

# Hazardous Material Procurement and Handling Policy

## Purpose

360 Technology is committed to provide a safe environment for its associates, consultants and outside contractors and visitor. The management of hazardous materials through their acquisition, utilization, and storage stages is critical. This policy is written to provide the overall requirements for the management of hazardous materials in all workspaces, facilities/properties of 360 Technology.

## Definitions

Hazardous Material: A product, waste, or combination of substances which because of its quantity, concentration, physical, chemical, toxic, radioactive, or infectious characteristics may reasonably pose a significant, actual, or potential hazard to human health, safety, welfare, or the environment when improperly treated, stored, transported, used, disposed of, or otherwise managed. Hazardous materials include - without limitation - synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious materials, and all substances defines as "toxic" or "hazardous".

## Procurement of Hazardous Materials

### General Requirements

1. Only authorized faculty and staff may order hazardous materials or acutely hazardous materials.
2. Procure hazardous materials in the smallest quantities available which meet the maximum usage requirements for a reasonable time.

## Handling and Use of Hazardous Material

### Storage

All hazardous material must be stored in appropriate cabinets, flammable material storage cabinets etc. until use and returned for safekeeping after use. Containers of hazardous materials should not be left on bench tops when not in use.

### Disposal of Hazardous Material

Hazardous material may be discarded only into the dedicated/approved containers.