# Handbook of Operating Procedures

## 8.5.5: Environmental Protection

<table>
<thead>
<tr>
<th>Chapter 8</th>
<th>Health and Safety</th>
<th>Originated:</th>
<th>June 2000</th>
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<tbody>
<tr>
<td>Section 8.5</td>
<td>Environmental Health and Safety Office</td>
<td>Reviewed w/ Changes:</td>
<td>September 2018</td>
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<td>Responsible Entity:</td>
<td>Executive Vice President for Facilities Planning and Operations</td>
<td>Reviewed w/o Changes:</td>
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### I. Title: Environmental Protection

### II. Responsibilities

A. The Environmental Protection Division of the Environmental Health and Safety Office is responsible for:

1. Providing technical assistance to supervisors and workers concerning hazardous waste management and disposal;
2. Providing general and specialized hazardous waste management training upon request;
3. Monitoring environmental releases in the form of air, water, hazardous wastes, facility wastes, and other University assets;
4. Making routine, as well as, special environmental assessments in support of the various safety advisory committees;
5. Promoting pollution prevention techniques and waste minimization procedures;
6. Providing technical assistance on environmental release evaluation and control;
7. Reviewing an analyzing UT Health San Antonio environmental releases for the purpose of managing future releases;
8. Remaining current on rules and regulations concerning environmental monitoring, environmental protection and hazardous waste management;
9. Chemical and radioactive waste pick-up; and,
10. Indoor Environmental Quality (IEQ) assessment.

### III. Faculty and Staff Responsibilities

A. Faculty and staff in charge of supervising laboratories have the following responsibilities for implementing a model environmental protection program:
1. Inform and train employees concerning environmental releases and hazardous waste as required by the Radiation Safety Handbook, Chemical Safety Handbook, Biological Safety Handbook, or Physical Safety Handbook;

2. Retain all training records and all documentation;

3. Implement and enforce rules and standards concerning hazardous waste and effluents generated under the supervisor's jurisdiction;

4. Ensure compliance of workers with UT Health San Antonio policies;

5. Ensure the availability and enforce the use of: appropriate waste containers, waste material labels, adequate and appropriate storage of waste materials, and use of spill containment, as necessary;

6. Remain cognizant of environmental releases associated with work under the supervisor's jurisdiction;

7. Conduct internal inspections of the workplace for health and safety concerns; and,

8. Request assistance from the Environmental Health and Safety Office when environmental protection requirements are not fully understood.

IV. Employee and Student Responsibilities

A. Employees and students have the following responsibilities for implementing a model environmental protection program:

1. Following all environmental protection and hazardous waste standards and rules;

2. Reporting all hazardous conditions and environmental releases to the supervisor or advisor;

3. Wearing or using appropriate protective equipment while handling waste materials;

4. Refraining from disposal or disposition of waste materials without proper instruction and authorization;

5. Asking questions to the supervisor or advisor if the safe use of equipment or operating procedures are unclear;

6. Remaining aware of the environmental releases occurring in the scope of work; and,

7. Requesting information and training when unsure how to handle hazardous wastes.

V. Policies and Procedures

A. The appropriate handling of waste materials is described in the hazard-specific safety handbooks. These handbooks are located in https://uthealthsa.sharepoint.com/Facilities/Pages/Plans-&-Resources.aspx.