

Position Description



Chemical Environmental Health and Safety Coordinator

DURATION:

June 1 - May 31

MISSION:

To coordinate activities and responses directly related to the procurement, distribution, storage and appropriate disposal of chemicals and substances regulated by the Department of Environmental Protection (DEP). These efforts are to be pursued in such a manner that optimizes process and efficiency without compromising safety or regulations.

SCOPE:

Activities of the CEH&S are limited to DEP compliance on University property designated for, or in direct support of, the educational mission of the Institution and the fulfillment of the UT Educational Experience document. This does not include University property that is leased to other individuals for their private businesses.

The removal of all hazardous wastes from the University of Tampa shall be coordinated with the CEHSC.

Any and all hazardous waste discharges are to be reported, in writing, to the CEHSC within 24 hours of the event. A report of the event and mitigation shall be permanently filed with the CEHSC.

The CEH&S coordinator has un-restricted access to all campus property where hazardous materials are/may be stored at all times.

COMPLIANCE:

The CEHSC has the authority to shut down operations/activities on-campus where serious violations regarding safety related to potentially hazardous chemical agents are detected to exist. Senior management will be notified immediately by the CEH&S coordinator if this is deemed necessary and required corrective actions specified. Justification of such action will be provided in writing to the appropriate supervisor and can be overruled, in writing, to the appropriate person(s) and the CEH&S coordinator by a member of senior staff. Upon such action, the CEH&S coordinator shall be released of any responsibility for any and all consequences that may follow from such action.

Ultimately all users (UT employees, students and guests of University spaces where chemicals are stored and used) are responsible for their activities. If users have specific requests regarding proper/safe/accepted practices as they relate to chemicals, they are to formally request such training in writing to the CEHSC.

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RESPONSIBILITIES:

- Liaison with all University of Tampa employees, including Sodexho, who work with potentially hazardous chemicals.
- Serve as a point of contact for all contractors serving the University of Tampa who are working for fixed duration. This excludes Sodexho, whom the CEHSC shall liaison with on a continuous basis.
- Serve as point of contact with the Florida DEP and work with this agency to ensure compliance with regulations and to formulate action plan(s) for corrective action when identified as necessary by the DEP, CEHSC, or ECOS, Inc.
- Serve as point of contact with the Coast Guard and other appropriate authorities in the event of a discharge involving University of Tampa owned boats and leased property adjacent to Tampa Bay.
- Liaison with a contracted Environmental Services company for CH&S related issues, including training of UT personnel. The preferred vendor shall be ECOS, Inc.
- Liaison with Streamline Environmental (preferred vendor) to mitigate any chemical discharge.
- Liaison with Onyx Environmental (preferred vendor) for approved removal of all hazardous waste. This shall be done in such a manner, if possible following all appropriate regulations, to return the University of Tampa to Conditional Exempt Small Quantity generator status, which requires hazardous waste removal manifests document no more than 220 pounds per month of such waste is collected.
- Ensure appropriate recycling and documentation of waste that can be recycled (e.g. lead acid batteries, photo developer and fix, and any other possibilities).
- Liaison with University of Tampa Facilities in the design/renovation of spaces where hazardous substances will be used/generated/stored to ensure design standards meet regulations and optimize the safety of users of the space with cost of constructing/maintaining the space.
- Work to document all stored chemicals on campus and MSDS sheets to ensure employee right to know regulations are followed so that users, guests and emergency response personnel have access to appropriate information.
- Coordinate all keying/card access/punch code of locks where hazardous materials are present so that emergency response is facilitated and is as rapid as possible, while balancing the security of these spaces.

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- Liaison with Public Info in the event of an accident/discharge of chemicals so its representatives have the information necessary when considering public University response.
- Develop a system with UT facilities to ensure compliance in regular inspection of safety related equipment including: fire extinguishers, eye washes, fume hoods, emergency showers, first aid kits, required signage, fan motors in designated chemical storage rooms.
- Regular inspection (frequency to be determined) of faculty teaching and research laboratories. Repeated violations will be reported to the appropriate supervisor and action against the person may be required and documented after repeated violations. This can include mandatory safety training.
- Documented weekly inspection of designated chemical storage facilities on University property. Maintain appropriate records of issues related to CEH&S.
- Manage the University safety budget and make budget proposals during the budget cycle of the University. It should be noted that managing this budget will be difficult for the following reasons: Spills requiring outside vendor intervention can not be planned for in the first year and mediation incurs a cost that can vary depending on the severity of the chemical release, extensive student help will be required in the first year
- Work with senior staff to integrate issues related to CEH&S into the EOP of the University.
- Work on the development and implementation of a Chemical Hygiene Plan.
- Other responsibilities as identified.

Every effort will be made to accomplish these activities during the academic year, although full accomplishment may require work outside of the school year.