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|  UTS | CHEMICAL WASTE DISPOSAL | Doc. No: | UTS/MFS/P16 |
| | | Revision No: | 03 |
| | | Date: | 01/10/24 |
| | | Page No: | 1 / 4 |

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| Prepared by:  Name: Osman Bin Kadir Position: Senior Executive, Maintenance Facilities & Security | Approved by:  Name: Lau Hwi Sung Position: Manager, Maintenance Facilities & Security |
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AMENDMENT RECORDS

| No. | Date | Remarks | Revision No. | Approved by |
|-----|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|
| 1. | 25/07/18 | Establishment | 00 | Manager, MFS |
| 2. | 08/08/22 | Review the whole contents | 01 | Manager, MFS |
| 3. | 19/07/24 | Review the whole contents -Change abbreviations "Standard operating procedure" -Change process flow chart & table descriptions from 1 until step 5 -create chemical Disposal Request Form | 02 | Manager, MFS |
| 4. | 01/10/24 | -Review 3.0 References -Review 4.0 Definition/Abbreviations -Review the description for Step no.4 -Review 8.0 Records; change the name of the records to 'Chemical Waste Disposal Record' | 03 | Manager, MFS |

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|----------------------------------------------------------------------------------------------|--------------------------------|--------------|-------------|
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| | | Revision No: | 03 |
| | | Date: | 01/10/24 |
| | | Page No: | 2 / 4 |

1.0 OBJECTIVE

To dispose chemical waste at chemical waste disposal storage accordingly.

2.0 SCOPE

The scope of this SOP applies to those staff who handles chemical waste disposal in UTS.

3.0 REFERENCES


OSH (Guideline on storage of Hazardous Chemicals) 2005
 OSH (Classification, packaging & labelling of hazardous chemical regulation) 1997
 OSH (Control of major accident hazard) regulation 1996

4.0 DEFINITION / ABBREVIATIONS

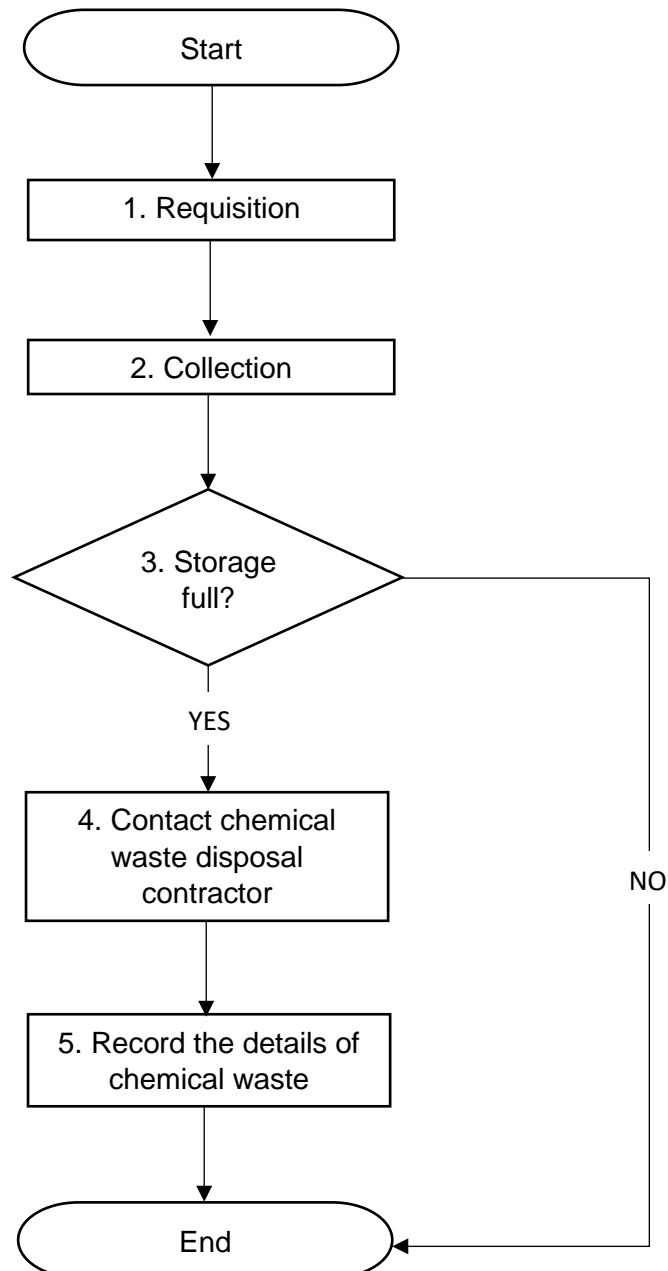
UTS : University of Technology Sarawak
 SOP : Standard Operating Procedure
 OSH : Occupational Safety and Health
 MFSD : Maintenance, Facilities and Security Department
 HOD : Head of Department
 HOP : Head of Programme
 SE : Senior Executive


5.0 RESPONSIBILITY

- 5.1 The HOD of MFSD is responsible to ensure that SOP is adhered to
- 5.2 MFSD staff to follow and adhere to this SOP.

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|----------------------------------------------------------------------------------------------|--------------------------------|---------------------|--------------------|
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| | | Revision No: | 03 |
| | | Date: | 01/10/24 |
| | | Page No: | 3 / 4 |

6.0 PROCEDURE



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|----------------------------------------------------------------------------------------------|--------------------------------|---------------------|--------------------|
|  UTS | CHEMICAL WASTE DISPOSAL | Doc. No: | UTS/MFS/P16 |
| | | Revision No: | 03 |
| | | Date: | 01/10/24 |
| | | Page No: | 4 / 4 |

7.0 DESCRIPTION

| No | Description | Person in Charge | Document |
|----|--------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------|
| 1. | Lab assistant will fill out the 'Chemical Disposal Request Form' and submit the form by hand/email. | Lab assistant | Chemical Disposal Request Form (UTS-MFS-P16-CWD) |
| 2. | Collect the chemical waste disposal from lab assistant and put in the storage room. | Lab Assistant | NIL |
| 3. | Check if the storage is full. 3.1 If YES, proceed to No.4 3.2 If NO, proceed to end. | MFSD Staff | NIL |
| 4. | Contact a certified chemical waste disposal contractor and schedule a pickup date and time for the chemical waste. | SE | Email |
| 5. | Record the details of chemical waste disposal upon taken by the contractor. | MFSD Staff | Chemical Waste Disposal Record |

8.0 RECORDS

| No | Title / Records | Location / Responsibility | Retention Period |
|----|--------------------------------------------------|---------------------------|------------------|
| 1 | Chemical Disposal Request Form (UTS-MFS-P16-CWD) | Maintenance Office/SE | 5 years |
| 2 | Chemical Waste Disposal Record | Maintenance Office/SE | 5 years |