

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**

24.01.01.P0.04 Incinerator Usage Procedures

Approved (March 2, 2010)

Next Scheduled Review (March 2011)

1. PURPOSE

- 1.1 The purpose of the Incinerator Usage Procedure is to help ensure that the University complies with all relevant local, state, and federal occupational and environmental regulations, codes, and standards.

2. PROCEDURES AND RESPONSIBILITIES

- 2.1 The Director of the International Goat Farm of PVAMU is responsible for the following:
 - 2.1.1. Ensure the incinerator is only used by trained personnel. This is accomplished by ensuring the gate is always secured and keys are kept in secured location and only issued to trained personnel.
 - 2.1.2. Ensure incinerator is used only for EHS approved incineration items, farm animals, and EHS approved Biological waste disposal.
 - 2.1.3. Maintain the incinerator usage logbook.
 - 2.1.4. Provide copies of monthly usage to Vice President for Business Affairs Office and EHS for TCEQ reporting.
- 2.2 Environmental Health & Safety Department is responsible for the following:
 - 2.2.1. Ensure incinerator logs are received from Goat Farm monthly for the TCEQ Air Permit report.
 - 2.2.2. Ensure all users are properly trained in incinerator operations and limitations set forth by the PVAMU Air Permit.
 - 2.2.3. Ensure ash from incinerator is properly handled and disposed of.
 - 2.2.4. Ensure operators do not exceed Air Permit limitations of 99.99 lb/hr.

3. TRAINING

- 3.1 The PVAMU International Goat Farm and EHSD will provide consultation and assistance to the Incinerator users as necessary.

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