

EDINBORO UNIVERSITY OF PENNSYLVANIA

Policy: Worker and Community Right to Know

Policy No. C031


Supersedes Policy No. C031, Dated 1/15/90

Page 1 of 3

Recommended for Approval by


Mr. James P. Sheehan, Vice President for Finance and Administration

Approved by

 on July 15, 00
Dr. Frank G. Pogue, President Effective Date

Review Date: As Required

Intent

It is the intent of this policy to comply with the Commonwealth of Pennsylvania Department of Labor and Industry, Act 2984-159, known as the Worker and Community Right-to-Know Act, and SARA Title III (Superfund Amendments and Reauthorization Act of 1986), known as the Emergency Planning and Community Right-to-Know Act, as it pertains to the University.

Policy

In compliance with Pennsylvania Code, Chapter 307, Sections 307.11, 307.12, 307.13 and 307.15, the University will make available to the employees and the general public the identity of chemicals used by the University and will make information available as to the known or suspected health hazards posed by the use of, or exposure to, hazardous substances. Information concerning the identity and nature of chemicals shall be made available to all those requiring such information under the law.

Procedures

All University personnel generating or disposing of controlled wastes are responsible for compliance with Federal, State, and Local laws and regulations, as well as with University policies and procedures.

Although Edinboro University of Pennsylvania is identified as the waste generator, each Department, individual, laboratory, maintenance facility, etc., that generates and disposes of materials regulated as controlled waste is considered a generator. Each generator is required to comply with applicable regulatory standards and may be liable for civil or criminal penalties for regulatory infractions.

The Institutional Fire, Safety and Environmental Manager is the University's liaison to the regulatory agencies. The Fire, Safety and Environmental Manager's responsibility in part, is to assist University employees to comply with these regulations. The Fire, Safety and Environmental Manager shall coordinate pickup, transportation and sign the Hazardous Waste manifests for all regulated waste generated at Edinboro University of Pennsylvania.

The University shall provide educational training for employees in accordance with Pennsylvania Code, Title 34, Chapter 313.

All chemical substances shall be labeled, in accordance with Pennsylvania Code, Title 34, Chapter 309, Labeling of Substances.

Only those containers provided or approved by the University shall be used for the storage of chemicals. These containers shall be properly labeled with the intended contents prior to being put into use.

Maintenance and Custodial supervisors shall be responsible for the proper labeling of the containers used in their respective departments.

Academic departments shall be responsible for maintaining a current chemical inventory, Material Safety Data Sheets and labeling of chemicals under their control.

Material Safety Data Sheets shall be maintained in accordance with Pennsylvania Code, Title 34, Sections 307.10a

Where it is applicable, Department Chairpersons/Department Heads shall appoint a Right-to-Know Coordinator for their department or for a specific work area. This person shall be responsible for: conducting an annual chemical inventory of their department or work area; ensuring that MSDS are obtained for all chemicals in their respective department or area; maintaining the MSDS binder; and ensuring that chemicals are properly labeled. Right-to-Know Coordinators shall cooperate with the Fire, Safety and Environmental Manager to ensure compliance with the Pennsylvania Right-to-Know Law. In addition to the annual Right-to-Know training, all persons designated to serve as coordinators shall receive annual training regarding the duties and responsibilities of Right-to-Know Coordinators.

Where it is applicable, Department Chairpersons, Managers and faculty, have the following responsibilities regarding hazardous waste management.

1. Become familiar with the chemical selection and usage by faculty or staff within their area of responsibility;
2. Support waste minimization efforts by encouraging the use of chemicals that present the least hazard to University employees, students and the environment.
3. Ensure that no chemicals are abandoned in place due to personnel retirement, termination of employment, graduation, etc.
4. Coordinate regulated waste disposal with the University Fire, Safety and Environmental Manager.

Extremely hazardous chemicals shall be secured and used only under the supervision of those with the required training or education necessary to do so safely.

Hazardous Substance Survey forms shall be prepared, maintained and provided to employees in accordance with Pennsylvania Code, Title 34, Chapters 303 and 305.

The Institutional Fire, Safety and Environmental Manager shall assist departments with the required labeling and cooperate with the City and County Emergency Planning Boards in regard to emergency planning and response programs.

Posting of workplace notices and other information shall be in accordance with Pennsylvania Code, Title 34, Chapter 311.

Employee health and exposure records shall be maintained by the University and provided to employees in accordance with Pennsylvania Code, Title 34, Chapter 315.

Employees who exercise their rights under the Act are protected from discharge or discipline by Pennsylvania Code, Title 34, Chapter 319.