



Chemical Donation Request Form

This form is to aid in tracking chemical donation and/or chemical treated items that may be accepted by departments or individual faculty and staff members at Eastern Kentucky University. Complete the following information and email to the Environmental Health and Safety Office at ehs@eku.edu. Do not accept donation until the Public Safety, EHS Office approval is received.

Recipient Contact Information

EKU Recipient's name: _____

Recipient's Department: _____

Recipient's phone number: _____

Email Address: _____

Donor Contact Information

Donor's name: _____

Donor's Organization: _____

Donor's phone number: _____

Email Address: _____

Reason the organization is donating the chemical?

Who from ECU will inspect the chemicals prior to acceptance? _____

When and how the chemical will be transported to ECU?

Purpose

Proposed use of the chemical(s) and timeframe for use: _____

Proposed use location: _____

Proposed storage location: _____

Description of waste generated as the result of the chemical use:

Signatures

By signing this document you are certifying that you and your department are responsible for, tracking, maintaining, conducting safety training, and keeping record of the chemical donation while it's in the possession of ECU. In addition, the recipient/department must contract a certified chemical hauling company licensed in chemical transport, packaging, labeling, and manifesting. All funding is the responsibility of the Department/College.

Recipient _____ date: _____

Supervisor _____ date: _____

Chair _____ date: _____

Dean _____ date: _____

Chemical Donation List					
Complete information below for each chemical to be donated, attach to the ECU Chemical Donation Approval Form, and submitted to the Public Safety, EHS Office for review. Make additional copies of this table as needed to list all of the chemical donations.					
Chemical Name	CAS number	Container Size	Number of Containers	Expiration Date	MSDS/SDS Attached?

Attach the current MSDS/ SDS for chemical. If there is further explanation or information to consider please email along with this form.

Additional information:

EHS/Risk management office

Approval Signature: _____

Denial Signature: _____

Explanation for denial:



Chemical Donation Policy

1. Purpose

Occasionally, businesses, schools, or other organizations offer to donate chemicals (e.g., paints, lab chemicals, museum biological specimens chemically preserved) to Eastern Kentucky University. These donations can reduce the cost of obtaining chemicals and provide an opportunity for waste minimization for the donor. However, accepting donated chemicals can result in chemical management compliance and potential safety issues for EKU. Moreover, the chemicals may have to be disposed of as hazardous waste at significant cost and EKU assumes the potential liability associated with disposal. The purpose of this policy is to ensure that chemical donations are accepted only if they have a beneficial use for EKU and do not create significant safety and liability concerns.

2. Applicability

This policy applies to donations of all chemicals hazardous or nonhazardous or any hazardous chemically treated item or specimen that may have hazardous waste implication in the future offered to EKU, departments, or individual faculty or staff members.

3. Policy

To ensure that EKU has the proper storage and safety processes in place to accept chemical donations, each chemical donation request must be submitted to the Public Safety Environmental Health Safety Office for review. The EHS Office will consult with the Risk Management and others as appropriate before approving or denying the donation request.

EKU will not accept chemical donations that meet any of the following criteria:
Opened containers; original labels not intact; expired or within six months of expiration date; or on the DEA Chemicals of Concern List or Precursor Chemicals, Department of Homeland Security, Chemicals of Interest, require TSCA (Toxic Substance Control Act 1976) import certification or chemicals that are in highly hazardous classes such as explosive, reactive, highly toxic, radioactive and peroxide forming.

The Chemical donation request form must be completed and emailed to the EHS Office at ehs@eku.edu for review and approval/denial. Chemical donations will not be accepted until Public Safety, Environmental Health and Safety has approved the donation.

By submitting the Chemical Donation Request form the recipient certifies that they and their department are responsible for tracking, maintaining, conducting safety training and keeping record of the chemical donation while in possession of EKU. Additionally, the recipient/department must contract a certified chemical hauling company licensed in chemical transport, packaging, labeling, and manifesting. All funding is the responsibility of the Department/ College.