



## Administrative Policies and Procedures

Office of the Executive Vice President for Administration

Policy Title            Hazardous Materials Management  
Approved                April 1, 2004

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It is the policy of the Auraria Higher Education Center (“AHEC”) in conjunction with the Community College of Denver, Metropolitan State College of Denver and the University of Colorado at Denver, that all persons who are involved in the purchasing, handling and management of hazardous materials and generation of hazardous waste on campus shall be properly trained and shall comply with all Federal, State and local laws, rules, regulations and permits and AHEC policies and procedures. Departments and units that purchase, handle or manage hazardous materials and generate hazardous waste are responsible for training and management regarding hazardous materials and waste in their respective areas. Training and management of hazardous materials and waste shall be coordinated through the AHEC Office of Environmental Health and Safety.

In the event that penalties are assessed against AHEC for non-compliance with Federal, State or local laws, rules, regulations or permits, such penalties shall be assessed, as appropriate, to the department(s) or unit(s) whose failure to comply with AHEC policies or procedures caused or contributed to the penalties. Departmental or unit indemnification requires that those handling or managing hazardous materials or waste have been properly trained and have adhered to AHEC policies and procedures in accordance with Federal, State and local laws, rules, regulations and permits. Failure to adhere to AHEC policies and procedures may result in individual liability and may result in the denial of indemnification.

The Auraria Higher Education Center, as part of a best practices program, will make available and require annual hazardous materials and waste training for all AHEC personnel who purchase, handle, or manage hazardous materials and/or generate hazardous waste. This includes personnel in AHEC shops and support departments as well as some office personnel (e.g. those who may generate waste, cleaners, batteries, etc.). In addition to training, other requirements, including chemical inventories, inspections and record keeping, will be implemented and coordinated through the AHEC Office of Environmental Health and Safety.