Governors State University

HAZARDOUS & SPECIAL WASTE MANAGEMENT PROGRAM

1.0 PURPOSE AND SCOPE

This procedure applies to all departments within the GSU campus that generate hazardous or special waste materials. Management of hazardous and special waste is governed by complex and stringent federal and state regulations, so proper management is essential.

2.0 REFERENCES

40 CFR Parts 260, 261, 262
IAC Title 35

3.0 DEFINITIONS

Hazardous Waste- A solid waste that does not have an exclusion and meets any of the following criteria:

> It exhibits a characteristic of ignitability (flash point >140F), corrosivity (pH $\leq$2 or $\geq$12.5), reactivity or toxicity, OR
>
> It is a listed hazardous waste.

PIMW- Potentially Infectious Medical Waste includes human organs, tissues, fluids, infectious agents and any media or material potentially contaminated with any of these.

Solid Waste- Any discarded material which is does not have an exclusion and is abandoned, recycled, or considered inherently waste-like.

Special Waste- Any solid waste that is not a hazardous waste but may present a hazard to human health or the environment, including potentially infectious medical waste (PIMW).

Universal Waste- Hazardous wastes that are categorized as universal wastes, including certain batteries, pesticides, mercury-containing articles and lamps.

4.0 RESPONSIBILITIES

Proper management of hazardous and special wastes must be accomplished through cooperation between the generating department and EHS. EHS will assist the generators on campus in determining the classification of their wastes, as well as assisting with overall management of the wastes, but the generator is ultimately responsible for the safe management of their wastes.

5.0 TRAINING

All employees involved in the generation of hazardous or special wastes shall receive training to include the requirements of this program as well as the specific procedures to follow when generating a waste.

6.0 WASTE DISPOSAL PROCEDURE

In general, any waste material that may present a hazard to human health or the environment should be considered a potential hazardous or special waste. This includes chemicals, cleaning solutions, oils, etc. If there is any doubt whether a waste is hazardous or special, contact EHS for assistance. NEVER deposit a questionable waste material into the sewer or trash without first consulting EHS.

6.1 When a waste is generated, the generator of the waste must complete the GSU Waste Disposal Request Form (Form 200.1) and forward it to EHS for review. The form must be filled out in its entirety, or it will be sent back to the generator. Certain Universal Wastes such as lamps and batteries do not require the generator to complete the Waste Disposal Request Form. For management of these materials, see Section 8.0.

6.2 EHS will review the form and determine the proper classification of the waste; hazardous, universal, or special.

6.3 EHS will then notify the generator of the proper labeling and management instructions pending disposal. In general, all wastes must be marked with the contents of the container, the words, “Hazardous Waste”, “Universal Waste”, or “Special Waste”, the date the waste was generated, and any necessary hazard warnings. In addition, all wastes must be stored in a secure location, in compatible containers that are in good condition, and with lids/caps tightly sealed.

6.4 Small containers of waste (less than 10 gallons) will be removed from the generating location by EHS and brought to the chemical storage room in F Building for disposal. Larger containers and bulk wastes will require special storage and disposal arrangements to be made.

7.0 HAZARDOUS WASTES

Hazardous wastes are solid wastes that are either listed by the EPA in 40 CFR Part 261, or exhibit a characteristic of ignitability, corrosivity, reactivity, or toxicity. In general, any product or chemical that is, or contains a hazardous chemical, will likely become a hazardous waste upon disposal. As the name implies, hazardous wastes can present hazards to human health and the environment, and must be managed in an appropriate manner. The same management principles that apply to hazardous chemicals also apply to hazardous wastes, including proper labeling and storage. Hazardous wastes may only be stored on-site for a limited period of time before they must be taken to a proper treatment,

storage and disposal facility. Therefore, it is imperative that full containers of hazardous wastes are not allowed to accumulate at the generating location. Special caution must be given to acutely hazardous wastes which are hazardous wastes with extreme characteristics such as high acute toxicity, instability, etc. These are referred to as P-listed wastes, and only very small quantities may be stored on-site at any one time.

8.0 UNIVERSAL WASTES

Universal wastes are specially categorized hazardous wastes due to their prevalence in society, hence, "universal". Universal wastes are only universal wastes if they fall under one of the categories listed below AND they are a characteristic hazardous waste.

8.1 Batteries- Many contain heavy metals and/or corrosive electrolyte solutions. This includes0) lithium batteries, nickel metal hydride batteries, and some alkaline batteries. These batteries are common in cell phones, computers, and other small electronic devices.

Disposal of batteries does not require the generator to complete a Waste Disposal Request Form. There are 5 battery collection points throughout campus. These include OTC lobby, FDC lobby, FDM Office (B1230), CAS Storeroom (F2660) and Central Receiving. Simply place all used batteries from cell phones and other electronic devices into the marked containers.

8.2 Pesticides- Includes substances intended for preventing, destroying, repelling, or mitigating any peat, or intended for use as a plant regulator, defoliant, or desiccant.

Disposal of pesticides requires a Waste Disposal Request Form to be submitted to EHS.

8.3 Mercury-containing equipment- Any device that contains elemental mercury integral to is function. Includes thermometers and thermostats.

Disposal of mercury-containing equipment requires a Waste Disposal Request Form to be submitted to EHS.

8.4 Lamps- Otherwise known as light bulbs or tubes. Typical incandescent bulbs are not universal wastes, but lamps such as fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps are universal wastes.

Disposal of used lamps does not require a Waste Disposal Request Form. As the lamps are removed, they are to be stored in the E-1 Storeroom pending recycling.

9.0 SPECIAL WASTES

Any solid wastes that may present a hazard to human health or the environment, but do not meet the definition of a hazardous waste or a universal waste, are considered special wastes. Special wastes are not regulated as stringently as hazardous wastes due to their lower hazard potential. However, similar management methods to hazardous waste must still be followed, including proper labeling and storage. Some common special wastes include mild cleaning solutions, latex paint, oils, and contaminated soil.

For the purpose of this program, Potentially Infectious Medical Waste (PIMW) shall be treated as a Special Waste. All PIMW must be stored in a red bag or container with the universal biohazard symbol on it. Sharps such as needles or broken glass contaminated with human fluids, etc. must be stored in an appropriate rigid container bearing the biohazard symbol. Once a bag or container of PIMW is generated, complete the Waste Disposal Request Form and follow the protocol specified in Section 6.0 above.

10.0 SATELLITE ACCUMULATION AREAS

A satellite accumulation area is a specific location at the point of generation where hazardous wastes are accumulated and collected into a container not larger than 55 gallons (or 1 quart of acutely hazardous waste). Each satellite container should contain a collection of the same wastes and should NOT be used to collect different types of waste. A satellite container may remain in its location (provided that the container is in good condition, not leaking, etc.) until it is full, at which point it must be dated and the limited time period for storage begins. As with all waste containers, satellite containers must be in a secure location, in compatible and acceptable containers in good condition, with lids/caps sealed when not in use. The satellite containers must also be labeled with the name of the waste, the words, “Hazardous Waste”, the start and end dates of accumulation, and any hazard warnings that may apply.

11.0 EMPTY WASTE CONTAINERS

Empty waste containers may only be re-used with the same waste materials they previously held. If completely empty, waste containers may be discarded accordingly, EXCEPT for containers that held acutely hazardous wastes. Containers that held acutely hazardous waste must be disposed of as hazardous waste, and cannot be discarded into the trash. Prior to disposal of an empty waste container, any container labels must be defaced and the container must be marked, “empty”.

12.0 WASTE SHIPMENTS

Shipments of hazardous waste will be arranged by EHS in conjunction with the generating department. A hazardous or special waste cannot be shipped unless it is in an acceptable container in good condition, tightly sealed and labeled accordingly. Records of waste shipments for hazardous and special wastes will be kept by EHS.

13.0 ATTACHMENTS

GSU Waste Disposal Request Form, Form 200.1

GSU WASTE DISPOSAL REQUEST FORM

Requestor Name:	Phone/Ext:	Request Date:
Waste Location (Room#/Specific Location):		

Waste Name[1]	Phys. State[2]	Container Type[3]	Container Size[4]	# of Containers[5]	Weight (in Kg) of Each[6]	MSDS Attached[7] (Y/N)	Date Generated[8]	EHS ONLY (EHS ID)

1 Waste Name- the complete name of the material or each constituent without abbreviation- list the percentage range of each constituent- if less than 1%, write, "trace"
2 Phys. State- (S) for solid, (L) for liquid, (G) for gas
3 Container Type- (G) for glass, (P) for plastic, (M) for metal, (B) for bag, (C) for cardboard, (O) for other
4 Container Size- in volume, liters, gallons, etc.
5 # of Containers- the number of containers of the same material, size, etc.
6 Weight of Each- the weight, in Kg of each container (if there is more than 1 container, then the weight of the heaviest one)- 1lb=0.45Kg, 1Kg=2.2lbs
7 MSDS Attached- if the waste name is a trade name or product name and doesn't specify the constituents, an MSDS must be attached
8 Date Generated- the date the material first became a waste