

<b>SECTION:</b>	Finance		
<b>TOPIC:</b>	Health Safety and Security		
<b>EFFECTIVE DATE:</b>	March 15, 1988	<b>REPLACES:</b>	
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Original signed by President + CEO			

## TOXIC CHEMICAL HANDLING - STORAGE - DISPOSAL

### Purchasing

When purchasing any chemicals known as flammable, corrosive, explosive, radioactive, reactive, oxidizer or a suspected or known human carcinogen or mutagen, the following should occur:

1. Request a Material Safety Data Sheet from the company providing the chemical. As of October, 1988, the Canadian Government will by law have a Material Safety Data Sheet accompany any toxic chemical order.
2. A copy of the Material Safety Data Sheets must be located in the area of the College where the chemical is being used.
3. A copy of the Material Safety Data Sheet should be forwarded to the First Aid room for information in case of a chemical accident.
4. The Material Safety Data Sheet should be used as a guideline for all aspects of chemical use, storage and disposal.
5. The Material Safety Data Sheet must be made available to all students and faculty using the chemical.

### Disposal

Upon identifying a need to dispose of used or dated chemicals the following must occur:

1. Following the Material Safety Data Sheet guidelines for storage and disposal, identify the chemical by attaching a copy of the Material Safety Data Sheet to the chemical container to be disposed.
2. Send a Maintenance Request to the Director, Campus Operations, or Maintenance Department indicating a substance to be disposed. Identify the Department and location of the substance.
3. The Maintenance Department will then make arrangements for disposal using the following



## Removal of Chemicals

The Southern Alberta Institute of Technology has licensed employees to pickup, transport and take chemicals to a required disposal depot. We will utilize their system on a Fee-for-Service basis.

1. Through the Director of Campus Operations office a (PF-2) form will be sent to Southern Alberta Institute of Technology, Campus Operations advising them to remove a toxic substance.
2. A Material Safety Data Sheet will accompany each container of chemical to be disposed of