

FACILITIES & PLANNING SERVICES (F&PS)

Unknown / Abandoned Materials Procedure

Effective Date: November 26, 2014

Revision Date: April 12, 2019



Purpose: To ensure that all CBU Faculty/Staff are aware that non-labeled containers could contain hazardous and/or toxic materials.

Procedure:

1. If an unlabeled (unknown/abandoned) container or package is discovered, please do not touch it. Contact F&PS immediately (x4360 or 951/343-4360) and report the location and detailed description of the container/package.
2. The Facilities office will then notify the Department of Safety Services (DSS).
3. Leave the container in an open area to ensure ventilation – do not touch it or cover it.
4. Avoid unnecessary exposure and harm – **do not smell or taste the contents of the container**.
5. Do not allow anyone to come in contact with the container until F&PS or DSS has responded.
6. Once F&PS or DSS has responded – they will record the date and time the unknown/abandoned material was found.
7. F&PS and DSS will ensure all safety procedures are followed.
8. F&PS and DSS will determine if the unknown/abandoned container or package can be moved, or if it needs to remain at the location that it was found.
9. If it cannot be moved, F&PS will contact a Certified Environmental Safety company for immediate removal and testing.
10. If it is determined that the unknown/abandoned container or package can be moved, F&PS management will remove the container/package. They will then contact a Certified Environmental Safety company for removal and testing **within 24 hours** of discovery.
11. It is the responsibility of F&PS to take appropriate and necessary precautions when handling unknown/abandoned materials.
12. Should you have any questions, contact our Environmental Health & Safety Coordinator at x8847 (951/552-8847).