



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER El Paso

Operating Policy and Procedure

Texas Tech University Health Sciences Center El Paso

Hazardous Materials and Waste Management Plan

Hazardous Materials and Waste Management Plan
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Texas Tech University Health Sciences Center El Paso Hazardous Materials and Waste Management Plan

- I. **Mission**



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The purpose of this plan is to inform patient care departments within the Texas Tech University Health Sciences Center El Paso (TTUHSC EL PASO) of the procedures to be followed in the use and disposition of hazardous materials and wastes.

II. TTUHSC EL PASO Emergency Telephone Numbers

Department:	Current Telephone Number:
Department of Safety Services	(915)215-4820
Department of Safety Services Radiation	(915)215-4163
Texas Tech Police	(915)215-7111
City Police Non-Emergency	(915)832-4400
City Fire Department Non-Emergency	(915)832-4432
Police Emergency	911
Fire Emergency	911
Medical Emergency	911

III. Authority

Safety Services (SS) has the responsibility of coordinating and implementing all policies and procedures related to the development and management of the Hazardous Materials and Waste Management Program.

For TTUHSC EL PASO Ambulatory Clinics: the SS reports through the Campus Safety Committee regarding safety issues that affect the ambulatory clinic setting.

IV. Responsibilities / Functions

The Department of Safety Services shall:

1. Conduct introductory Hazard Communication training sessions; part of the New Employee Safety Orientation Program (NESOP) online training.
2. Assure that each department using "hazardous" chemicals has current Safety Data Sheets (SDS), either hardbound or through electronic media. SDS's can be searched at <http://siri.org/msds/> .
3. Determine whether chemicals used are "hazardous" within the meaning of the definition established by Occupational Safety and Health Administration (OSHA) 1910.1200. C Definitions.
4. Ensure Safety Data Sheets (SDSs) is in compliance with OSHA guidelines. 1910.1200 (g) Safety Data sheets
5. Assure review and compliance with The Joint Commission standards that require hazardous chemicals be handled safely, and training be conducted. Operations Policy (OP) 75.03 <http://www.ttuhscc.edu/HSC/OP/OP75/op7503.pdf> .
6. Provide guidance and assistance in the proper disposition of waste. <http://www.ttuhscc.edu/admin/safety/env/regulatedwastedisposalmanual.pdf>



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Department Managers shall:

1. Assign a Unit Safety Officer (USO) to serve as the point of contact for information and updates.
2. Provide specific training and information on SDS to employees and contractors as required by the standard.
3. Prepare and maintain a chemical inventory.
4. Ensure that SDS is compliant with the current Hazardous Communication Standard.
5. Conduct an internal clinical hazardous communication audit to ensure compliance of standard.
6. Ensure that SDS is required on all purchase requests for chemicals.
7. Ensure that labeling on containers meets the current OSHA Hazardous Communication Standard.
8. Have a Clinical Standardized written Hazardous Communication Plan approved by the Clinic Operations Committee.
9. Document relevant employee training conducted within the department.
10. Ensure that hazards in their department are identified and clearly posted in areas where hazard are present: i.e. compressed gas cylinders storage, asphyxiates, use of microwaves, biohazard storage, etc...

V. **Purchasing/Administrative Responsibility**

The TTUHSC El Paso Purchasing Department and ordering department administrators are responsible to ensure that all chemicals purchase orders have the words "SDS REQUIRED" clearly labeled on the purchase request. This will ensure those departments receive Global Harmonized Safety (GHS) data sheets.

VI. **Radiation Incident and Decontamination see TTUHSC "Radiation Safety Manual"**

<http://www.ttuhschool.edu/Admin/safety/rad/RadiationSafetyManual.pdf>

VII. **TTUHSC EL PASO Clinic / Laboratory Infectious, Pathological, Hazardous and Radioactive Waste Streams. (See Attachment A)**

Prescription Drug Medication Disposal Form, and see policy EP 3.5

<http://www.ttuhschool.edu/admin/safety/forms/drugs.aspx>

Disposal of Chemicals form:

http://www.ttuhschool.edu/admin/safety/forms/dispose_chemicals.aspx

Disposal of Narcotics form:

<http://www.ttuhschool.edu/admin/safety/training/services/narcotics.aspx>

Disposal of Radiation form:

<http://www.ttuhschool.edu/admin/safety/forms/radwaste.aspx>



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VIII. Training and Education

Introductory Hazard Communication Training is conducted during New Employee Safety Orientation Program (NESOP). Additional hazard communication training will be scheduled for employees by their supervisor based on the employees job function. This secondary training will provide additional hazard communication elements that will facilitate hazard recognition and understanding in the workplace.

Department Managers will make Contractors aware of the hazards present in the area(s) where they will be working or performing a service(s). Measures to protect employees will be discussed during project pre-planning meetings. Safety Services shall be present at all pre-construction planning meetings.

IX. Information Collection and Evaluation System (ICES)

A. In the event of a spill that results in exposure, the individual involved should document the incident by completing a TTUHSC EL PASO Accident Injury Report. Because significant spills/exposures are infrequent, all significant spills /exposures are evaluated by Safety Services. Spill report information is incorporated into the Hazardous Materials and Waste Activities Report that is presented to the Campus Safety Committee.

Log-in to the TTUHSC El Paso Safety Services website and go to the Chemical Spill Reporting Form. Complete the form and submitted via email to the Safety Services Department.

<http://www.ttuhsoc.edu/admin/safety/ELPASO/default.aspx>

B. Records of hazardous waste disposal will be maintained to include identification of generator, quantity, type quantity, and disposal action. Manifests of all commercial vendor disposals will be retained on file at the Safety Services Office.

X. Performance Improvement Indicator

A. A goal of zero chemical spills and incidents per quarter has been set as the performance indicator.

B. In the event that a hazardous spill occurs, the incident will be evaluated for appropriate responses by the Campus Safety Committee. (See Hazardous Materials Incident Policy OP 75.03 for handling procedures.)

XI. Corresponding Policies

	Policy	Link
Chemicals	TTUHSC EL PASO Regulated Waste	http://www.ttuhsoc.edu/admin/safety/env/regulatedwastedisposalmanual.pdf



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	<p>Disposal Manual</p> <p>Laboratory Compliance Manual, Chemical Hygiene Plan (CHP)</p> <p>Laboratory Compliance Manual, Hazardous Communication</p>	<p>http://www.ttuhscc.edu/admin/safety/lab/labComplianceManual.pdf</p> <p>http://www.ttuhscc.edu/admin/safety/lab/hazcomplanformfinal051017EF.doc</p>
Handling Spills	Hazardous Materials Incidents, TTUHSC EL PASO OP 75.03	http://www.ttuhscc.edu/hsc/op/op75/op7503.pdf
Infectious Waste	<p>Infectious Disease Exposure Program, TTUHSC OP 75.11</p> <p>Disposal of Biohazards/Infectious Waste, SOM Policy 7.16</p> <p>TTUHSC EL PASO SOM Policy 7.02</p> <p>Laboratory Compliance Manual, Exposure Control Plan</p>	<p>http://www.ttuhscc.edu/hsc/op/op75/op7511.pdf</p> <p>http://www.ttuhscc.edu/som/clinic/policies.aspx#Leadership</p> <p>http://www.ttuhscc.edu/som/clinic/policies.aspx#Leadership</p> <p>http://www.ttuhscc.edu/Admin/Safety/lab/ExposurePlanformfinal051017EF.doc</p>
Radioactive Materials	TTUHSC EL PASO Radiation Safety Manual	http://www.ttuhscc.edu/Admin/safety/rad/RadiationSafetyManual.pdf

Attachment - A

Texas Tech University Health Sciences Center El Paso Clinic / Laboratory Infectious, Pathological, Hazardous and Radioactive Waste Streams



- Infectious / Pathological**
- Material saturated with blood or OPIM
 - Tissue from surgery, labor & delivery, autopsy, embalming, or biopsy
 - Body parts
 - Tissue or fetuses
 - Bulk Blood

- Sharps**
- Needles (all types)
 - Syringes
 - Scalpel blades
 - Razor blades
 - Disposable razors, scissors
 - IV stylets
 - Pipettes
 - Specimen tubes
 - Blood culture bottles
 - Microscope slides

- Other Waste**
- Gloves (Vinyl or latex)
 - Bandages (unless saturated with blood or OPIM)
 - Diapers
 - Exam table paper
 - Sanitary napkins
 - Disposable speculums
 - Band-Aids
 - Disposable gowns and shoe covers
 - Paper towels
 - Paper cups

- Chemically Hazardous**
- All Chemical waste, including:
 - Asphyxiates
 - Carcinogens
 - Corrosives
 - Flammables
 - Hepatotoxins
 - Mutagens
 - Nephrotoxins
 - Neurotoxins
 - Poisons
 - Reactives
 - Tumorigens
 - Teratogens

- Radioactive Waste**
- All material contaminated with radioactive material, such as:
- Gloves
 - Absorbent pads
 - Paper towels
 - Empty vials
 - Lab ware
 - Bulk liquid from experiments
 - Liquid



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Plan Name: Hazardous Materials Waste Management Plan	Original Approval Date: 03/2013 Revised: March 2, 2015 March 2017 Next Review Date:
Signatory approval on file by: _____ Richard Lange, M.D., M.B.A. President Texas Tech University Health Sciences Center El Paso Dean, Paul L. Foster School of Medicine _____ Frank Stout Chief Operating Officer and Vice President for Operations _____ Leopoldo Pereyra Managing Director Physical Plant and Support Services _____ Calvin Shanks Sr. Director, Department of Safety Services	