

Hazardous Materials: Gifts and Donations

Cal Poly - San Luis Obispo - Environmental, Health & Safety

Purpose: To comply with all applicable federal, state and local regulations and California State and Campus policies acquisition, transportation, storage, use and disposal of hazardous materials as defined in this Policy.

Definition: Hazardous materials may include hazardous chemicals, compressed gases, radioactive materials, biological organisms, and controlled substances and precursor chemicals, as defined by federal, state, and local regulations and University policies.

Responsibilities:

Accepting hazardous materials as defined above, whether by donation or gift from an individual or organization, shall require the following:

Recipient:

- The recipient (individual accepting the gift or donation) is responsible to receive approval from their department chair, director, administrator, or designated safety coordinator, who is responsible to for authorizing accepting a gift or donation of hazardous materials for use in their department.
- The recipient is responsible to do the due diligence in investigating whether the materials are hazardous.
- The recipient is responsible to update the hazardous materials written inventory and notify the Environmental, Health & Safety Department at environmental-health-safety@calpoly.edu.
- The recipient shall notify EH&S regarding the types and quantities of hazardous materials included in the gift or donation.
- **RADIOACTIVE MATERIALS:** All radioactive materials must be approved by the Radiation Safety Officer in EH&S (RSO). The recipient shall seek and receive approval from the RSO before the material is accepted. Radioactive material donations or gift request for approval must be accompanied by a Radiation Use Authorization (RUA).
- **CONTROLLED SUBSTANCES and PRECURSOR CHEMICALS:** The recipient shall seek and receive approval for accepting a gift or donation of a Controlled Substance or Precursor Chemical as described above. In addition, the recipient must request approval from EH&S prior to agreeing to accept the gift or donation of hazardous materials.
- The recipient is responsible to comply with all applicable federal, state, local regulations and California State University and Campus policies and procedures.

Environmental, Health & Safety Department (EH&S):

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- EH&S is responsible to develop and communicate all policies and procedures regarding the receipt of gifts or donations, and the storage, use and disposal of hazardous materials associated with campus activities.
- EH&S is responsible to approve the receipt of gifts or donations, safe storage, use and disposal of Radioactive Materials and Controlled Substances and Precursor Chemicals.
- EH&S is responsible to conduct regulatory and policy compliance audits of randomly selected departments where hazardous materials that are received from a gift or donation, and subsequently stored, handled or disposed, and report the audit findings to the department chair, head or administrator.

Dean, Director, Department Chair, Department Administrator:

The department chair, director, administrator, or designated safety coordinator shall ensure:

- All hazardous material gift or donations are approved by their office and the EH&S Department.
- Any hazardous materials that are accepted as a gift or donation are included in their department's hazardous materials inventory and communicated to EH&S.
- All affected faculty, staff and student assistants are notified of and comply with the requirements of this policy.

For assistance contact Environmental Health & Safety at 6-6665 or environmental-health-safety@calpoly.edu.