

Safety Notes

December 9, 2011

1. Acid/Base Neutralization and Dilution: In light of the recent accidents involving waste nitric acid, it seems appropriate to review the Texas Tech University Chemical Hygiene plan, Appendix G, Hazardous Waste Disposal. Section A.5, which reads as follows:

*Neutralization - Acids and bases, uncontaminated with substances of a different hazard category, can be treated to bring the pH within the range of 5 to 9 and washed down the drain with 50 times their volume in water. There is no reason to turn in materials that can be neutralized at the point of generation. **No other chemicals may be put down the sanitary sewer.***

This procedure is consistent with “Prudent Practices in the Laboratory”, 2nd edition Section 8.D. In particular, one should ensure that toxic metals, including As, Ba, Cd, Cr, Pb, Hg, Se, Ag, Mn, Ni, Cu, or Zn are not present. If the waste *is* contaminated with substances of a different hazard class, it should be stored and disposed of accordingly. Although the Texas Tech University Chemical Hygiene Plan does not specifically address the storage container, other Universities have recommended triple rinsing of containers with water before addition of waste acids.

If this method is going to be used to eliminate waste acid and bases, an SOP must be developed and kept in the laboratory where the procedure is performed.

This topic in the University Chemical Hygiene Plan may be subject to future revision. If this is the case, the Departmental Safety Committee will let you know.

2. Trash: Please be mindful of the enclosed documents concerning trash in the building. More information concerning trash, and especially trash involving chemical contaminants, will be transmitted in future safety notes.



TEXAS TECH UNIVERSITY
Operations Division

Physical Plant

TO: Custodial Customer
FROM: Archie Hall
DATE: December 5, 2011
SUBJECT: "Color Coded Dot Program" for Custodial Cleaning Requirements and Locking of Doors

The Custodial department is implementing a campus wide "Color Coded Dot Program" for communicating to the custodians your desire concerning the cleaning of rooms and the locking of doors after cleaning. The dots will be "round" ½ inch dots affixed to the top of the doorframe directly above the locking mechanism for the door. The dots for cleaning and locking requirements will be in the following colors:



= Do not clean this room



= Daily routine clean this room



= Special instructions for cleaning

A *Slash* across any of the above dots will mean the door will be left *unlocked* after cleaning; otherwise all doors will be locked after cleaning.



= Do not lock door after cleaning

This notice is only F.Y.I.

**Color Dots will be placed as presently being cleaned.
We will begin installing dots on _____.**

If you require something different, please contact our office at 742-9777.



Physical Plant

MEMORANDUM

TO: Faculty and Staff

FROM: Mr. Carey Hewett
Director of Physical Plant Services

DATE: August 16, 2010

SUBJECT: Custodial Trash Notes

It is not always easy for our custodians to determine when you want them to dispose of certain items. They are instructed to throw away only items found in trash cans. From time to time, we find items which are not easily identified as trash. In an effort to determine your wishes, we have devised a system to allow you to communicate to us your desires.

Attached are copies of note sheets which may be attached directly to any trash which is too large or excessive for your trash containers. Our custodians are instructed to remove trash items which have one of the completed notes attached to it. Please distribute copies of this form to your faculty and staff for their use. In the event you need additional copies, feel free to call Physical Plant Services at 742-9777. These forms may be reproduced in your office.

Thank you for your cooperation. If we may be of further service to you, please do not hesitate to call.

CH/mer

Attachment

*****ATTENTION*****

CUSTODIAL STAFF

Items attached are trash

please dispose

Authorized by _____

Room or Office _____

Date _____

*****ATTENTION*****

CUSTODIAL STAFF

Items attached are trash

please dispose

Authorized by _____

Room or Office _____

Date _____

*****ATTENTION*****

CUSTODIAL STAFF

Items attached are trash

please dispose

Authorized by _____

Room or Office _____

Date _____

*****ATTENTION*****

CUSTODIAL STAFF

Items attached are trash

please dispose

Authorized by _____

Room or Office _____

Date _____

*****ATTENTION*****

CUSTODIAL STAFF

Items attached are trash

please dispose

Authorized by _____

Room or Office _____

Date _____

*****ATTENTION*****

CUSTODIAL STAFF

Items attached are trash

please dispose

Authorized by _____

Room or Office _____

Date _____