

Physical Facilities, Planning and Construction

MEMORANDUM

TO: Directors of Administrative Services
UH Community Colleges

FROM: Miles T. Nirei
Environmental Safety Specialist

DATE: March 19, 2003

RE: Hazardous Materials Security Concerns

Due to recent events, nationally higher Homeland Security alert status and increasing concerns related to the security of potentially hazardous materials (radioactive, biological, and chemical), we need to be assured that proper security measures are in place. Therefore, I am requesting that the following conditions be verified, reinforced, and attested to.

The following conditions for security are:

- All radioactive materials and biological commodities have limited access when in use.
- Radioactive materials and biological commodities are locked and secured at all times when not in use by authorized personnel.
- Laboratories or room doors where hazardous materials are used or stored are locked when not occupied.
- Inventories of hazardous materials (radioactive, biological, and chemicals) are in place and updated periodically. Turn in inventory forms to the Directors of Administrative Services.
- All hazardous material procurement (as well as acquired materials from other campuses) procedures adhered to as required by Hazardous Materials Management Plan (HMMP).
- Make sure all labels for materials and waste are attached and completely filled out.
- Keep an inventory present for hazardous waste available on site current.

Please distribute this memorandum to the appropriate departments for distribution to faculty and staff.

If there are any questions, please contact Miles T. Nirei, Environmental Safety Specialist at 956-9464.

Cc: Michael Unebasami
Maynard Young