

TO: All Members of the University Community

DATE: June 2015

2015:06

**Mercury Minimization Policy  
(Supersedes 2003:20)**

I PURPOSE

The purpose of this policy is to establish the University's commitment to eliminating mercury discharges through identification, proper storage, and the environmentally correct disposal of mercury-containing devices and chemicals in order to protect the health and safety of faculty, staff, students and visitors while engaged in the educational and business activities of the University.

II POLICY

It is the responsibility and intent of Ferris State University to implement Mercury Reduction Plans (MRP) with the goal of zero mercury discharges into the sanitary sewer. Colleges and departments shall develop programs, standards, and procedures to comply with the City of Big Rapids Code of Ordinance, Title V: Public Works (Title V) as well as any other applicable federal and/or state regulations.

III RESPONSIBILITIES

The responsibilities of **Safety, Health, Environmental and Risk Management (SHERM)** Department shall include the following:

1. Advise and collaborate with Academic Affairs Laboratory Safety, colleges and departments in the development of MRP's.
2. Administration of this policy, including site visits.
3. Maintain Safety Data Sheets (SDS) for all hazardous chemicals, as required under the chemical safety policy.
4. Coordinate with the Physical Plant on the sanitary sewer sampling schedule and maintain all associated results.
5. Coordinate with the City of Big Rapids to provide them with required reports and supporting materials in order to maintain compliance with Title V.
6. Coordinate with all colleges and departments for the proper disposal of mercury and mercury containing devices.

The responsibilities of **Academic Affairs Laboratory Safety (AALS)** shall include the following:

1. Develop, implement and oversee MRP's in academic laboratories.
2. Collaborate with SHERM on the development of laboratory MRP's.
3. Submit any revised laboratory MRP's, inventories, records and manifests by January 31 of each year to SHERM for inclusion into the annual report to the City of Big Rapids.

The responsibilities of the **Physical Plant** shall include the following:

1. Coordinate with SHERM on the sampling schedule.
2. Conduct sanitary sewer sampling as required.

The responsibilities of **all colleges and departments** shall include the following:

1. Eliminate the use and purchase of mercury containing devices and chemicals when possible.
2. Coordinate with SHERM and AALS for proper disposal of mercury containing devices and chemicals. Provide SHERM with SDS's and/or certificates of analysis for mercury containing chemicals and devices, as required under the chemical safety policy.
3. Report breakage of mercury containing devices and chemical spills to the Department of Public Safety (DPS)/FSU Police.

The colleges and departments within buildings that require specific MRP's under Title V shall include the following additional responsibilities:

1. Develop and maintain site specific MRP's for mercury reduction below the Level of Detection (LOD) for discharges to the sanitary sewer.
2. Research and implement alternative non-mercury containing processes.
3. Replace known mercury sources with non-mercury sources, when feasible.
4. Identify and maintain inventories and locations of mercury-containing devices and chemicals.
5. Segregate mercury sources and maintain good housekeeping practices as to not allow any mercury to be discarded to the sanitary sewer system.
6. Coordinate with Physical Plant the flushing of sanitary sewer lines and maintenance of sink traps, as needed.
7. Provide instructions to faculty, staff and students for notification of mercury spills.
8. Submit any revised MRP's, inventories, records and manifests by January 31 of each calendar year to SHERM for inclusion in the annual report to the City of Big Rapids.

Reference the mercury reduction plan template for assistance in writing the site specific plan.

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Contact: SHERM

Reference Materials: <http://ferris.msdssoftware.com>  
Mercury Reduction Plan Template  
<http://www.ci.big-rapids.mi.us>

Related Policy: Waste Minimization  
Chemical Safety

Buildings Requiring MRP's: Science  
Victor F. Spathelf  
Pharmacy