

Chemicals in DEQ Workplaces

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| Effective Date: Dec. 9, 2024 | Procedure Number: 040.048.PROC.2024 |
| Next Scheduled Revision Date: | Version: 1 |

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| Intent/Purpose/ Statement of Need | This policy establishes guidance and procedures for safely handling, storing, and disposing of chemicals used within the agency. Its goal is to protect the health and safety of employees, contractors, and visitors by ensuring compliance with applicable safety regulations, minimizing risks associated with chemical exposure, and promoting a safety culture. |
| Ownership | Central Services Division – Health and Safety |
| Applicability | All DEQ employees, including full-time, part-time, represented, management services, executive, limited duration, contract and temporary employees, volunteers, and agents at agency workplaces where hazardous chemicals are used and/or stored. |
| PROCEDURE | |
| Exemptions | <p>The following are exempt from the hazard communication standard:</p> <ul style="list-style-type: none"> • Hazardous wastes EPA regulates • Tobacco or tobacco products • Articles (e.g., highlighter, pen, toner cartridge) • Food or beverages • Medical drugs • Cosmetics (e.g., personal hand soap, lotion, lip balm) • Batteries • Consumer products • DEQ laboratory |
| Chemicals in DEQ common spaces | <p>DEQ employees cannot provide chemicals for common use in our workplaces. Examples of these types of chemicals include, but are not limited to:</p> <ul style="list-style-type: none"> • Air fresheners • Hand lotion • Solvents • Cleaning products • Hand soap • Dishwashing soap |
| Chemical authorization | <p>Only chemicals authorized by health and safety are allowed in DEQ workplaces. Employees must have health and safety approval before ordering a new chemical. To request authorization to use a new chemical, take the following steps:</p> |

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| | <ol style="list-style-type: none"> Obtain an SDS for the chemical by: <ol style="list-style-type: none"> Searching the internet or, Contact Health and Safety for assistance in finding one. Submit a Health and Safety Service Desk ticket using the SDS approval/upload request option. <p>If authorized for use, Health and Safety will:</p> <ol style="list-style-type: none"> Update the workplace chemical list Upload the SDS into the online SDS system <p>If the chemical is not authorized, Health and Safety will contact the employee and explain why it was not approved.</p> |
| Chemical storage | <p>DEQ workplaces storing hazardous chemicals must have adequate facilities (e.g., cabinets, rooms, and/or shelving) to ensure safe storage of them.</p> <p>Chemical storage must comply with all chemical storage requirements and incompatible chemicals kept apart from each other. For specific storage and chemical segregation requirements, contact Health and Safety.</p> |
| Hazardous chemical replacement or elimination | <p>DEQ seeks to replace hazardous chemicals with less hazardous alternatives, using technology or changing processes to reduce or eliminate the use of hazardous chemicals.</p> |
| Transportation of hazardous chemicals | <p>Employees must contact Health and Safety for approval before transporting hazardous chemicals to ensure DEQ meets all specific chemical transportation safety requirements.</p> <p>If transporting a hazardous chemical is not in violation of any federal, state, or local laws, DEQ will allow the transport in a state vehicle. In some cases, DEQ will not allow the transportation of hazardous chemicals due to unacceptable risk.</p> <p>After securing approval, employees transporting hazardous chemicals in state vehicles must:</p> <ul style="list-style-type: none"> Secure and store the chemicals to eliminate potential spilling and passenger exposure during travel Keep incompatible chemicals separated from each other Place all chemicals in a spill-resistant secondary container |
| Chemical disposal | <p>To dispose of expired or no longer-in-use chemicals, contact Health and Safety.</p> |
| Definitions | |
| Records Management | <p>All documents related to this procedure must be retained according to state general and DEQ-specific retention schedules.</p> |
| History | <p>Effective date: Created 11.14.2024</p> |
| Resources | <p>DEQ Hazard Communication Program DEQ Procedure – Online Safety Data Sheet (SDS) Search</p> |

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| | Health and Safety Service Desk – SDS approval/upload request DEQ Site-specific chemical inventory lists DEQ Policy – Personal Protective Equipment (PPE) DEQ Procedure – Chemical Spill Cleanup DEQ Laboratory – Chemical Hygiene Plan |
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