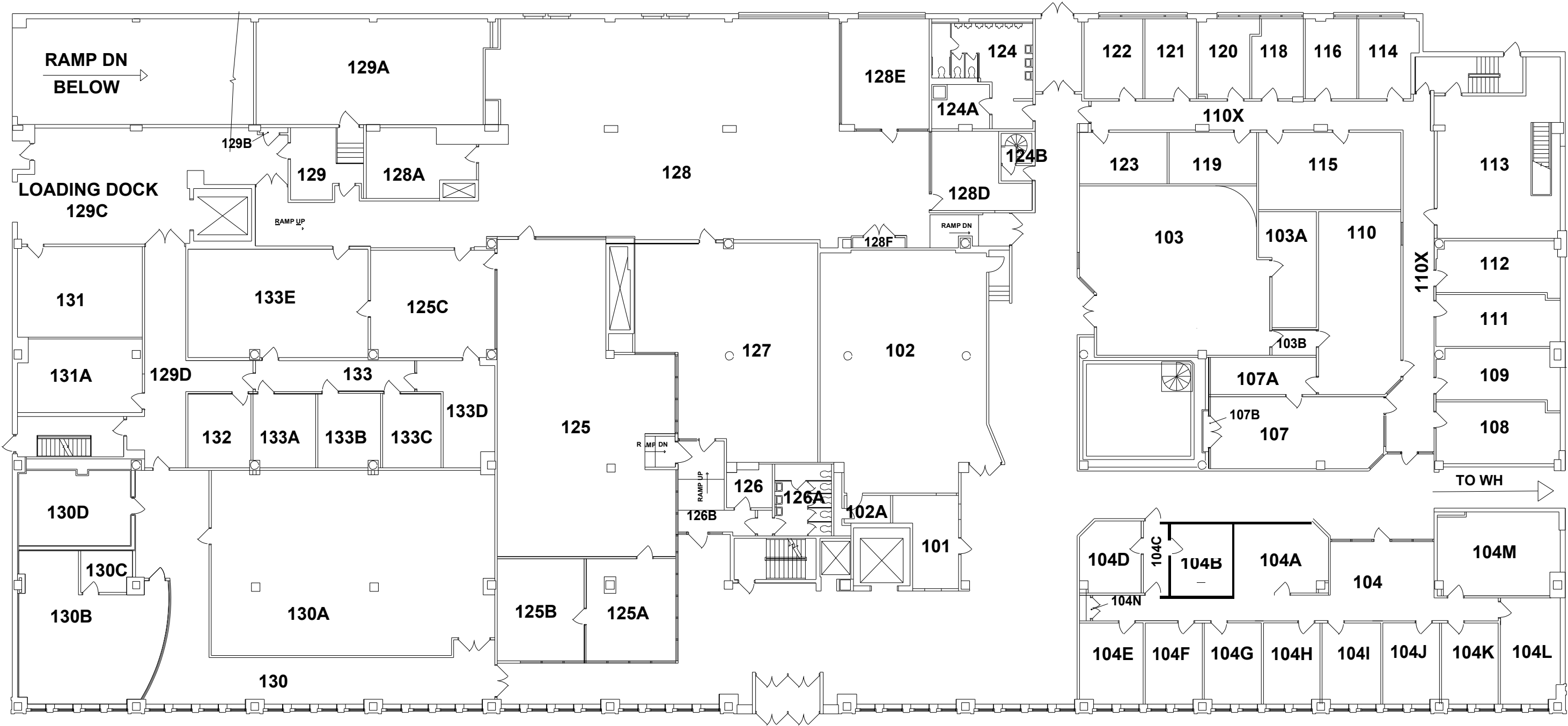
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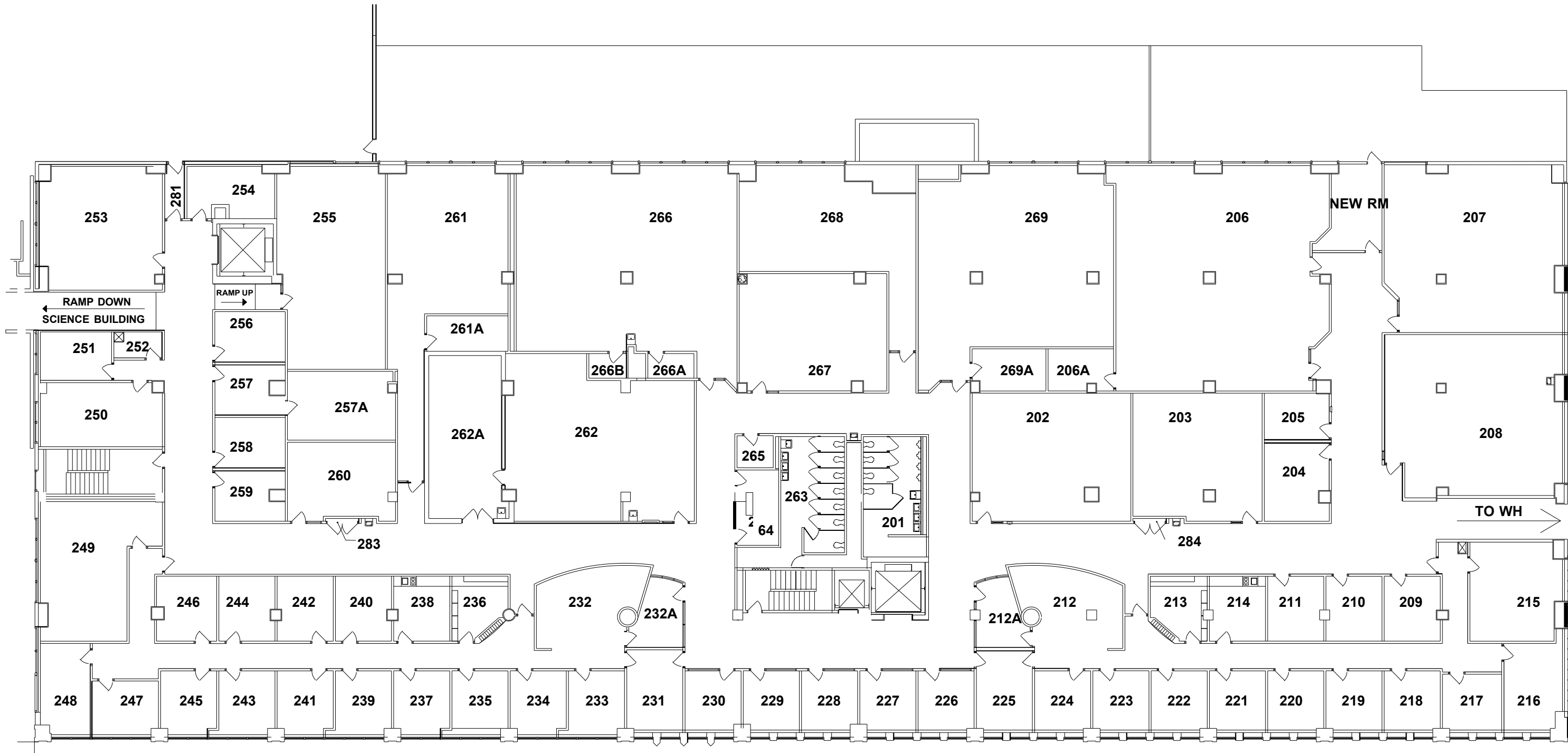
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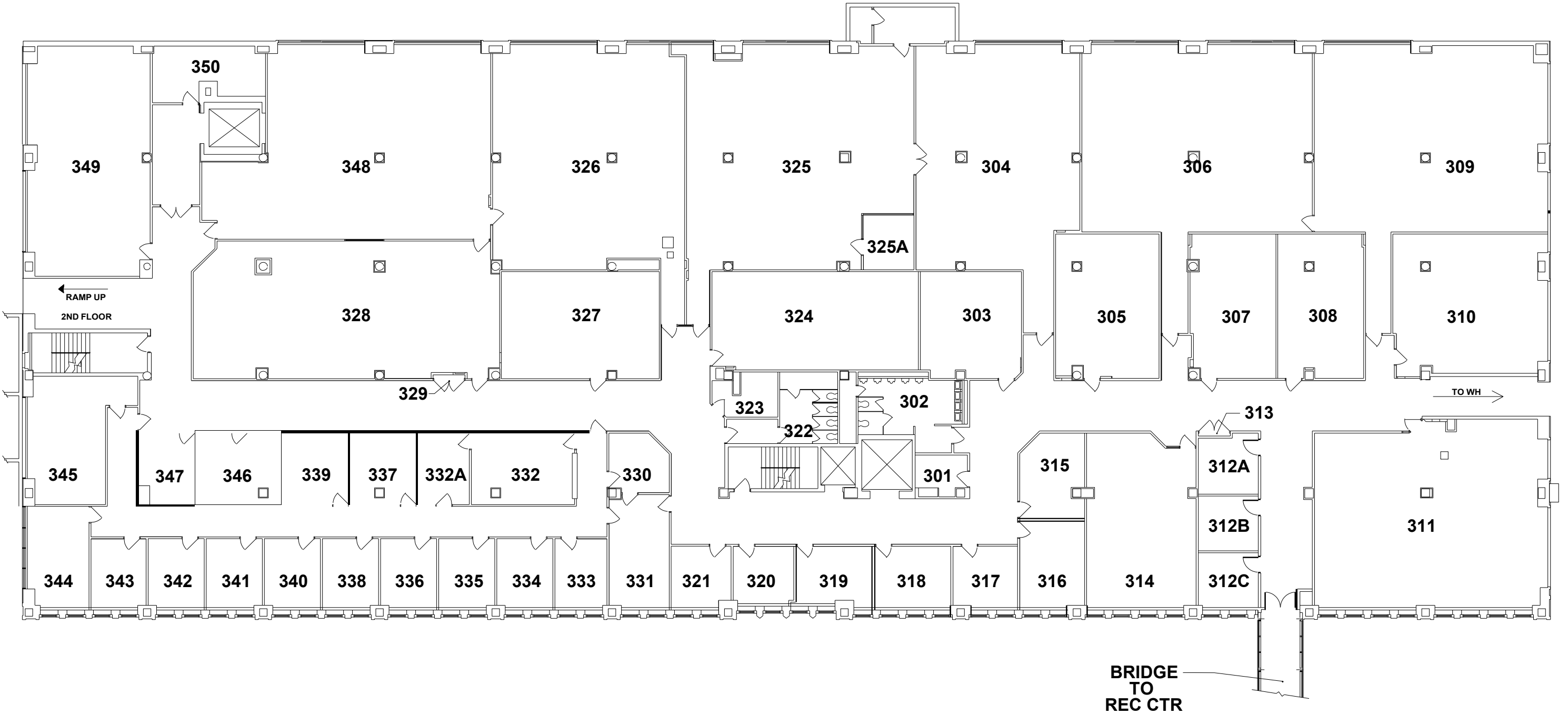
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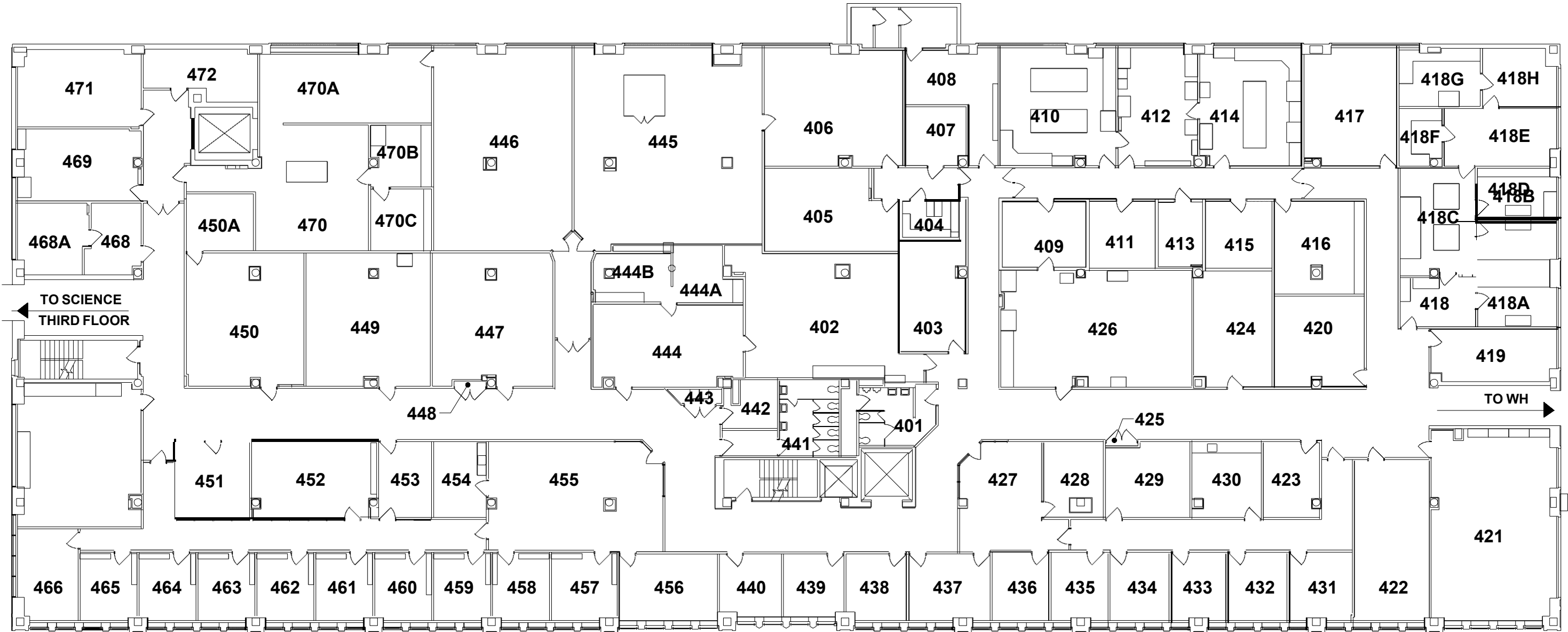
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		FENN HALL
		THIRD FLOOR

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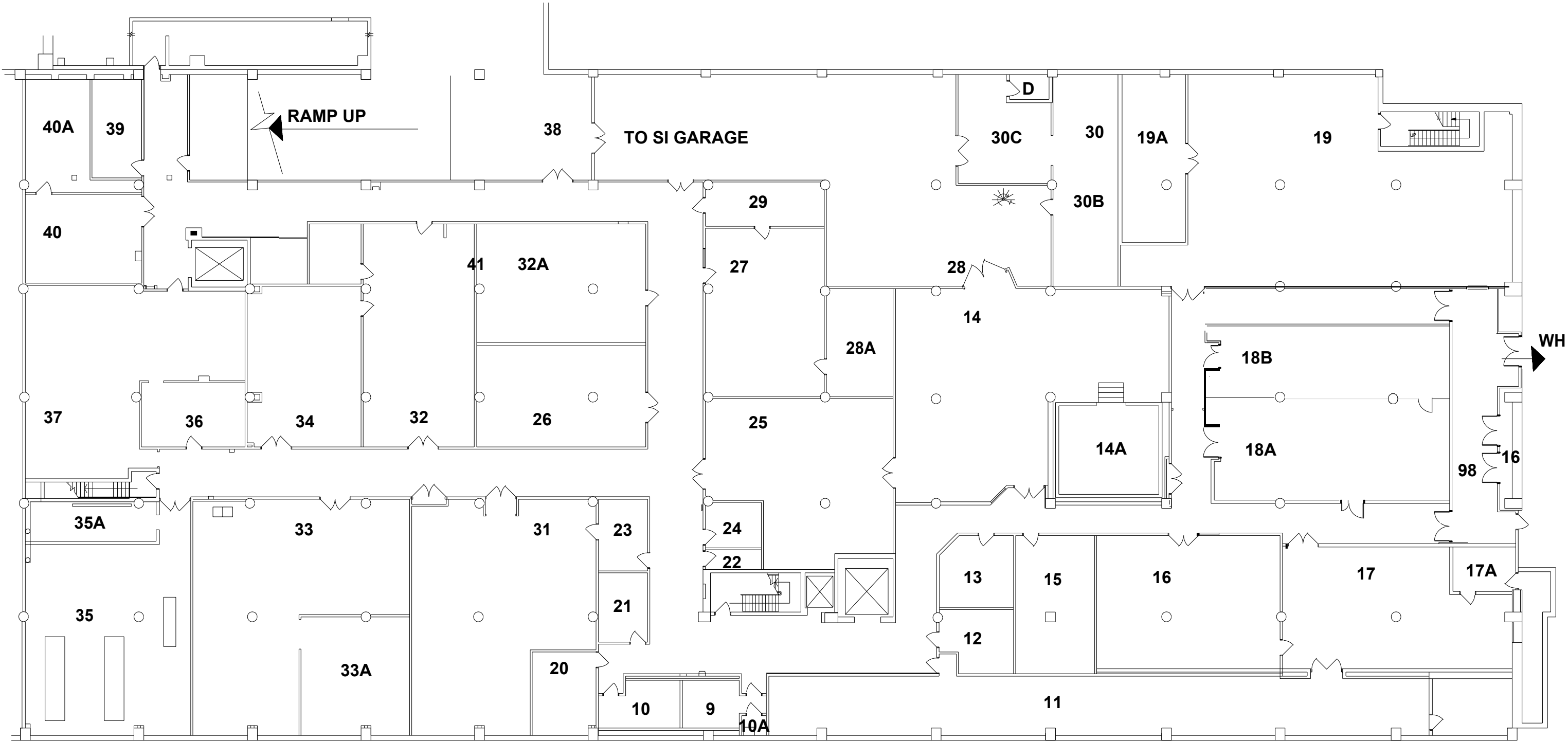
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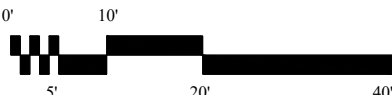


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