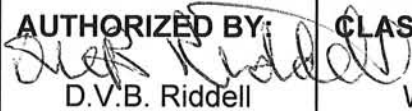


The UNIVERSITY of WESTERN ONTARIO
Physical Plant and Capital Planning Services Division

POLICY: HANDLING AND DISPOSAL OF FILTERS CONTAINED IN THE FUME HOOD CABINET COLLECTOR EXHAUST SYSTEM IN THE SIEBENS-DRAKE INSTITUTE BUILDING			NUMBER: WP-37
			Page 1 of 2
PREPARED BY: PP&CPSD	AUTHORIZED BY:  D.V.B. Riddell	CLASSIFICATION: Work Procedure	EFFECTIVE: September 1, 2004 SUPERSEDES: New

PURPOSE

The following Work Procedure shall be used for all tasks related to the removal, disposal and installation of air filters contained in the exhaust collector units HR-1 and HR-2 in the Penthouse Mechanical Room.

RESPONSIBILITY

Compliance with this policy is the responsibility of the appropriate Supervisor to ensure the safety and protection of workers, and others, by the proper use of this procedure.

PROCEDURE

Preparation

1. Provide "Notice of Shutdown" to occupants.
2. Warning signs (kept in the Motor Shop) will be posted at the entrances to the Mechanical Room, including the elevator.
3. The exhaust and supply air units shall be shut off and locked out of service, prior to the change out of filters.
4. A piece of 6 mil. polyethylene is to be placed on the floor directly opposite the filter access panels.

Personal Protective Equipment

All workers in the Mechanical Room shall wear non-breathable protective coveralls, disposable gloves and a H.E.P.A. Filtered Respirator.

Procedure

1. Filters are to be carefully removed and placed in 6 mil. poly bags.
2. Any materials that fall on the floor beyond the cleanup area should be cleaned up, using a wet cloth or sponge.
3. The filters and cleanup materials should be carefully placed in 6 mil poly bags, sealed with the tape and properly labelled "hazardous waste".

Cleanup

1. Coveralls, gloves and any other potentially contaminated materials shall be sealed in 6 mil disposable bags labelled "hazardous waste".
2. Respirators shall be properly cleaned after use.

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WP-37

Page 2 of 2

PROCEDURE- continued

Disposal

All labelled hazardous waste bags shall be left in the P.P.D. lockup for pickup and disposal by the U.W.O. Occupational Health and Safety Section.