

# **Valencia College**

## **Manual for Handling, Marking and Disposal of Chemical Hazardous Waste in Science Department Labs and Classrooms**

Revised: April 21, 2011; May 2, 2011; April 16<sup>th</sup>, 2012.

## **Purpose of Training and Manual**

To provide the college employee that works in a science department lab or classroom setting with an overview of the federal regulations, state laws and college policies and procedures relating to handling and disposal of chemical hazardous waste. The training will establish a college wide uniform approach and requirements for hazardous waste management regardless of the employee's campus location.

## **Regulations, Policies Procedures**

The information in this manual is extracted from federal and state regulatory requirements, the College Safety Management Manual and current college policies and procedures.

## **What are we required to be trained on?**

40CFR 262.34(d)(5)(iii) states: The generator must ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities during normal facility operations and emergencies.....

## **Generator Status**

A site is considered the geographical location where the hazardous waste is produced.

There are three classifications of Generator Status: Large Quantity, Small Quantity (West Campus and East Campus) and Small Quantity-Conditionally Exempt (Osceola and Lake Nona).

A site's generator status is determined by how many pounds per month you ship from your site.

## **Who is required to be trained?**

Any faculty member, employee, student or lab assistant/helper who handles chemicals or chemical waste and/or works in a chemistry or biology lab located on college property.

## **How to determine what is a Hazardous Waste**

The first step in determining if your chemical is hazardous is to identify the hazard classification and characteristics of the chemical you are dealing with. If your chemical is a flammable, corrosive, poison, oxidizer, or reactive it should be considered hazardous.

## **What is a waste chemical?**

A waste chemical is simply a chemical that will no longer be used and serves no more purpose in the laboratory or classroom setting. If the chemical by products produced in a lab or classroom experiment can be used in another lab or classroom experiment then the chemical is not considered to be a waste chemical.

## **Labeling and Marking of hazardous waste chemical containers**

All hazardous waste chemical containers will be labeled. The container label will include the chemical name in language or chemical symbol form (example: Water or H<sub>2</sub>O) and the container will be marked in permanent marker with the Accumulation start date (ASD). The ASD is simply when the container started to hold hazardous waste chemicals.

## **Waste Chemical Inventory:**

A “running” active inventory of all hazardous waste chemicals shall be maintained at all times. This is documented on the colleges “Hazardous Waste Disposal Form” included in this manual. All hazardous waste containers shall be marked and numbered in consecutive order and required information noted on the Hazardous waste Disposal Form.

Disposal cycle: 180 days (West Campus and East Campus) or 360 days (Osceola Campus and Lake Nona).

## **Disposing of Chemical Waste**

Attached is the college’s “Hazardous Waste Disposal Form” recording hazardous waste. This form is used to keep the running active inventory of the hazardous waste you have on hand at your location. The form is also used to submit to the college’s waste disposal company to obtain quotations for disposal of chemical waste. Please list the waste containers chemical composition horizontally on the form. Classroom waste and stock room waste should be inventoried and disposed of separately.

## **Storage of chemical hazardous waste**

Like all other chemicals, hazardous waste chemicals should be stored in proper containers and locations. Ensure that flammables are stored in flammable cabinets, acids stored in acid cabinets, etc. If needed, check the chemical’s material safety data sheet to verify proper handling and storage requirements. Hazardous waste chemicals should not be stored in fume hoods. The DEP Weekly Inspection Logs should be filled out for each location where hazardous waste chemical are stored. Please retain this form for 90 days following the disposal of the chemicals listed on this form.

**Contingency Plans:**

These are required by federal and state regulations. They shall be maintained by each department or area that handles and produces chemical hazardous waste. Contingency Plans will be reviewed annual by the lab manager and Dean to ensure all information is current and accurate.

**Follow up internal audits and inspections**

At least once per semester, the college will conduct a formal regulatory audit and inspection of the labs and classroom areas that contain hazardous waste. This regulatory audit will check for compliance with required federal and state regulations and college policies and procedures as they relate to the handling and disposal of chemical hazardous waste. The regulatory audit will be documented and forwarded to the departmental Dean and area Lab Supervisor. If required, corrective action will be taken and documentation forwarded to the Dean for his or her review. After review, the Dean will forward a copy of the regulatory audit to the Compliance Office. If necessary, a follow up inspection may be conducted to verify correction and compliance. Additionally, informal (non-documented) audits and inspections may be conducted by the college's Compliance Office.