

# ORGANIZATIONAL PROCEDURE

<b>PROCEDURE</b>	<b>8.18a</b>	<b>EFFECTIVE DATE</b>	<b>REVISED DATE</b>
<b>TITLE:</b>	<b>HANDLING, STORING, &amp; DISPOSING OF HAZARDOUS &amp; OTHER MATERIALS</b>	3/21/2017	10/25/2024
	<u>ATTACHMENT TO</u>	<b>REVIEW DATES</b>	
<b>POLICY #:</b>	<b>8.18</b>	3/19/2018 (Policy), 7/28/2023 (Policy), 10/25/2024	
<b>POLICY TITLE:</b>	<b>HANDLING, STORING, &amp; DISPOSING OF HAZARDOUS &amp; OTHER MATERIALS</b>		
<b>CHAPTER:</b>	<b>HUMAN RESOURCES</b>		

## I. PURPOSE

To ensure environmental responsibility and provide for a safe and healthy workplace.

## II. PROCEDURES

### A. Labeling

1. LRE Administrative Assistant is responsible for ensuring all containers entering the workplace which may contain potentially hazardous material are properly labeled. All labels shall be reviewed for:
  - a. Identity of hazardous materials
  - b. Appropriate warning for the material (Words/Symbols/Pictures);
  - c. Name and address of the party responsible.
2. When any new hazardous chemical is introduced into the workplace, each employee who may be exposed to the substance will be given information in the same manner as during the hazard communication training.
3. Before a hazardous chemical is brought into the workplace by an employee for office use, it must be reported to the individual's supervisor and logged by the LRE Administrative Assistant.

### B. Material Safety Data Sheets (MSDS)

LRE Administrative Assistant is responsible for compiling and maintaining the master MSDS file. The file will be kept in/at the Administrative Assistant's desk and on the LRE's [Safety SharePoint site](#).

1. MSDS will be available to all employees for review. Copies can be obtained through a request to the Administrative Assistant
2. Information identifying the staff member responsible for maintaining MSDS and where the MSDS can be located are posted in a central location.
3. Employee Information and Training
  - a. Human Resources shall coordinate and maintain records of employee Health and Safety training.
  - b. Within the first 30 days of employment, and annually thereafter, each employee will receive a Health and Safety training. The training will provide the following information:
    - i. Chemicals in the workplace and their hazards.

- ii. How-to lessons on preventing exposure to these chemicals.
  - iii. Procedures to follow if they are exposed to hazardous chemicals.
  - iv. Where to locate MSDS and who to contact to obtain copies of MSDS.
  - v. How to read and interpret labels and SDSs
- c. Employees shall be informed that:
- i. The employer is prohibited from discharging or discriminating against an employee who exercises his/her rights to obtain information regarding hazardous chemicals used in the workplace.
  - ii. As an alternative to requesting an SDS from the employer, the employee can seek assistance from the Michigan Department of Labor and Economic Growth, General Industry Safety and Health Division at (517) 284-7750 or the Construction Safety and Health Division at (517) 284-7740.
- C. Recycling: Aluminum, papers, cardboard, toner cartridges, and plastics must be placed in recycling bins that are available onsite. All documents with Protected Health Information (PHI) will be disposed of according to Policy 3.6, Retention and Destruction of Administrative Records.
- D. Disposal of Hazardous Materials
1. Accumulation of combustible waste materials will be controlled in order to prevent a fire, rapid spread of toxic smoke, or an explosion. This includes materials that are easily ignited by matches, welder's sparks, cigarettes, and similar low-level energy ignition sources or which may start from spontaneous combustion. Examples include, but are not limited to, oil soaked rags and large accumulations of wastepaper or corrugated boxes, which can also pose significant fire hazard. LRE employees should be aware of the properties of hazardous materials in their workplace, and the degree of hazard each poses.
  2. When possible, hazardous materials should be disposed of at one of the Recycling Centers in Muskegon County. Muskegon County has several web sites which can be utilized for the disposal of hazardous waste and materials. Visit the following websites for additional information.
    - a. [www.republicservices.com](http://www.republicservices.com) for general information about the onsite recycling services used by the LRE.
    - b. [www.lamprecycle.org](http://www.lamprecycle.org) for information about Fluorescent/Mercury containing lamps.
    - c. [www.valleycityer.com](http://www.valleycityer.com) for information about recycling electronics.
    - d. For proper disposal of prescription and over the counter drugs check your local pharmacy or police station.
    - e. The following is from the Muskegon County Web site: [www.Co.Muskegon.MI.US/HHW](http://www.Co.Muskegon.MI.US/HHW). This website provides specific direction and instructions for the disposal of hazardous waste. Lakeshore Regional Entity will follow these directions for the disposal of all hazardous waste.

### 3. Muskegon County Household Hazardous Waste (HHW) Program

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Muskegon County Department of Public Works offers a free disposal program to Muskegon County residents for unwanted Household Hazardous Waste (HHW) generated in county. Please note that Commercial and Industrial waste is prohibited. The goal of the HHW program is to divert hazardous materials from the landfill in order to protect residents and the environment. Should you possess any of the following materials, the HHW program will dispose of them in a safe and responsible manner.

- Mercury or mercury containing devices (i.e. Compact Florescent Light bulbs, mercury thermometers or thermostats, etc.)
- Petroleum products\*
- Automotive Fluids
- Antifreeze
- Pesticides
- Insecticides
- Herbicides
- Aerosol cans (containing hazardous materials)
- Acids (i.e., Batteries, Muriatic Acid)\*\*
- Bases (i.e., Drain cleaner)
- Alkaline and Rechargeable (Li-Ion, Ni-Cad, etc.) batteries. No Lead Acid (Car) batteries are accepted\*\*
- Other products with approval

\* Recycling Used Oil is preferred over disposal as HHW. Used oil can be recycled, free of charge, at any [AutoZone location](#) among other outlets. [Click here](#) for a complete list of Used Oil recycling options in Muskegon County.

**\*\*Use LRE's onsite bin for old batteries if they are not immediately transported for disposal.** LEAD ACID BATTERIES (i.e., car/boat batteries) are **NOT** accepted.

**NOTE: Latex Paint is not accepted.** The best way to dispose of paint is to use it up or recycle it! If purchasing paint for a project, consider the area you have to cover and use a paint calculator to determine quantity needed.

**Leftover (never frozen) latex paint can be recycled at the [Muskegon County Habitat for Humanity Re-Store](#) Locations or to [Port City Paints/RepcoLite Paints, Inc.](#) As a last resort, left-over latex paint may be disposed of with household trash **as long as it is dried or solidified** by adding kitty litter, (or other drying media) and leaving it open to dry in a well-ventilated area, away from children and animals.**

**Muskegon County HHW Regular Collection Location:**

Household Hazardous Waste Site - 1300 Keating, Muskegon, MI.

If you have questions regarding materials to be disposed of, please contact the Muskegon County Solid Waste at 231-724-6003.

### III. CHANGE LOG

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<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
10/25/2024	New Procedure (separated from Policy)	COO and HR