



Hazardous Waste Contingency Plan

These procedures were developed by the Office of Environmental Health and Safety (EHS) of Cleveland State University (CSU), for the purpose of addressing 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, July 2018

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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 that 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. Contact CSU Police (University Phone 9-1-1) from a safe distance
 - c. Cell Phone Users also may dial 9-1-1 and tell operator to connect you with CSU Police.
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 of 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 persons are kept as far away from the area as possible. No re-entry is permitted unless authorized by CSU Police.

4. Take immediate action if possible to control and contain the emergency. Emergency spill equipment is located in various areas of the University. See Appendix A for a list of locations and types of spill equipment available.

III. Response Procedures – Office of 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 will 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 has the potential to cause off-site soil and/or surface water contamination.
5. Any hazardous waste release that produces or has the potential to produce hazardous conditions, including noxious, poisonous, flammable or explosive gases, fumes or vapors, harmful dust or explosive conditions.

EHS under the direction of the Cleveland State University's Campus Safety Director will be the emergency coordinator until another local, state or federal emergency authority arrives on scene.

At all times, there shall be at least one EHS employee either on campus or on call with the responsibility for assuming coordination of all internal emergency response measures. The following EHS employees are qualified to act as emergency coordinators as required by OAC 3745-65-55:

Michael Samec – Emergency Coordinator
CSU Environmental Health & Safety Officer
Office: 216-687-3587
Cell phone: 216-218-2183

Robert Howerton – Alternate Emergency Coordinator
CSU Environmental Health & Safety Officer
Radiation Safety Officer
Office: 216-687-3715
Cell phone: 216-276-4324

David Diggins – Secondary Emergency Coordinator
CSU Environmental Health & Safety Officer
Office: 216-523-7588
Cell phone: 216-318-7892

The 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: 216-771-1365
Report a spill 24 - hour line

Ohio Environmental Protection Agency Division of Emergency and Remedial Response
Emergency Response Unit 800-282-9378
Division of Air Quality
Cleveland Department of Public Health
75 Erie View Plaza
Cleveland, Ohio 44114
Phone: 216-664-7442 (Air Pollution Hotline)

Cuyahoga Heights, Ohio 44125 Phone: 216-641-6000
Northeast Ohio Regional Sewer District Environmental & Maintenance Services Center
4747 East 49th Street
Cuyahoga Heights, Ohio 44125
Phone: 216-641-6000

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.
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 material(s) involved (give as much specific detail regarding the incident as possible, including how the incident occurred).
5. Extent of injuries or damage, if necessary.
6. An assessment of actual or potential hazards to human health, or the environment where applicable.
7. Estimated quantity and disposition of recovered material that resulted from the incident.
8. Other agencies involved.

IV. Hazardous Waste Disposal Procedures

Cleveland State University is recognized as a small quantity generator designation for purposes of 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) 687-9306.
2. EHS is to be notified at 216-687-9306 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, chemical state of waste, and quantity shall be recorded on a Hazardous Waste Inventory Form (Appendix B) prior to pick up and disposal.
4. Unidentified waste ("unknowns") will not be accepted; individual departments will be responsible for the cost of analysis.

5. Acid products free of all other hazardous waste properties may be disposed of in sinks leading to acid neutralization tanks. Sinks with such features are located in the Basic Science and Science Research Buildings. No other sinks may be used. Residues (e.g. sludge) from both acid and base neutralization are to be evaluated when removed from tanks and sinks used for neutralization.
6. Bases free of all other hazardous waste properties can be neutralized using a weak (1.0 Normal) hydrochloric acid solution. Residual material resulting from this process will be evaluated for hazardous waste properties. Following verification of acidity (litmus or other appropriate method) the solution may then be disposed of in a sink fitted with acid neutralization capabilities.
7. Acid neutralization tanks will be inspected periodically by an approved company to ensure proper function.
8. 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.
9. 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.
10. EHS will facilitate and provide training required for all University faculty and staff whose job description mandates the handling of hazardous waste.

V. Appendix A

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); rooms 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.

VI. Appendix B

**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 216-687-9306.

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. Appendix C

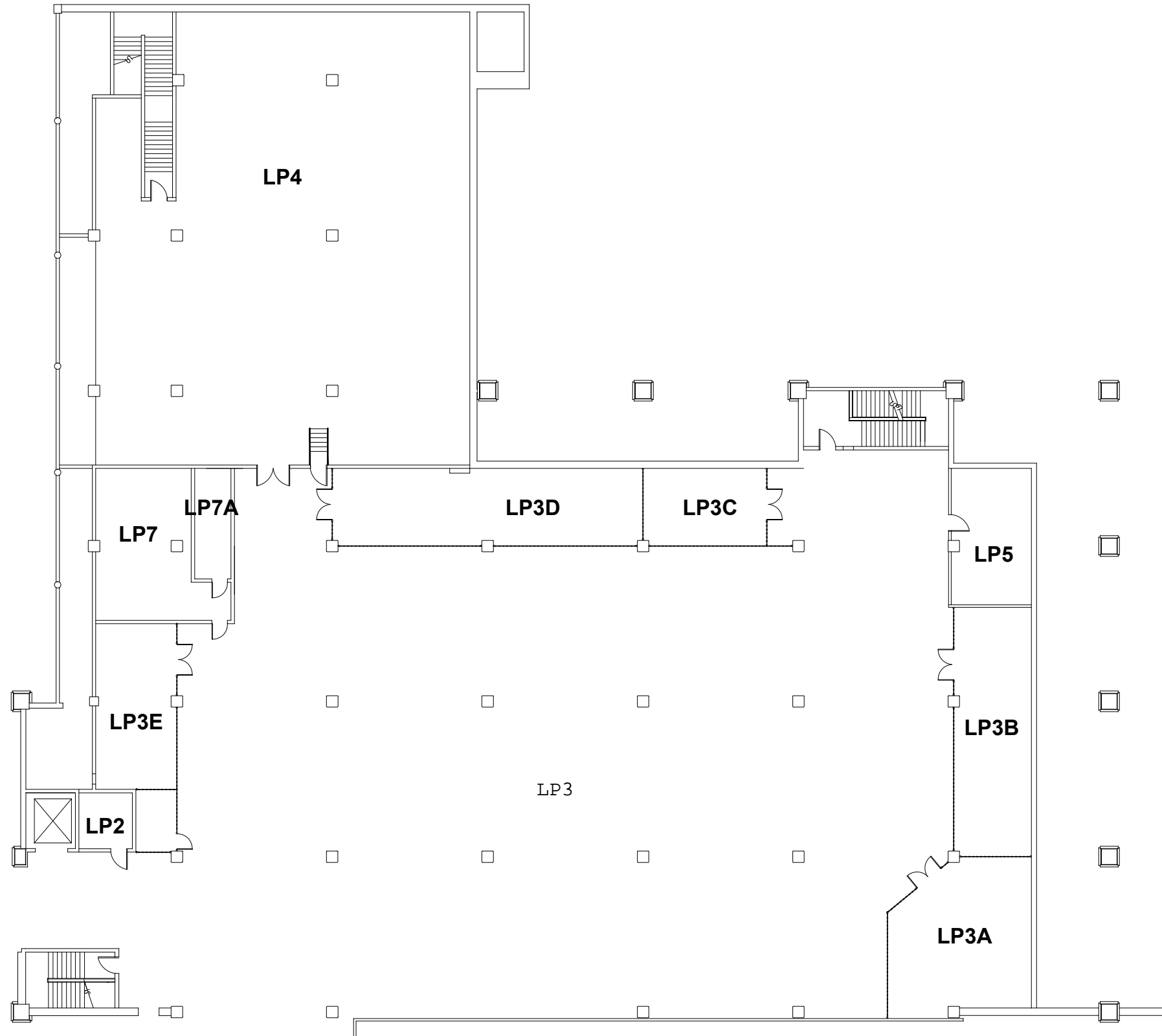
Emergency Evacuation Routes

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 general 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 and Research




Stilwell Hall/Fenn Hall

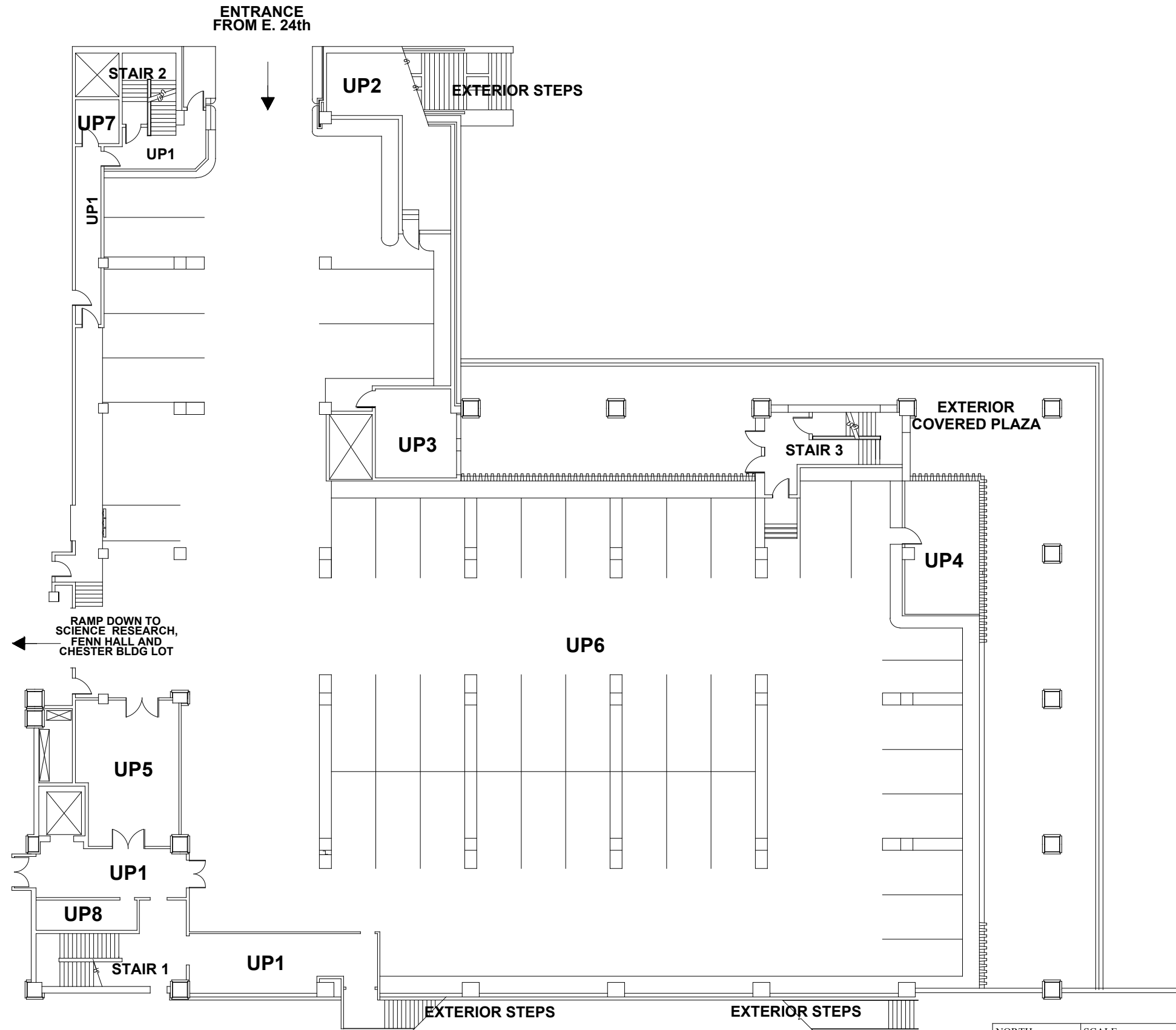


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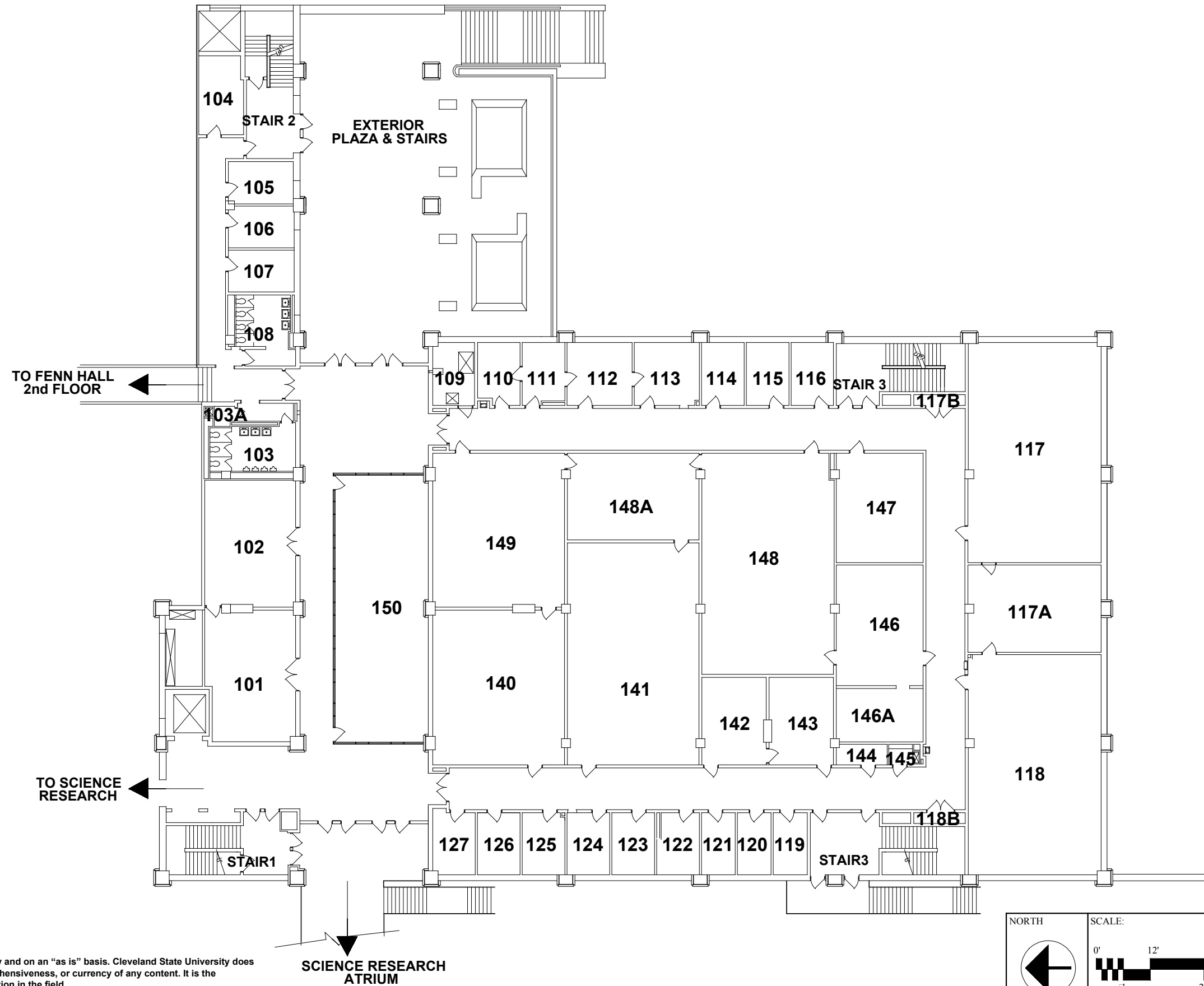


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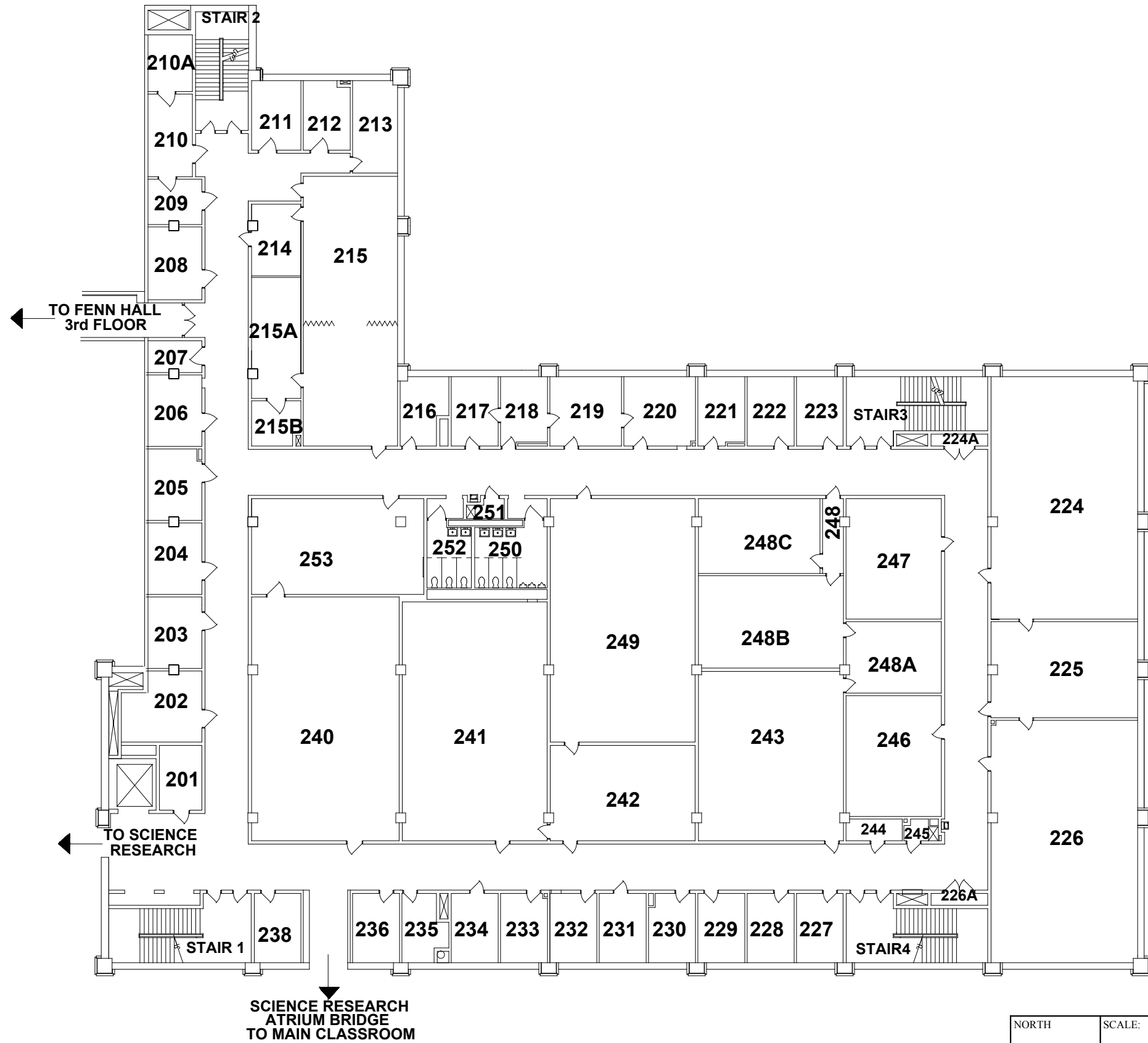


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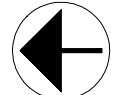
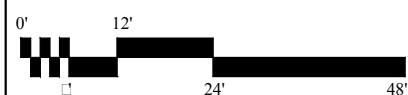
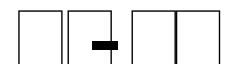
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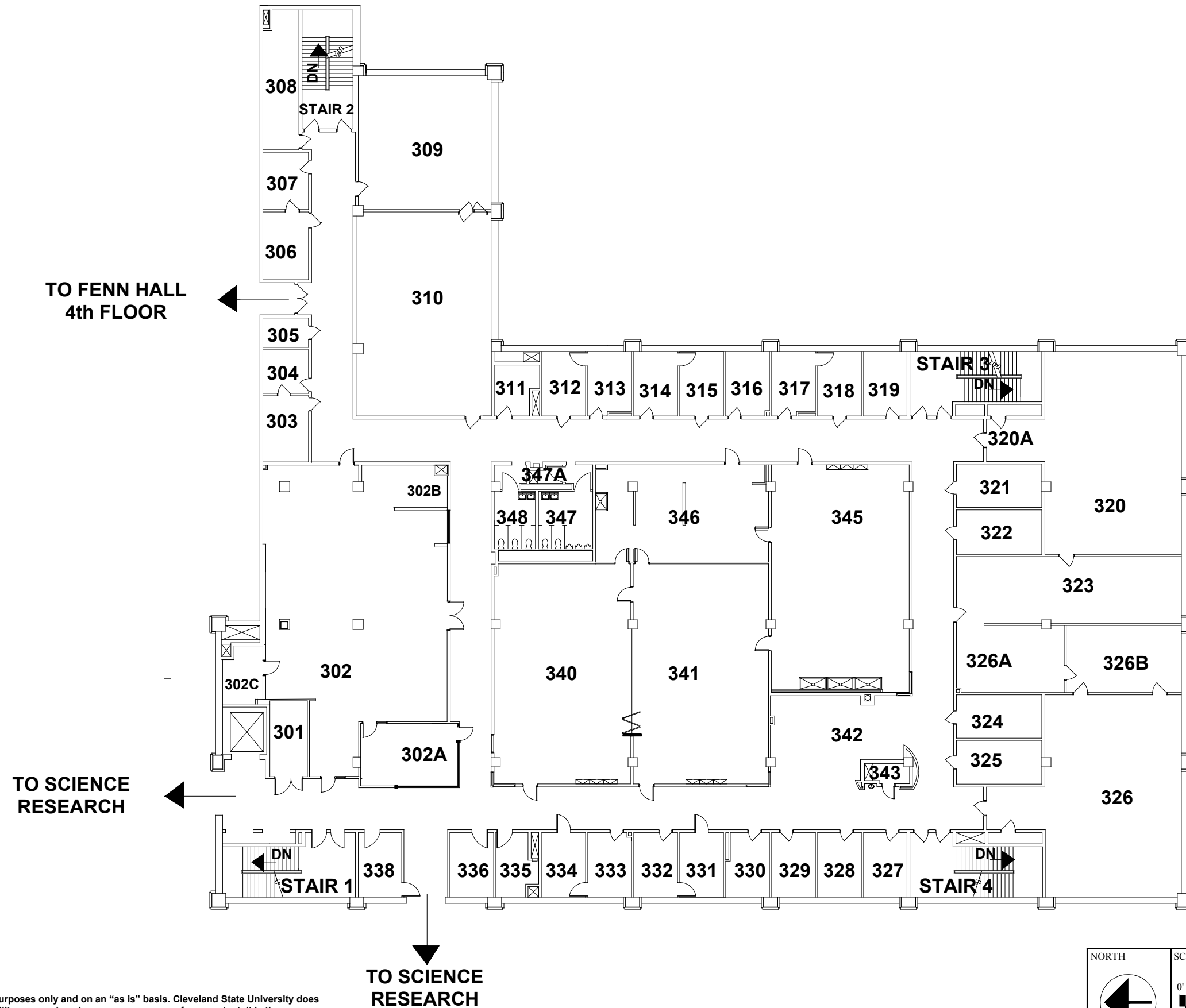
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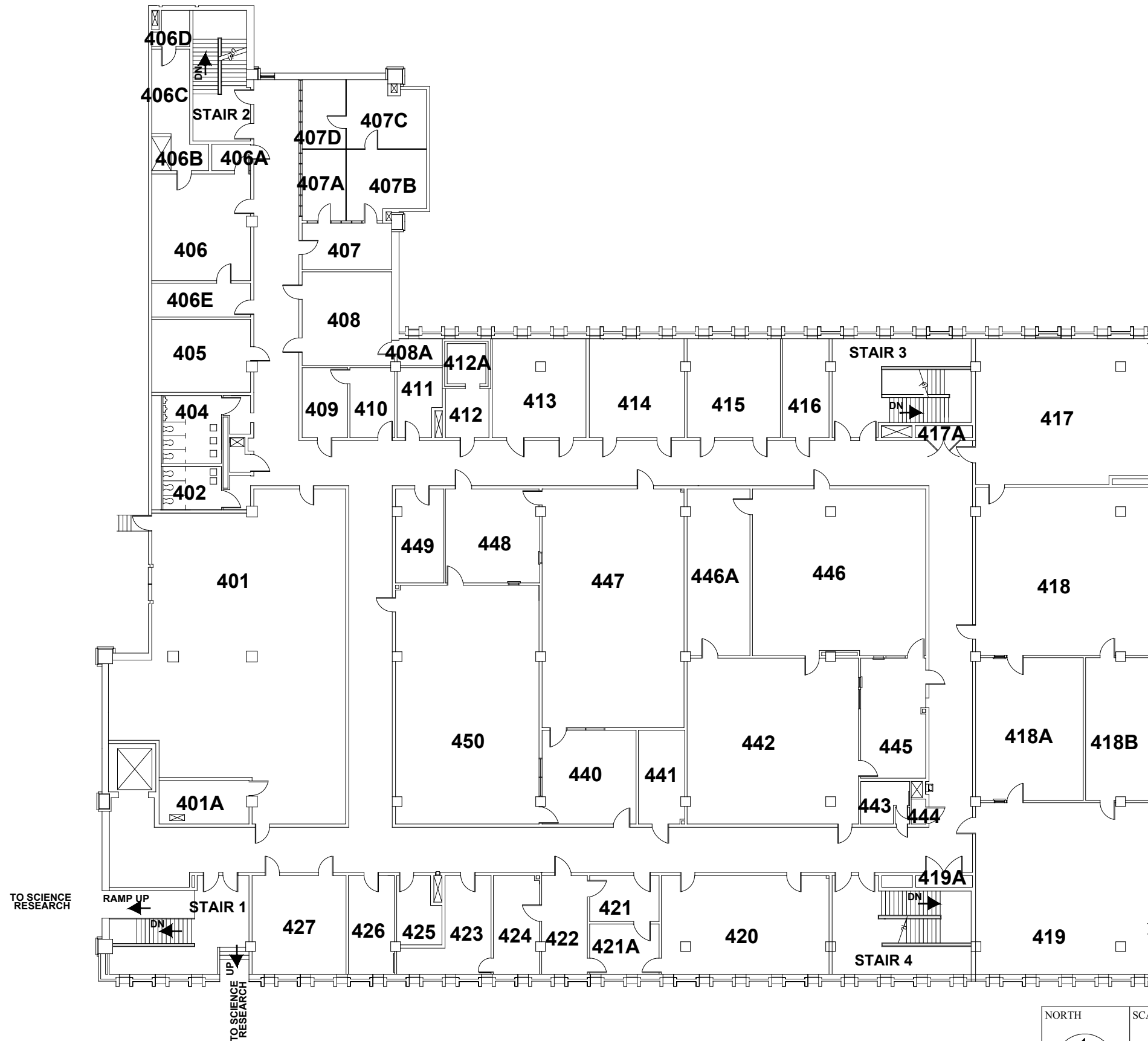
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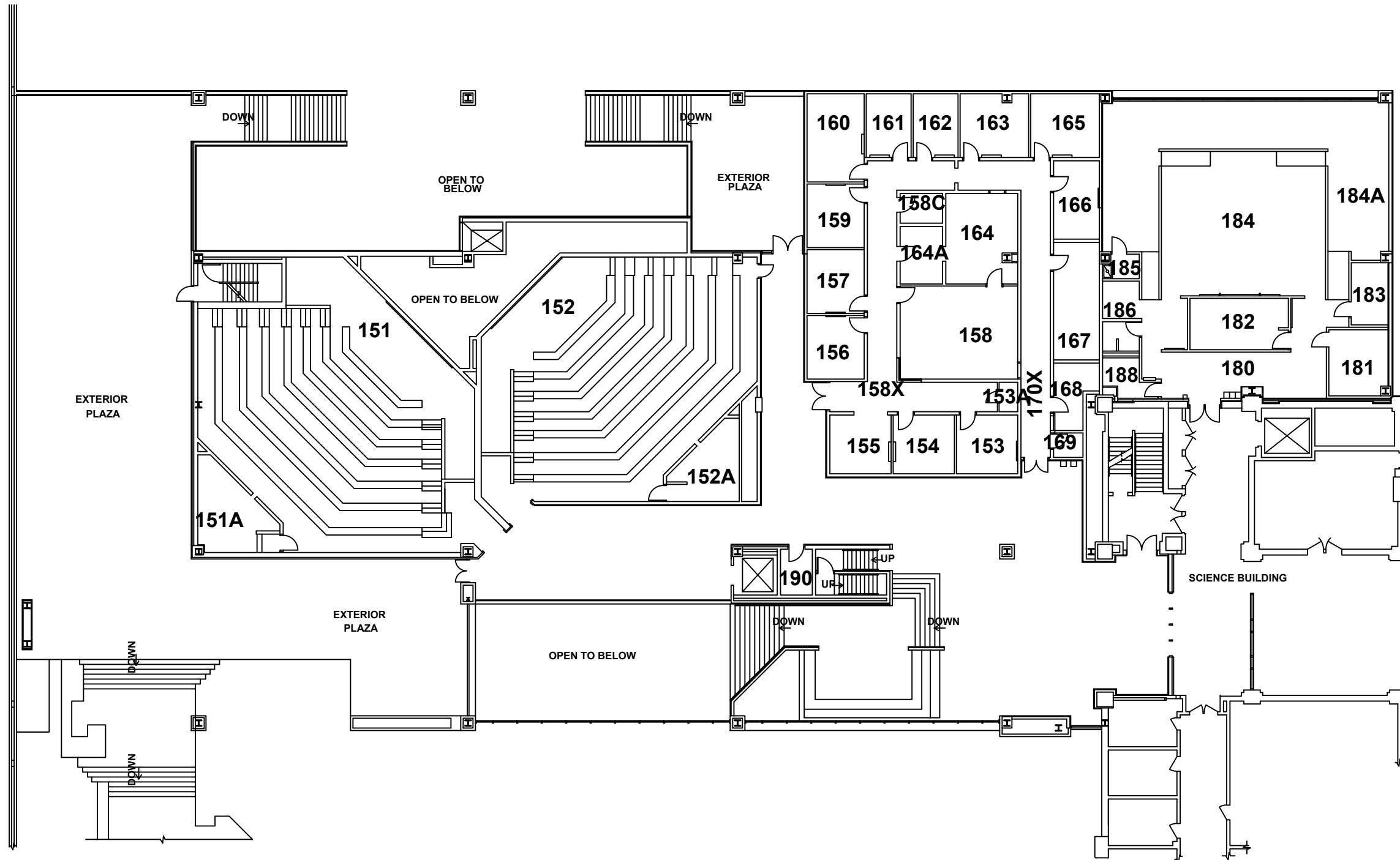
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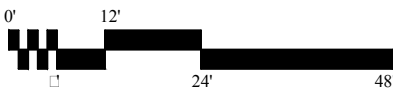

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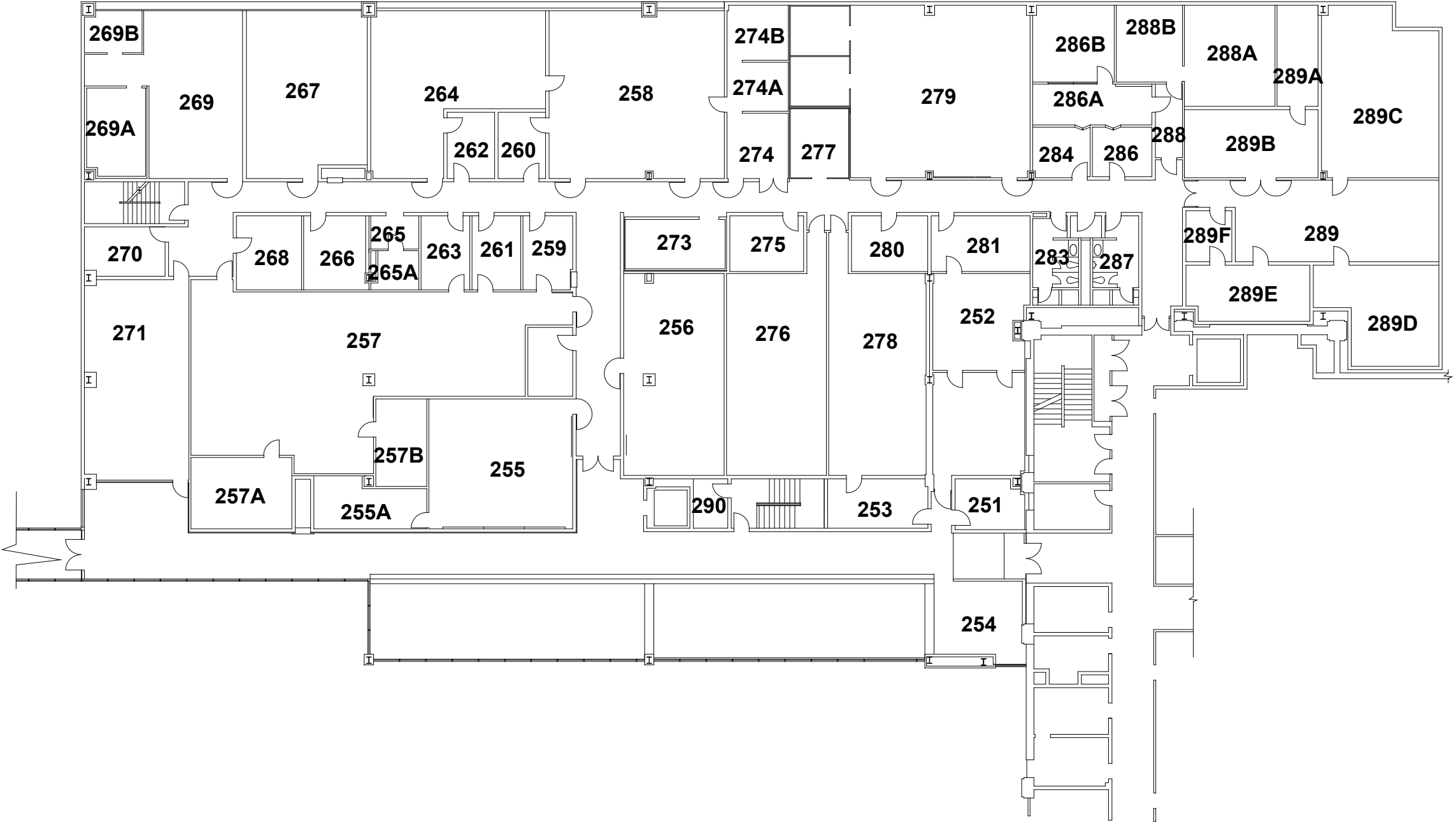
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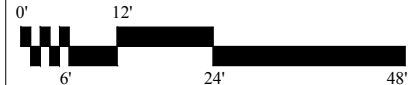


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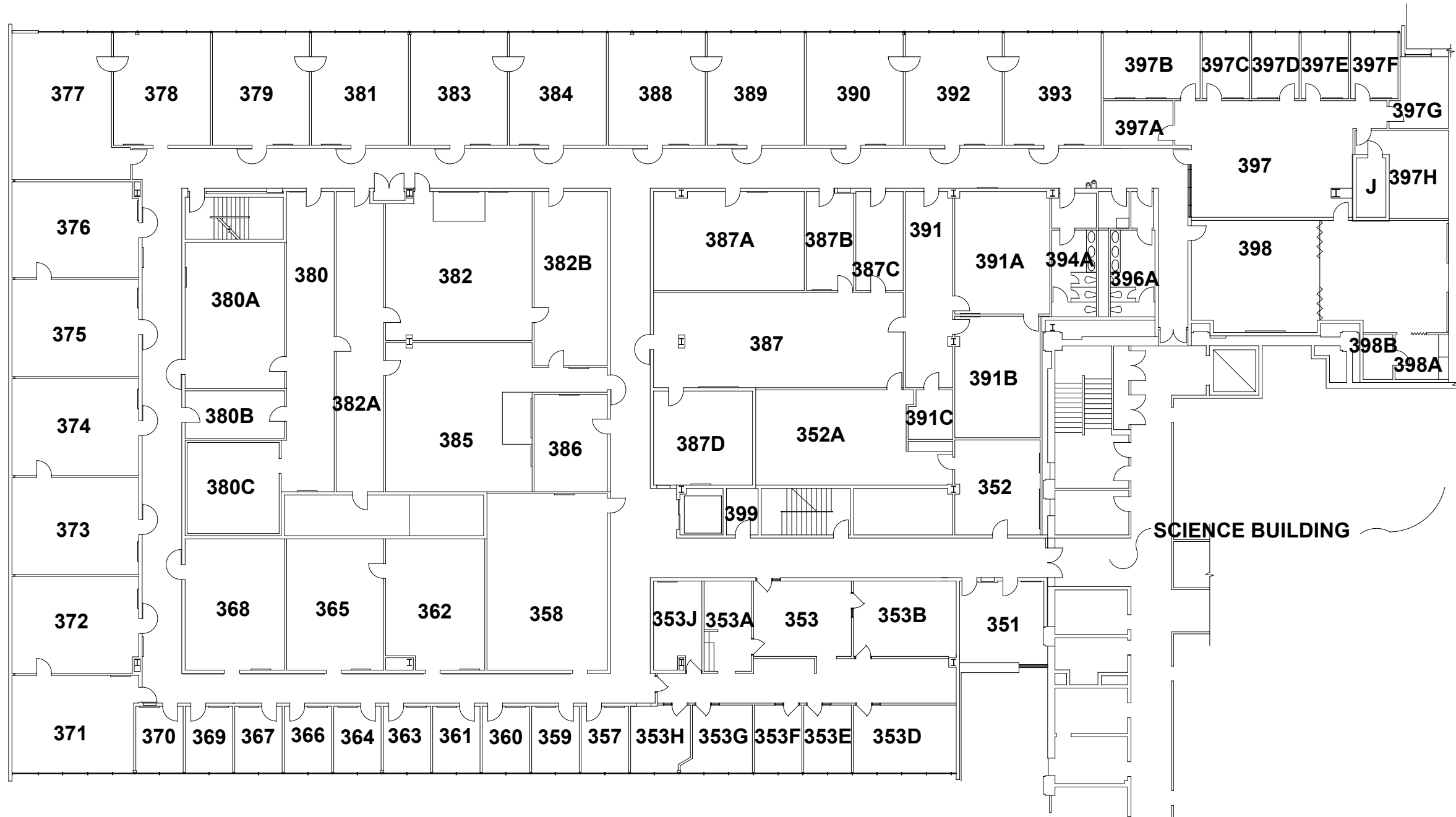
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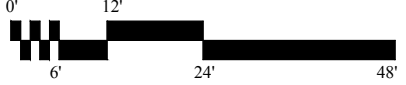


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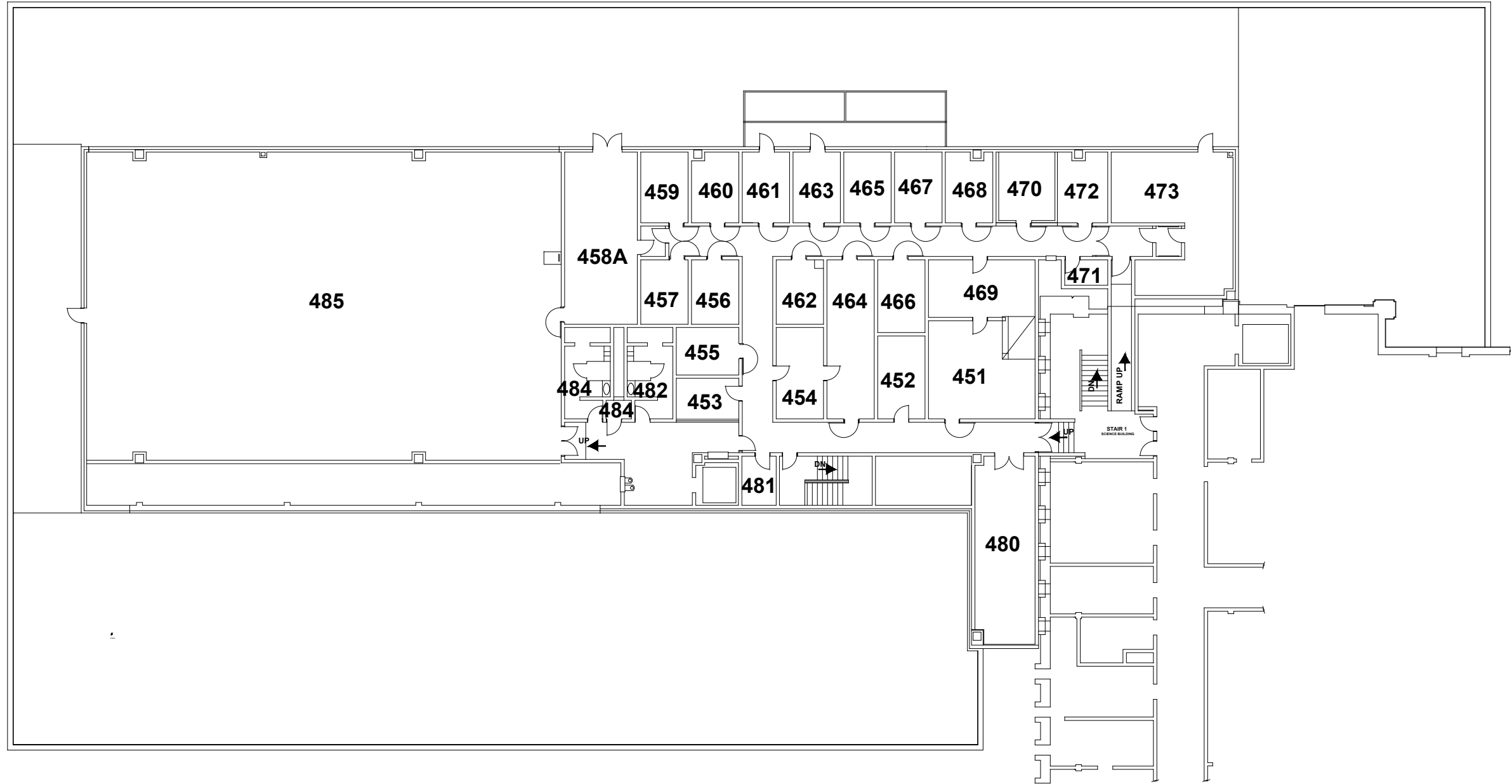
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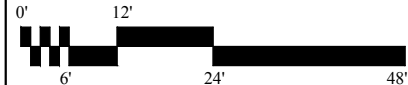


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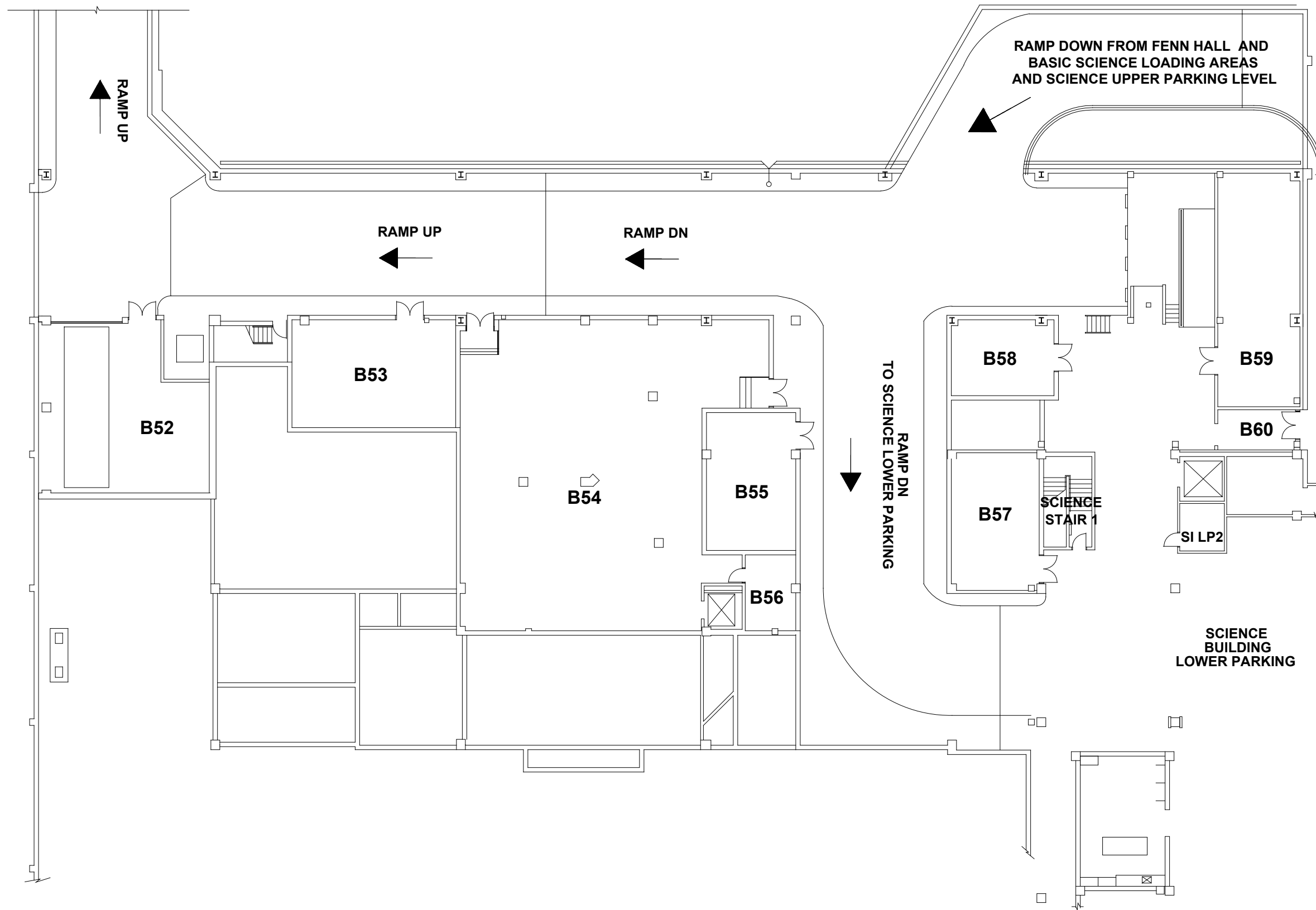
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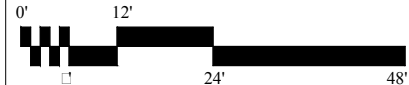

EXIT TO CHESTER AVE



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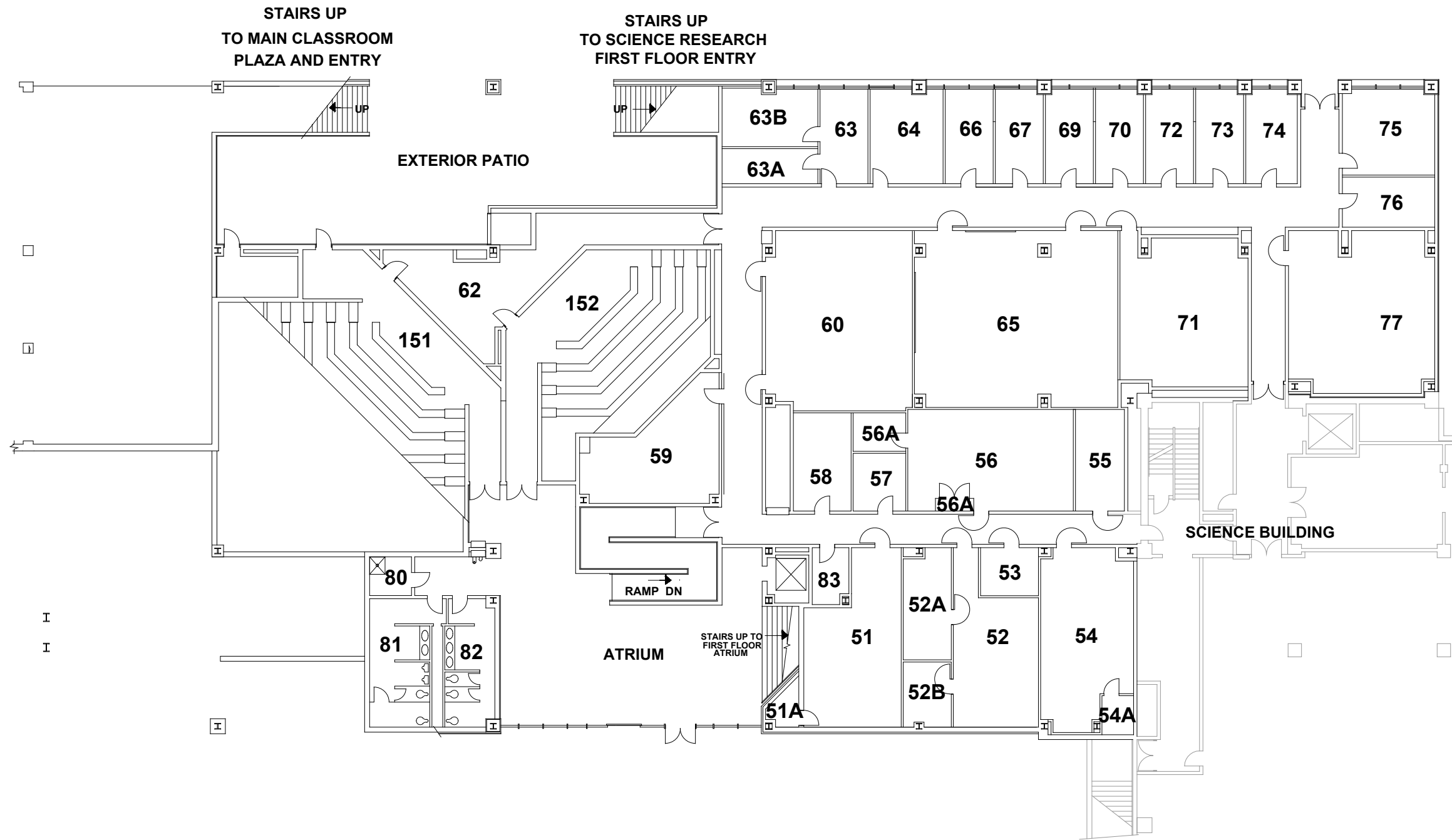
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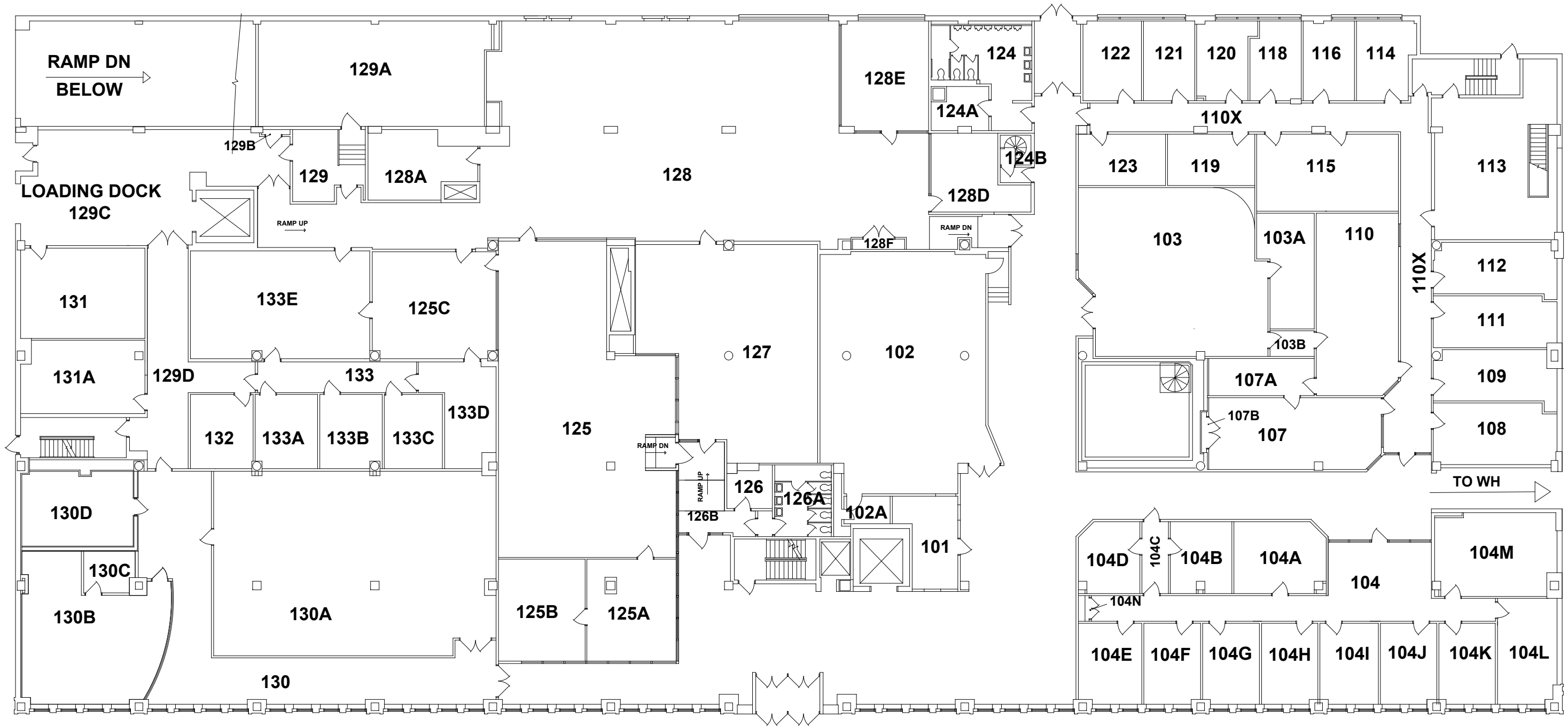
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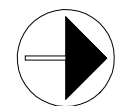
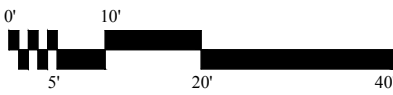
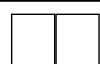


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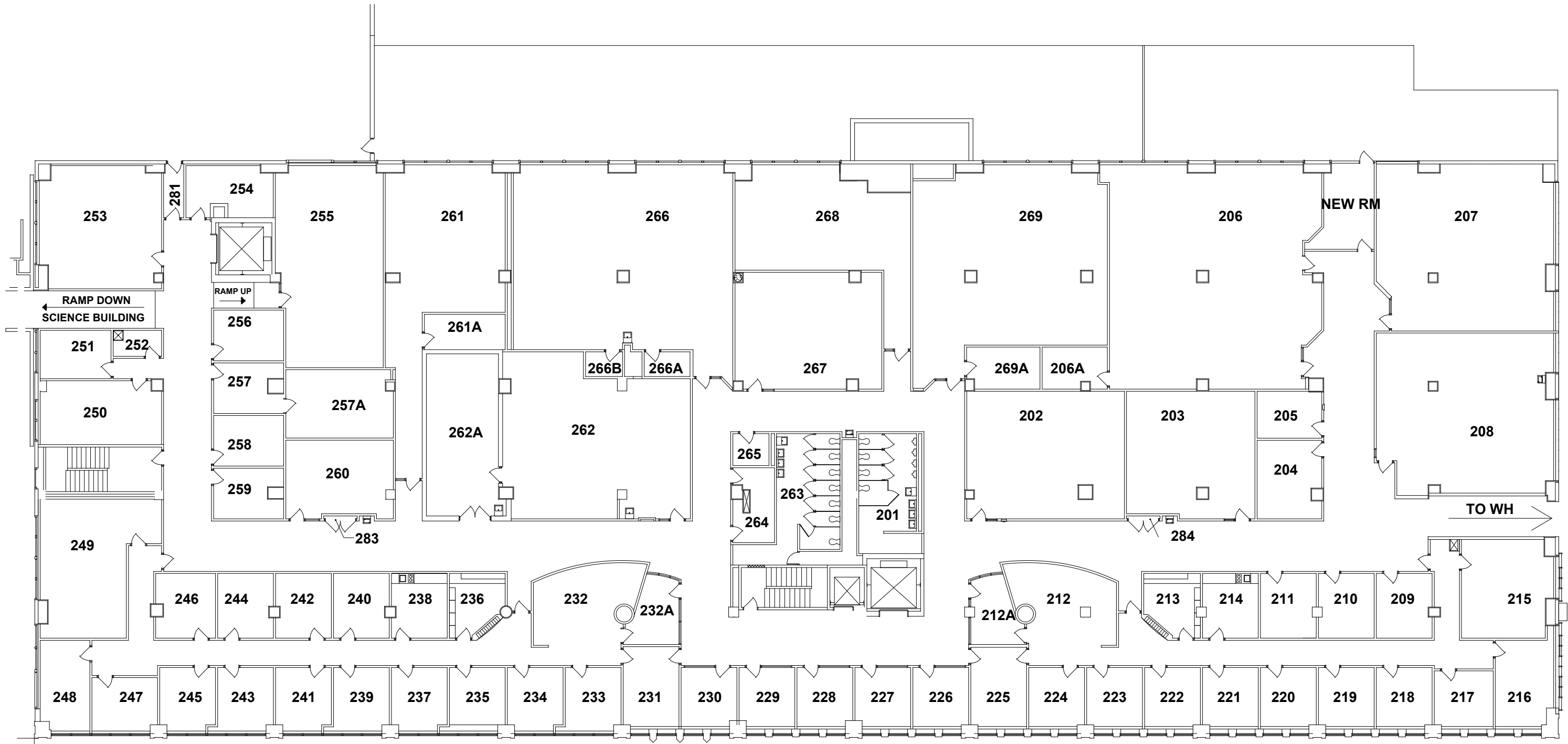
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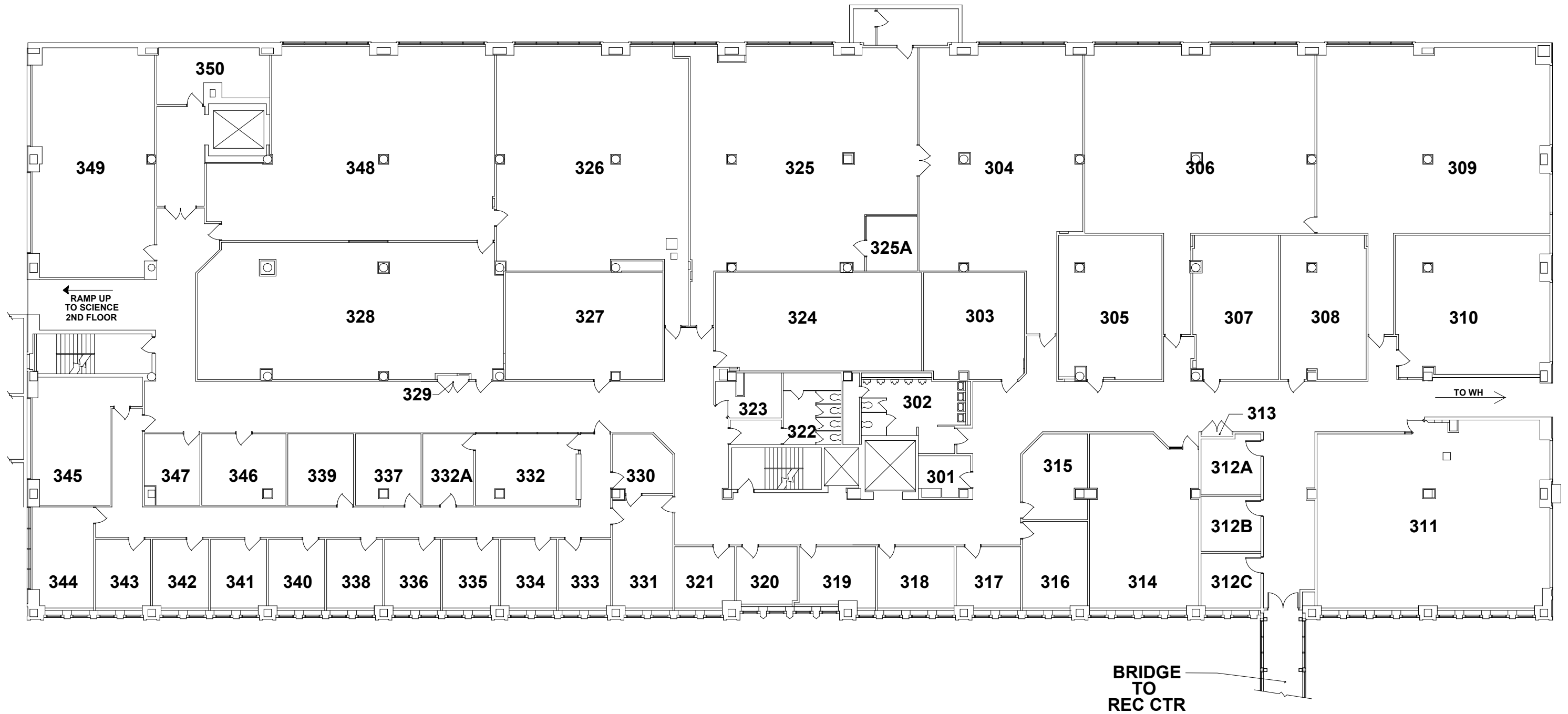
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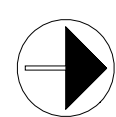
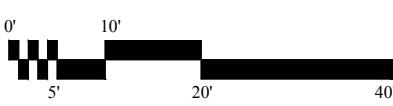
	NORTH SCALE: 	BACKGROUND FLOOR PLAN FENN HALL SECOND FLOOR
	DATE REVISED 02/06/2018	REVISED BY A.SHAH
		FH-□□ BUILDING PLAN □ OF 5

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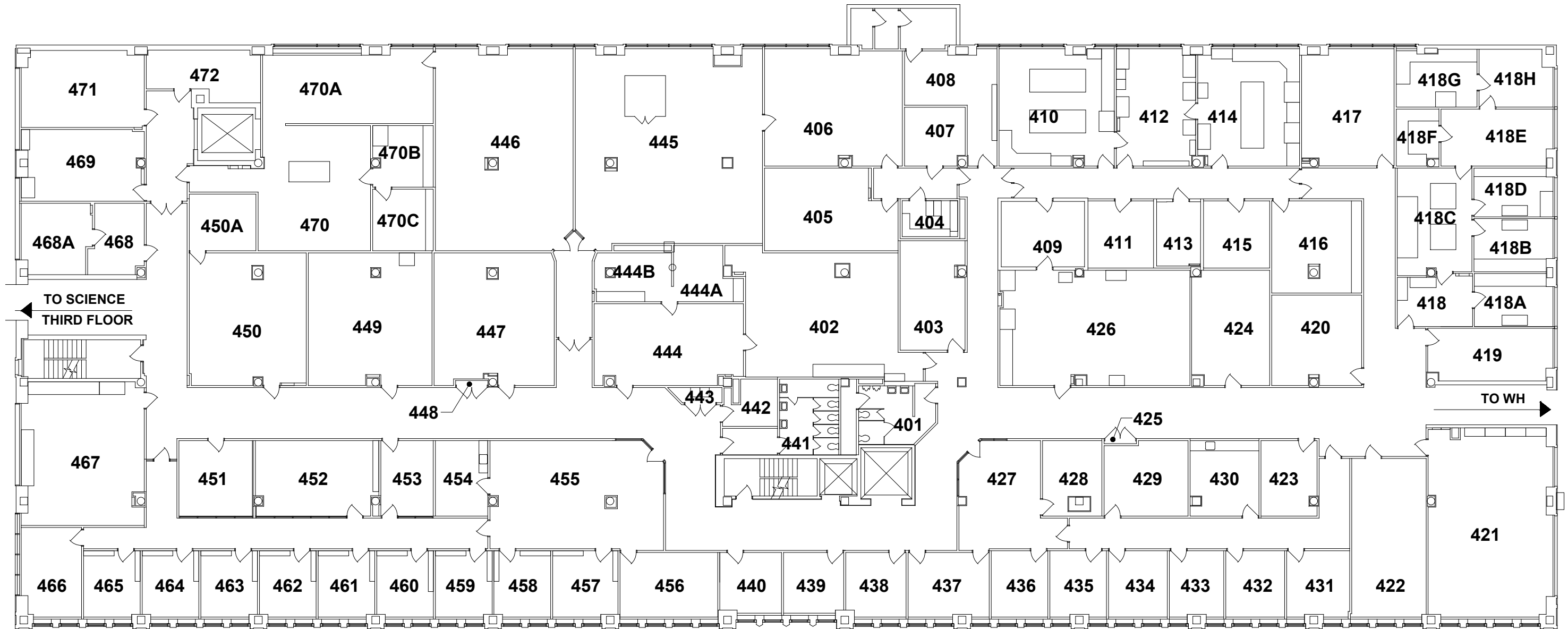


**BRIDGE
TO
REC CTR**

NORTH 	SCALE:		BACKGROUND FLOOR PLAN
			THIRD FLOOR
DATE REVISED	REVISED BY	REVIEWED BY	FH-□□
02/06/2018	A.SHAH		

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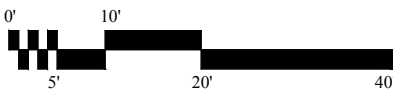


NORTH 	SCALE: 	BACKGROUND FLOOR PLAN
		FENN HALL
		FOURTH FLOOR
DATE REVISED 02/07/2018	REVISED BY A.SHAH	REVIEWED BY

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NORTH 	SCALE: 		BACKGROUND FLOOR PLAN
			FENN HALL BASEMENT FH-B
DATE REVISED 6/27/2018	REVISED BY E.FREY	REVIEWED BY	

VIII. Appendix D

Campus Police Emergency: 911 (Ask for CSU Police)

Campus Police Non-Emergency: 216-687-2020

Hazardous Waste Emergency Response Coordinators

Primary: Mike Samec

Environmental Health and Safety Officer

Office: 216-687-3587

Cell: 216-218-2183

Secondary: Robert Howerton

Environmental Health and Safety Officer

Office: 216-687-3715

Cell: 216-276-4324

Office of Environmental Health and Safety: 216-687-9306

Ohio EPA 24 hour Emergency: 1-800-282-9378

Emergency Clean up 24hr Chemtron: 1-440-933-6000