

Date Prepared 05/2001  
Revised 7/23/03; P Watt  
Prepared By Carla McGreevy

**BMP# PHOTOGRAPHY #1**

**TITLE:** OFF-SPECIFICATION CHEMICAL MANAGEMENT

**Regulatory Citation:** Not Applicable

**Applicability:** Off-specification chemicals generated in the Photography Department.

**Purpose:** Proper management of off-specification chemicals managed by the Photography Department.

**Person or  
Department Responsible:** Photography faculty

**Schedule:** End of Spring Semester

**Procedures:** At the end of Spring Semester the Photographic Faculty will inspect the Department for off-specification chemicals. If any off-specification chemicals (i.e. out of date, etc.) are noted within the Photography Department, the Photography Department Faculty shall provide the Coordinator of Environment Health and Safety with the chemical name, manufacturer, quantity and an MSDS of each chemical. The Coordinator of Environmental Health and Safety will review the inventory of chemicals determine their classification (i.e. hazardous or non-hazardous), proper labeling of the chemicals and make arrangements with the approved chemical disposal contractor to remove the chemicals. In addition, the Coordinator will arrange for transfer of the chemicals to the outdoor chemical storage shed at Cogan prior to shipment off-site.

**Record keeping:** Original manifest will be prepared by vendor and signed by the Coordinator of Environmental Health and Safety

**Record**

**Location:** Original Physical Plant Office.

**Contact:** Photography Faculty - Jean O'Malley 629-7583  
Coordinator of Environmental, Health and Safety (629-7163)  
Physical Plant Sectary (629-7356)

HVCC-BMP-Photo#1-off-spec