

**MISSISSIPPI STATE UNIVERSITY
OPERATING POLICY AND PROCEDURES
DIVISION OF AGRICULTURE, FORESTRY, AND VETERINARY MEDICINE**

**THE SAFE USE, HANDLING, STORAGE, TRANSPORT, AND DISPOSAL OF
PESTICIDES AND OTHER TOXIC CHEMICALS**

PURPOSE

Mississippi State University must maintain a safe and healthy environment in which to conduct its work. The purpose of this policy is to establish procedures for the safe use, handling, storage, transport, and the disposal of pesticides and other toxic chemicals¹ (hereinafter referred to as toxic chemicals) and the containers of these materials. Further, it provides the framework for a more comprehensive document to guide and train employees of the University in all matters related thereto. This policy neither conflicts with nor includes considerations of the MSU policy on hazardous waste disposal.² Many of the state and federal legislative acts (e.g., FIFRA, FDCA, RCRA, and HMTA and equivalent or similar acts of the Mississippi State Legislature) and the rules and regulations written for their enforcement by state and federal agencies (e.g., U.S. Environmental Protection Agency, U. S. Department of Agriculture, U. S. Department of Labor, U. S. Department of Transportation, Mississippi Department of Agriculture and Commerce-Bureau of Plant Industries, and others) have provided important background information for its preparation. Adherence to these policies and procedures will keep the University and its employees in compliance with all state and federal laws and in accordance with accepted safety standards.

POLICY

This policy covers the safe use, handling, transport, storage, and disposal of pesticides and other toxic chemicals and the containers of these materials. The procedures and regulations, and/or other requirements related thereto, as defined by the institution, shall be assembled into a "User's Handbook" for easy reference by and access to all employees. The policy covers all employees at Mississippi State University. It shall be the Policy of Mississippi State University to:

- Comply with all laws and regulations related to the safe use, handling, transport, storage, and disposal of toxic chemicals and the containers of these materials.
- Inform each employee of his/her responsibilities related to the safe use, handling, transport, storage, and disposal of toxic chemicals and the containers of these materials, and provide training as background for certification.
- Reduce the potential for accidents involving toxic chemicals and reduce liability costs related to same.
- Minimize human exposure and thereby prevent illnesses that may result from exposure to toxic chemicals.
- Prevent the misuse of toxic chemicals, thus protecting the environment.
- Demonstrate the good stewardship of the University and its employees.
- Ensure that chemical inventories are managed to ensure that surplus chemicals are kept to a minimum.
- Properly dispose of all surplus chemicals or spent chemicals at least annually (or more often if required by state or federal regulations).

5. ADMINISTRATION

Administration of the Policy. The administration of the policy set forth herein is the responsibility of the Vice President for the Division of Agriculture, Forestry and Veterinary Medicine who shall, from time to time, enjoin the assistance of other administrative personnel and a Pesticide and Chemical Safety and Use Coordinating Committee in its implementation.

5.2 Pesticide and Chemical Safety and Use Coordinating Committee. The Vice President shall appoint a Pesticide and Chemical Safety and Use Coordinating Committee which shall meet at least once annually to review and update, as needed, procedures and documents related thereto. The committee shall consist of four (4) persons selected from the Pesticide and Chemical Supervisor and shall be chaired by the appropriate individual appointed by the Director of MAFES.

5.3 Unit Pesticide and Chemical Supervisor. Each appropriate administrative unit of the University or sub-unit thereof (i.e., college, department, branch station, laboratory group, etc.), shall designate at least one person who shall serve as the "Unit Pesticide and Chemical Supervisor." Unit Pesticide and Chemical Supervisor must be persons who, because of training and/or experience, are qualified to provide technical guidance and assistance in the implementation of the provisions of this policy and the procedures outlined in the User's Handbook. The Officer shall be directly responsible for³:

- 5.3.1** Assisting the unit administrator in the implementation of all policies, procedures, and rules and regulations related to the safe use, handling, transport, storage, and disposal of toxic chemicals and the containers of these materials.
- 5.3.2** Maintaining a working knowledge of current requirements concerning all regulated substances used in the unit.
- 5.3.3** Monitoring procurement, use, and disposal of all toxic chemicals and the containers of these materials used or handled by personnel in the unit.
- 5.3.4** Record Keeping. In certain situations (e.g., a chemistry laboratory), this responsibility may be delegated to a project leader or laboratory supervisor.
 - 5.3.4.1** Maintaining appropriate records for audit/inventory purposes, including dates of storage and dates of use and ensuring that these records are kept on file.
 - 5.3.4.2** Ensuring that each chemical storage/handling area has up to date Material Safety Data Sheets (MSDS) for all potentially harmful chemicals used in that area and ensuring that the MSDS are kept on file for a minimum of three years past the last date of use.
- 5.3.5** Seeking ways to improve the chemical hygiene program for the unit.
- 5.3.6** Training. Each Unit Pesticide and Chemical Supervisor shall have a minimum number of hours of training to be determined by the appropriate division in Hazardous Waste Operations and Emergency Response (HAZWOPR) and shall undergo refreshers as required. Each Unit Pesticide and Chemical

Supervisor shall obtain appropriate training for use of federally regulated substances used within their unit and undergo refreshers as required by the regulations.

5.3.7 Depending on the circumstances and needs extant within the unit such as its size, location, or the number of professional staff involved, other sub-unit personnel (e.g., project leaders or laboratory supervisors) may also be responsible for:

5.3.7.1 Ensuring that (1) facilities are appropriate to the use for the chemicals of concern; (2) laboratory or field workers follow all chemical hygiene rules; (3) protective equipment is available and in working order; and (4) that appropriate training has been provided.

5.3.7.2 Providing regular, formal chemical hygiene and housekeeping inspections, including routine inspections and maintenance of emergency equipment.

5.3.7.3 Ensuring that the required protective apparel and equipment are utilized.

5.3.7.4 Knowing requirements for the safe use and handling of regulated substances used at his/her location.

5.3.7.5 Where applicable, placing and removing field or facility reentry warning signs; properly disposing of containers, reporting of accidents and chemical spills, and assisting with spill clean up.

REVIEW

This policy will be reviewed as, a minimum, every four (4) years. The companion "User's Handbook" will be reviewed annually (or more frequently as new laws and regulations are adopted) by a Pesticide Safety and Use Coordinating Committee. This committee will present recommendations for revision to the Vice President for the Division of Agriculture, Forestry and Veterinary Medicine.

¹ Reference to pesticides and other toxic chemicals herein includes commercially available and experimental chemical pesticides, toxic chemical intermediates of pesticides, toxic metabolites or other derivatives of chemical pesticides, and other toxic chemicals used in daily commerce or in research laboratories. Definitions for other technical terminology and certain acronyms used herein appear in Section 1 of the "User's Handbook."

² Appropriate, labeled use of unused quantities of registered pesticides constitutes one form of disposal. However, if any unused quantities of pesticides or other toxic chemicals are declared to be hazardous waste, these materials must be released to the Mississippi State University Hazardous Waste Officer for their disposal.

³ This list is adapted from information in 29 CFR Section 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories."

REVIEWED BY:

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07-17-07
Date

/s/ Don Zant
Director of Internal Audit

07-20-07
Date

/s/ Charles Guest
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07-31-07
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07-17-07
Date

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08-12-07
Date