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Position#: (PSA) (E)
Developed by: BR;SA;PM
Reviewed by:...LK, DLJ
Approved by:..... LK
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Chemical Hygiene Officer and Dangerous Goods Shipping Specialist
DIVISION: Administration & Finance (Environmental Health and Safety)
REPORTS TO: Coordinator, Environmental Health and Safety (EH&S)
GRADE: 11
SUPERVISES: May supervise students, persons conducting chemical inventories, and contracted services personnel
BASIC FUNCTION:

Establish and maintain appropriate protocols and oversight for all areas of the University that contain hazardous chemicals. Ensure proper management of chemicals including storage, inventory, usage, and disposal. Assist University faculty, students and staff ship dangerous goods and other regulated hazardous materials in adherence with federal and state regulations. Perform all responsibilities as required of a university Chemical Hygiene Officer by federal regulations. Provide training for all University personnel, including faculty, staff, and students, who work with chemicals and/or who may manage waste.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide training for all laboratory and support personnel exposed to chemicals, including instruction regarding the safe use, storage, and disposal of chemical waste, as well as emergency procedures and regulatory requirements.

Inspect laboratories and other areas of campus that contain hazardous chemicals to ensure compliance with environmental health and safety and hazardous waste regulations. Document inspections using web-based inspection software. If necessary, conduct follow-up inspections to ensure the areas come into compliance.

Manage all aspects of the dangerous goods shipping program by ensuring items are classified properly in compliance with domestic and international dangerous goods regulations (DOT, IATA, IMDG), and applicable regulations pertaining to the shipment and/or storage of hazardous materials. Assist faculty, staff, and students in procurement of appropriate shipping and packaging containers. Pick, pack and process packages of hazardous materials/dangerous goods for shipment. Use shipping software to ship hazardous materials/dangerous goods. Provide day-to-day regulatory guidance on packaging specifications, marking, labeling, and shipping documents.

Maintain subject matter expertise and certifications for shipping dangerous goods in compliance with all federal and state regulations.

Manage the Safety Data Sheets (SDS) that are received at the Safety Office.

Provide assistance to Principal Investigators (PIs) and lab users in preparing Standard Operating Procedures (SOPs) for use of certain chemicals, procedures or equipment.

Maintain safety and spill equipment throughout the University.

Respond to and investigate incidents and complaints involving chemical handling, storage, disposal, and spills. Collect chemical waste containers for storage in Main Accumulation area.

Provide guidance and develop training materials to assist University personnel in complying with EPA and DEM requirements in order to ensure regulatory compliance with hazardous waste (RCRA) disposal regulations and the University Chemical Hygiene Plan.

Track and report on the following: employee training, hazardous waste manifests, chemical acquisitions and inventories, summaries of work completed, etc., and related reports.

Collect data and prepare reports for regulatory agencies and assist in the implementation of corrective actions and recommendations that result from inspections by these agencies.

Serve on the University's Waste Minimization Committee to assist the campus in the following: reducing usage of hazardous chemicals, substituting safer chemical alternatives, reducing exposure to hazardous chemicals, promoting recycling and proper management of campus waste.

Conduct regular inspections to ensure that laboratory safety standards are rigorously followed.

Develop emergency plans for handling accidental spills and personnel contamination and for investigating laboratory accidents.

Provide advice on chemical laboratory security.

OTHER DUTIES AND RESPONSIBILITIES:

Be on call to respond to incidents involving chemical handling, storage, disposals, environmental spills, and biosafety issues.

Attend training classes on safety and regulatory compliance topics in order to stay current on these topics.

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers; cell phone; word processing, spreadsheet, and database management software. Valid driver's license.

ENVIRONMENTAL CONDITIONS:

The incumbent is subject to both inside and outside work, and extreme cold and hot temperatures can be encountered, as well as noise, hazards, hazardous materials, atmospheric conditions, oils, etc. May need to wear personal protective equipment (PPE). The nature of the work requires bending, reaching, ascending and descending stairs, stooping, kneeling, crouching, crawling, standing, walking, pushing, pulling, lifting (up to 50 lbs.), carrying, feeling, talking, and hearing.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in chemistry or related laboratory science or environmental health and safety; Minimum three years of professional experience in safety and chemical hygiene; Minimum three years of professional experience in hazardous waste management; Demonstrated knowledge of applicable federal, state, and local laws and regulations (such as EPA, RIDEM, OSHA, ANSI, and NFPA); Demonstrated experience advising laboratory workers and others on chemical safety, exposure control, and compliance regulations; Demonstrated ability to develop and maintain detailed records; Demonstrated computer skills, including word processing and database management; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; and, Demonstrated ability to work with diverse groups/populations. Must have and maintain a valid driver's license.

PREFERRED: Demonstrated experience and knowledge of dangerous goods shipping and applicable regulations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.