

## **Hazardous Waste and Safety Office**

### **EMERGENCY PROCEDURES**

#### **for hazardous waste spills or exposure to hazardous materials:**

1. Do not attempt to clean up spilled material on your own. Leave the area immediately and call campus police at 911 or 835-5011.
2. Report the incident to R&ED's Hazardous Waste and Safety Officer, Curtis Verploegh, at 835-5842, or call the R&ED office at 835-5646 to have him paged.
3. Make sure you send all relevant Material Safety Data Sheets (MSDS) with anyone taken to a hospital for injuries or exposure to hazardous material. The MSDS will tell the doctors in the Emergency Room what symptoms to look for and how to correctly treat the injured person.

#### About the Hazardous Waste and Safety Office

The Hazardous Waste and Safety Office administers New Mexico Tech's Hazardous Waste and Laboratory Safety Program and is officially responsible for the safe removal, storage, transport, and disposal of any and all hazardous waste generated at New Mexico Tech.

The HWSO conducts regular laboratory safety inspections and offers courses in laboratory safety several times per year and in radiation safety (upon demand). The HWSO administers Tech's Safety Program in conjunction with the New Mexico Tech Campus Police and the EMRTC Safety Office.

The Hazardous Waste and Safety Officer reports to the Vice President for R&ED and is responsible for program development and administration, and for ensuring that New Mexico Tech remains in compliance with all state and federal regulatory requirements regarding the safe labeling, storage, transport, and disposal of all hazardous waste.

### **Services Provided by the Hazardous Waste & Safety Office**

#### Policy and Procedure Development

The HWSO performs certain safety-related administrative tasks, including:

- \* Development of laboratory health and safety guidelines.
- \* Conducting routine laboratory inspections (a laboratory inspection checklist is included in Appendix B of this handbook).
- \* Assisting departments on campus with normal waste disposal in accordance with state and federal regulations.

\* Training departments about the necessary precautions that should be taken to avoid potentially serious liability problems and associated costs.

The NMIMT Safety Manual includes general laboratory safety guidelines, natural disaster safety procedures, and hazardous waste disposal policies and procedures in accordance with state and federal regulatory statutes. To obtain additional copies of the manual, contact the HWSO at 835-5842 or via e-mail at [cverploegh@admin.nmt.edu](mailto:cverploegh@admin.nmt.edu).

### Laboratory Safety Inspections

The Hazardous Waste and Safety Officer conducts routine safety inspections of all NMIMT campus laboratories. These inspections are performed to ensure:

- \* That all campus laboratories remain free of contamination.
- \* That all NMIMT laboratory research is conducted in accordance with established safety guidelines, policies, and procedures.
- \* That NMIMT remains in compliance with all government regulations and is therefore able to pass all inspections conducted by government personnel. A laboratory checklist is provided in Appendix B of this handbook for use as a reference guide.

### Hazardous Waste Licenses, Permits, and Disposal Records

The HWSO applies for and requests payment for all required licenses and permits associated with the handling of hazardous waste at New Mexico Tech. The costs for permits and actual waste disposal are handled through R&ED's budget.

The HWSO maintains complete and accurate records on waste generated at New Mexico Tech and disposed of through licensed disposal firms. These records are maintained in accordance with established state and federal records management guidelines.

### Safety Training

The HWSO monitors and trains laboratory personnel and students in safe handling and emergency response procedures. Courses in laboratory safety are offered several times per year, and courses in radiation safety are offered upon demand. For information on when these courses will be held, call the HWSO at 835-5842 or e-mail [cverploegh@admin.nmt.edu](mailto:cverploegh@admin.nmt.edu).

### Obtaining Services of the HWSO

Call 835-5842 or e-mail [cverploegh@admin.nmt.edu](mailto:cverploegh@admin.nmt.edu) to inquire about or arrange for laboratory inspections, hazardous waste disposal, safety instruction courses, or to obtain a copy of New Mexico Tech's Safety Manual.

There is no cost to departments for the handling and disposal of hazardous waste. However, should government inspectors cite New Mexico Tech and/or impose a fine due to a department's failure to comply with proper procedures, that department may bear full responsibility for payment of the fine.

There is no charge for laboratory and radiation safety courses.

If you are unable to reach the HWSO directly, call the R&ED Administrative office at 835-5646.

## **Contact Information for the HWSO**

### **Hours of Operation**

Monday thru Thursday

8:00 AM to 5:00 PM

### **Phone**

505-835-5842

### **Alternate Phone**

505-835-5646

### **EMERGENCY PHONE AFTER HOURS**

Call Campus Police at 835-5011 or dial 911 on any campus phone