Policy
This Policy addresses UWRF’s commitment to a Hazardous Waste Management program which is in compliance with appropriate local, State and Federal statutes and regulations. Compliance with the Policy is mandatory for all campus personnel.

Procedure
Management Responsibility
The proper management of hazardous wastes in order to protect human health and the environment is the responsibility of all UWRF personnel. Deans, Directors, Department Chairs, and Principal Investigators are expected to follow procedures for the safe handling and disposal of hazardous wastes as outlined in the Hazardous Waste Management Program Plan. If unique research is being performed, responsible investigators are to develop appropriate Standard Operating Procedures (SOP’s) for handling hazardous waste in order to assure compliance with the program. This must be done in cooperation with the Chemical Hygiene Officer and the Risk Management Department.

Managers and supervisors are responsible for enforcing these procedures at all times in areas under their jurisdiction. Every effort should be made to minimize the waste volume produced. Violators of laws and regulations may be subject to fines, University disciplinary action and other legal sanctions.

Employee Responsibility
Employees are responsible for observing hazardous waste management procedures as outlined in the Hazardous Waste Program Plan, using prescribed personal protective equipment, and promptly reporting accidents or conditions that could result in improper disposal of hazardous materials. Any questions should be directed to their supervisors or to the Risk Management Department.

Risk Management Department
The Risk Management Department will maintain a Hazardous Waste Management Program Plan to develop hazard waste disposal procedures, provide orientation to campus personnel, monitor departmental hazardous waste operations, receive departmental waste and dispose of the waste legally, and evaluate all hazardous waste disposal activities.

Authority
The UW-River Falls Chancellor approves this policy in accordance with the Administrative Policy process. The Assistant Chancellor for Business and Finance is responsible for the substance of, and compliance with all administrative policies. The Policy Owner (Responsible Office) is responsible for the administration and maintenance of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.
Sanctions and Appeals Process
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

University Responsibilities
[This would be the Responsible Office or the Policy Owner. The Responsible Office owns and manages policies that fall under that office’s area of responsibility. The Policy Owner oversees the development and review of the policy.]

Related Documents
Hazardous Waste Management Program (UWRF link provided once approved)

Contact
Please direct questions about this policy to administrative-policy@uwrf.edu.