

TO: All Members of the University Community

2003:20

DATE: April 2004

Mercury Minimization Policy
(Effective December 1, 2003)

I. PURPOSE

The purpose of this management plan is to establish procedures for the identification, proper storage, and environmentally correct disposal of mercury-containing devices and chemicals. This task is a proactive action to protect the health of all persons on the FSU campus and to allow for compliance with Big Rapids City Ordinance No. 521-08-03 governing the discharge of materials into the municipal sanitary sewer system.

II. EMPLOYEE AND STUDENT RESPONSIBILITY:

The procedures in this management plan shall be followed by any University employee or student who works with chemicals or items which contain any mercury – pure form as a liquid or in a chemical form

III DEFINITIONS:

- A. Mercury – a naturally occurring heavy metal found in nature that has properties which cause major human health problems and environmental contamination when released into the air, water, or soil.
- B. Mercury Substitution – the replacement of a mercury-containing device or chemical with a suitable equal that does not contain any mercury.
- C. Proper Waste Disposal – all mercury-containing devices and chemicals shall be disposed of through the Environmental Engineer's Office (or designee).
- D. Semi-annual Reporting – required by the City of Big Rapids and shall be completed by the Environmental Engineer.
- E. Semi-annual Inventory – reference "Waste Minimization Program" FSU Business Policy letter #2002:04 – each academic and support department shall review their annual chemical inventory every six months and report to the Environmental Engineer the quantity of mercury-containing devices and chemicals in their respective campus facilities.
- F. Spill Clean up – any mercury metal or chemical compound, which is released into the environment by means of the breakage of a device or chemical spill, shall be reported to the Office of Public Safety and remediated by the FSU HAZMAT Team or if a small spill, by the party responsible for the incident.

IV GENERAL PROCEDURES:

- A. Identify all mercury sources on campus.
- B. By September 2007 eliminate all known sources – replace with mercury-free alternatives.
- C. Promote the use of non-mercury containing devices and chemicals.

- D. Implement a mercury-free purchasing policy.
- E. The Environmental Engineer (or designee) to coordinate a mercury collection and disposal program.
- F. Provide training for faculty and staff to clean up incidental mercury spills and a HAZMAT trained staff for all other mercury spill remediation.

V MANAGEMENT PLAN

- A. All faculty and staff to identify and inventory mercury-containing devices and chemicals in their respective areas. See FSU home page (www.ferris.edu) for a quick link to a mercury device/chemical checklist.
- B. The Department who has ownership of the chemicals shall:
 - 1. Label all chemical containers that contain mercury with an Hg label.
 - 2. Segregate and restrict access to all mercury-containing chemicals.
 - 3. As practical, remove these chemicals from the academic and support areas by making them available for disposal by the Environmental Engineer.
- C. The Environmental Engineer will log all items for disposal, calculate the amount of mercury being disposed of and provide reporting to the City of Big Rapids per the ordinance.
- D. Spill Clean Up:
 - 1. Small scale spills will be remediated by the responsible person provided they have the proper materials and equipment available.
 - 2. All other spills will be remediated by the FSU HAZMAT Team.
 - 3. All mercury waste will be disposed of by the Environmental Engineer with appropriate documentation covering the source and amount of mercury involved in the spill.
- E. Management Responsibility:
 - a. Each academic and support department will submit to the Environmental Engineer their mercury inventory on September 1st and March 1st of each year.
 - b. The Environmental Engineer shall be responsible for the overall administration of this compliance plan and shall have the full and timely cooperation of all faculty, staff, and administrative employees toward compliance with the ordinance.
 - c. The Environmental Engineer will develop and maintain a FSU home page quick link accessible inventory check sheet that will be used to report all mercury compounds and devices.

This policy should be reviewed and revised annually by the Environmental Engineer through the Office of the Assistant Vice President for Physical Plant. Any revisions of this policy shall be effective upon approval of the revised policy by the Vice President for Administration & Finance.

Richard Duffett, Vice President
Administration and Finance

Contact: Physical Plant

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