



## How Do I Acquire Chemicals That Are Available For Redistribution?

Environmental Health Safety evaluates materials that are submitted for disposal. Only unopened containers are considered for redistribution. All open containers are disposed of through our hazardous waste vendor, unless other disposal options are possible. Materials that have not passed their expiration date are considered for redistribution. Any material past its expiration date is disposed of through our hazardous waste vendor.

All acceptable materials are dated upon receipt and entered into EHS's redistribution spreadsheet. Materials are stored in designated area at EHS's chemical accumulation area. Materials are inspected weekly to ensure containers are in good shape and have not passed their expiration date. Any material that has expired or is in poor condition is disposed of through our hazardous waste vendor. Materials are kept in redistribution area for not more than one year, upon which time they are disposed of through our hazardous waste vendor. Redistribution spreadsheet is updated as needed. Any incoming materials are added to spreadsheet and outgoing materials are removed. Materials that have expired, are in poor condition, or are past the one-year date are added to hazardous waste database. Materials that are redistributed are marked in the spreadsheet.

Redistribution list is available upon request. An email is sent to college safety officers monthly, or as amount of materials for redistribution justifies, notifying them of the availability of new materials. Redistribution list is sent to faculty or staff upon direct request. A link on EHS's website, directs interested parties to information on how to receive the list. EHS no longer keeps the redistribution list on the website due to safety concerns.

Once the redistribution list is distributed, lab personnel may request the materials by calling EHS at 865-6391 or by emailing Kevin Myers at [myers@ehs.psu.edu](mailto:myers@ehs.psu.edu). It is recommended that the lab personnel call as soon as possible to request the materials as there is usually a high demand and the materials are quickly claimed. Most of list is usually claimed within an hour. There are no limits to the amount of materials a lab may request.

When lab personnel call and request the materials, they should give their name, phone number and building and room number. EHS personnel will deliver the materials within a week.