



THE UNIVERSITY *of* NORTH CAROLINA
GREENSBORO

Departments of Art and Interior Architecture College of Arts and Sciences and School of Human Environmental Sciences

ENVIRONMENTAL HEALTH AND SAFETY POLICY

ALL STUDIO AREAS

1. Ordinary trash must be separated from hazardous waste.

1.1 Ordinary trash should be placed in regular trash cans, or the triangular red trash cans. Ordinary trash consists of food wrappers, plain paper, small objects, pencil shavings, and so on.

1.2 Hazardous waste must be placed in the bags in the red rectangular cans with the self-closing tops. These cans are labeled "Hazardous Waste Only"

1.2.1 Hazardous waste consists of solvent- or oil-soaked rags; any paint on paper towels or rags, paintings on paper canvas board, canvas, hardboard, or other surfaces, and so on. Large paintings must be cut into pieces that will fit in the bags.

1.2.2 Students must wipe palette scrapings onto a rag; they should not scrape waste paint onto the edge of the bags in the waste cans.

1.3 Faculty and Graduate Students using the studios are responsible for tagging filled bags.

1.3.1 Chris Thomas has Yellow Hazardous Waste tags

1.3.2 Fill out the tag with Contents, Department ("Art"), Generator ("design," "painting," and so on), and Phone number ("4-5248").. Do NOT fill out "Accumulation Start Date."

1.3.3 Remove bag from red can, tie it closed, and affix the tag.

1.3.4 Store the hazardous waste bag in the room where the waste was generated. Do not put it in the hall: doing so is a violation of University Policy and state law.

1.3.5 When four bags have accumulated, fill out the Chemical Waste Removal Form (found with tags and bags) and fax it to the Office of Safety (x44206): they will arrange for pick up. Since there is only one person doing the pick up and there are 90 such sites on campus, this may take some time.

2. The blue waste-water barrels.

2.1 These barrels must be tagged with the yellow Hazardous Waste stickers before use. Do not fill out "Accumulation Start Date" on the label.

2.2 Only wash water from the white buckets is to be put into the blue barrels: No solvents, no undiluted paint, no undiluted inks. Use the red funnels to fill the barrels, and replace the cap tightly after each use.

2.3 Clean up all spills around the barrel opening or on the floor. Failure to do so is a violation of both University policy and state law.

2.4 When the barrels are completely full, fill out and fax the Chemical Waste Removal Form as in 1.3.5, above.

3. The red solvent collection cans

3.1 These cans must be tagged with the yellow Hazardous Waste

stickers before use. Do not fill out "Accumulation Start Date" on the label.

3.2 These cans are for the disposal of waste solvent and oils used in the cleaning of brushes. No water or undiluted paint should be put into these cans.

3.3 Clean up all spills around the can's neck. Failure to do so is a violation of both University policy and state law.

3.4 When the cans are full, notify Mark Gottsegen or his Graduate Assistant. The full can will be removed for safe storage and replaced with an empty can.

4. Miscellaneous

4.1 Food and drink are PROHIBITED in all studios. It is a violation of University policy and state law to have food or drink in the presence of hazardous materials.

4.2 ANY spill - in a sink, on the outside of a container, on the floor - must be cleaned up immediately. Failure to do so is a violation of both University policy and state law.

4.3 No trash of any kind shall be put in hallways. This includes unwanted furniture, wood, or failed art projects. If the furniture is state property, notify Jan Combs in the Art Department Office - it will be tagged for Surplus. If the furniture is personal property, it must be taken to a dumpster.

4.4 Art Department studios are no longer regularly cleaned by the Housekeeping Staff. Faculty, adjunct and part time faculty, and graduate students must ensure that students clean up the studios at the end of each class day.