**Rules for Handling Chemicals and**

**Hazardous Waste**

**Chemicals**

**Acquisition**

1. All chemicals must be input into our inventory system and tagged with a bar code label. This applies to ***ALL*** chemicals, including “household” chemicals (gasoline, oil, brake fluid, WD-40, Windex, CLR, etc.)
2. When bringing a new chemical into the building, please contact Engineering HazMat and we will provide a bar code label for the chemical.
3. Please provide the following information:
	1. Chemical Name or Trade Name
	2. Manufacturer
	3. Size of the Container
	4. Location of the Chemical (Cabinet Barcode ID). ***All Chemicals must be stored in an appropriate cabinet***. Please provide the barcode of the cabinet in which this chemical will be stored. Bar codes for the cabinet are located on the outside of the cabinet, usually near the top.

**Labeling**

1. This procedure applies when chemicals have been poured into smaller containers with point-of-use quantities.
2. Labels can be found in the document holder located on the front door of the lab, behind the lab rules folder.
3. The proper way to fill out a label is as follows:

**Chemical Name:** Brake Fluid

**Date:**  Date Chemical was placed in the lab

**Owner:** Your name and/or Your Faculty Sponsor

**Phone:** Your phone and/or office phone of faculty sponsor

1. Abbreviations are not acceptable on the label (i.e. H2O2, H2SO4, or SU-8.)
	1. The only exception to this rule is when the chemicals are being used in a hood in small containers and the complete label would be near impossible to fit on the container.
	2. In this circumstance, it is okay to write an abbreviation on the label. The abbreviation can be the trade name or common name for the solution. Examples would be “Piranha” or SU-8.
	3. This is acceptable ONLY IF there is a complete label (legend) posted near the chemical containers (i.e. taped to the hood.)
2. If you need secondary containment, Contact Engineering HazMat.
3. **Failure to abide by these rules can result in suspension or expulsion from working in the lab.**

**Use and Storage**

1. All chemicals must be stored in either the original container or an approved container acquired from Engineering HazMat. Non-Approved containers are a serious violation of lab policy.
2. Always wear appropriate Personal Protective Equipment (PPE) while using any chemicals. PPE includes gloves, safety glasses and a lab coat when applicable.
3. All Liquid Chemicals must be stored in appropriate cabinets, segregated by Hazard Class, when not in use.
4. When not in use, all containers must be kept closed. Either by use of a cap or some other spill-proof method (i.e. parafilm, rubber stopper, etc.).
5. All Liquid Chemicals must be stored in Secondary containment.
6. While in use, liquid chemicals must be handled within secondary containment to collect any spills.
7. All spills in the secondary containment must be cleaned up when finished and dispose the wipes into the appropriate safety waste can.
8. All volatile chemicals must be used with proper ventilation.
9. When Chemical containers are empty, please contact Engineering HazMat for collection and proper disposal.
10. Gas Cylinders must be secured with chains located at ⅓ and ⅔ height. Carts designed for gas cylinders are also acceptable.
11. Do not disrupt or remove the gas cylinder tag around the neck of the cylinder.
12. When empty, remove the tag, and contact Engineering HazMat so they may collect the tag.
13. Move the cylinder to the courtyard and secure along the wall labeled ‘Empty Cylinders’. Move cylinders only using an approved gas cart. If you do not have a cart, contact Engineering HazMat or your department technician.

**Hazardous Waste**

1. All Hazardous waste must be stored within an approved container.
2. Contact Engineering HazMat to acquire a container.
3. All Hazardous waste must be labeled with an approved waste label.
4. To obtain a waste label, contact Engineering HazMat.
5. When sending a request for a waste label, please include the following information:
6. General Description of the Waste Stream
7. Name of Person Responsible for the Waste
8. Phone Number
9. The Room Number where the waste is located
10. All individual components of the waste stream
11. The percentage by volume of each component
12. For Example, Oil 25%, Gasoline 75%
13. The size of the container
14. Engineering HazMat will deliver the container with waste label to the lab.
15. All Hazardous waste must be stored in secondary containment while in use and while in storage.
16. When not in use, all Hazardous waste must be kept in an appropriate cabinet, segregated by hazard class.
17. Failure to abide by these rules can result in suspension or expulsion from working in the lab.

**Contact**

1. To Contact Engineering HazMat go to the following link:

[**https://isupport.sjsu.edu/engineering/Dashboard**](https://isupport.sjsu.edu/engineering/Dashboard)

1. Login in using your sjsu email address as the log-in and your sjsuone password.
2. Select BioE/ChE/MatE
3. In the field **Work Type**, select ‘**Others**’ from the drop down menu.
4. For Chemical and/or Waste Containers, please specify the size container required.
5. The following sizes are available: 250mL, 500mL, 1L, 4L, 5L, and 2.5 Gallon.
6. For Waste Label provide all of the aforementioned necessary information in addition to the size of the container.
7. Contact Neil Peters at: neil.peters@sjsu.edu or 408.924.3967 if you have any questions.