



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 700.19

Title: Valleybrook Center Wastewater Disposal Management Policy

Implementation Date: January 2011

Last Audited: January 23rd, 2017

Last Revised: February 7th, 2017

Purpose

The purpose of this management plan is to establish guidelines to be followed when using chemicals in areas that have sinks and floor drains in order to prevent illegal discharges to the sanitary sewer, the groundwater at the Valleybrook Center and the wastewater discharge tanks.

Overview

The Valleybrook Center does not have a municipal sanitary sewer system. Since this was a commercial facility at one time, there were strict regulatory requirements regarding the discharge of wastewater at this facility. ETSU has now inherited these requirements and has completed the transfer of all permits with the Tennessee Department of Environment and Conservation (TDEC). The facility has a permitted septic system which receives effluent from the facility's restrooms and break areas only. All other effluents are collected in two wastewater holding tanks. One tank is 500,000 gallons and the other is 250,000 gallons.

To insure compliance at the Valleybrook Center, all occupants must follow strict wastewater disposal guidelines as well as insure all chemicals are being managed to avoid any potential contamination of groundwater from the septic system or contamination of the wastewater holding tanks. Training will be required for all occupants at Valleybrook to insure everyone understands the serious potential liability for the university and individuals as well. Departments occupying the Valleybrook facility are also required to submit a chemical inventory to the Office for Environmental Health & Safety (EH&S), and provide updates annually. The required training will cover waste disposal requirements as well as other regulatory compliance issues associated with the Valleybrook Center to insure a Notice of Violation (NOV) is avoided from State or Federal authorities. An NOV could constitute a fine by State or Federal authorities that potentially could cost the university up to

\$32,500 per violation per day. Such an NOV can result in unwanted and negative publicity for the university.

Guidelines

- Hazardous materials and/or wastes must never be poured down the sink or floor drains or placed in the domestic trash. Any questions about hazardous waste generation, storage and disposal should be addressed by the EH&S Office (extension 96028).
- All chemical containers must be kept tightly sealed at all times. Do not leave caps off.
- Laboratory sinks have barriers to prevent countertop spills from entering the sinks. These barriers should never be removed or damaged.
- Clean up all small chemical spills immediately. All clean up material (rags, vermiculite, kitty litter, etc.) should be placed into a garbage bag for disposal. Call the EH&S Office immediately at 439-6029 or 202-1237.
- If a large chemical spill occurs, dike any drains to avoid chemical discharge to wastewater systems.
- Store liquid chemicals and waste(s) away from sinks and floor drains.
- Store all liquid chemicals in cabinets and ensure all containers are properly labeled with the chemical name.

Summary

By adopting and signing this policy, you agree to support ETSU's commitment to using processes and practices that eliminate illegal discharges of hazardous materials to the sanitary sewer systems at the Valleybrook Center.

Employee Signature _____ Date _____

Contact Person

Director of Environmental Health & Safety
Environmental Compliance Manager

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President,
Facilities Management

Date approved: _____

Audited: November 5th, 2013
January 23rd, 2017

Revised: February 7th, 2017