

Date Prepared 7/2004  
Revised 10.10/05  
Prepared By P Watt

**BMP EOC #2**

**TITLE:** REMOVAL OF OFF-SPECIFICATION & HAZARDOUS CHEMICALS

**Regulatory Citation:** Not Applicable

**Applicability:** Removal of off-specification chemicals.

**Purpose:** Proper removal of off-specification chemicals.

**Person or**

**Department Responsible:** Program Coordinators, Asso. Coord. of Business Services

**Schedule:** As needed.

**Procedures:** The Program Coordinator will ensure that an inventory of chemicals within the shop areas is conducted annually and provide a list of chemicals that need to be disposed to the Associate Coordinator of Business Services. This inventory check should include all paints, coatings, hairdresser products, construction materials left behind by contractors, and any other liquid chemical products.

The Associate Coordinator of Business Services will provide the list and MSDSs to the approved environmental waste vendor and arrange through the Director of Environmental Health & Safety to have these materials removed and disposed of properly. The waste manifests will be signed by the Associate Coordinator and a copy sent to the Director of Environmental Health & Safety for tracking purposes.

**Record keeping:** Hazardous waste manifests; non hazardous waste receipts

**Record Location:** EOC Troy and Physical Plant EPA files

**Current vendor:** Environmental Products of Vermont

**Contact:** Asso. Coord of Business Services 273-1900  
Director of Environmental, Health and Safety (629-7163)

#2 off-spec