
York Public Schools : Universal Waste Management Plan

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Draft
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Universal Waste Management Plan

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1.0 Introduction

1.1 Scope and Applicability

Universal waste is a class of hazardous waste, which is widely generated by consumers, industry and institutions. Traditionally wastes in this category have been unregulated and placed in municipal landfills and dumps. Because this waste contributes significantly to pollution the Department of Environmental Protection has amended the Hazardous Waste Management Rules to include Universal Wastes. Although consumers are not required to comply with the rules, they are encouraged to do so. Schools are required to comply.

The following are characterized as universal wastes.

Batteries, including:

- Lead/acid batteries other than vehicle batteries
- Nickel/cadmium
- Mercury oxide
- Silver oxide
- Lithium
- Metal halide

Cathode ray tubes (CRTs)

Lamps, including:

- High intensity discharge
- Mercury vapor
- Fluorescent
- Neon
- Metal halide
- High pressure sodium

Mercury thermometers

Mercury thermostats

Non-leaking polychlorinated biphenyl (PCB) ballasts

1.2 Policy Statement

Kittery Public Schools are committed to a program of waste reduction and proper management of non-hazardous, hazardous and universal wastes. To this end the plan presented here is designed to manage universal wastes in the most cost effective manner possible through a combination of manufacturer take-back programs and recycling.

1.3 Control Procedures

All chemicals and products containing chemicals must be reviewed utilizing the purchase review process outlined in the district's chemical hygiene plan. It is the responsibility of the chemical hygiene officer to review all such purchases. The facilities manager and/or his designee (the universal waste manager) are responsible for the proper storage of products, which may enter the universal waste stream. Proper inventory and storage is essential to prevent breakage and avoid excess inventory.

1.4 Components of the Plan

The following components comprise the plan:

- Responsibilities
- Information and Training
- Signage and Labeling
- Storage and Inventory
- Spill Procedures
- Record Keeping and Reporting
- Inspections
- Shipping
- Forms

2.0 Responsibilities

2.1 Responsibilities: Superintendent

- 2.1.1 The superintendent is ultimately responsible for the chemical health and safety of all employees and compliance with applicable waste management regulations.
- 2.1.2 The superintendent may appoint a person to manage the universal wastes.
- 2.1.3 The superintendent shall provide adequate time, resources and support for the manager to properly manage the universal wastes.

2.2 Responsibilities: Universal Waste Manger (UWM)

- 2.2.1 Purchase Review - Reviews all purchase orders of products that can be classified as universal waste.
- 2.2.2 Inventory - Ensures that a current inventory is maintained and that all incoming chemicals are dated.
- 2.2.3 Training and Resource Management - The UWM ensures training is provided as required by the plan.

- 2.2.4 Inspections - The UWM inspects the universal waste storage area weekly and maintains an inspection log.
- 2.2.5 Shipping
 - The UWM shall arrange shipping of the universal waste to comply with regulations.
 - The UWM is responsible for assuring that certificates of recycling are provided in a timely manner.
- 2.2.6 Record Keeping - The UWM ensures that all record keeping requirements are met.
- 2.2.7 Other Responsibilities of the UWM
 - Maintains inventory forms
 - Labels universal waste containers.
 - Supervises or conducts spill cleanups of universal wastes.
 - Assures that the universal waste storage area is secure and proper signage is in place.
 - Provides quarterly inventory reports to the Department of Environmental Protection.

2.3 Service Personnel

- 2.3.1 Service personnel should be cautious when installing lamps classified as universal waste.
- 2.3.2 All breakage of universal waste items shall be cleaned up by a trained service person.
- 2.3.3 All breakage of universal waste shall be reported to the UWM and the waste shall be labeled and stored as per the plan.

2.4 Teacher responsibilities

- 2.4.1 Report spills of universal wastes.
- 2.4.2 Assures that universal waste generated in the classroom is properly recycled.

3.0 Information and Training

3.1 General Requirements

- 3.1.1 All employees shall be made aware of the universal waste recycling program through notices, postings and as part of the training required by the Hazard Communications Standard and the Laboratory Standard.
- 3.1.3. All service personnel will be given training in spill control as part of their annual training.
- 3.1.3. The UWM will receive training in the following areas:
 - Spill control and notification
 - Inventory maintenance
 - Hazards present

- Signs and symptoms of chemical overexposure
- Emergency procedures
- Storage requirements
- Labeling procedure

3.2 Reference Material

- 3.2.1. A copy of the universal waste management plan shall be kept in the superintendent's office and any building in which universal waste is stored.
- 3.2.2. A copy of the DEP's Universal Waste Handbook should be kept in the superintendent's office.

3.3 Signage

- 3.3.1. The door of the universal waste storage area shall clearly be marked "Universal Waste Storage Area".

3.4 Labeling

- 3.1.3. All containers of universal waste shall have a universal waste label affixed to the container indicating the accumulation start date, the nature of the wastes and the date the container became filled.

4.0 Inventory and Storage

4.0 The storage room shall meet the following specifications:

- A lockable secure door.
- Adequate lighting
- Sufficient space to allow inspection of the containers.
- Adequate shelving.

4.1 Containers

- 4.1.1 All fluorescent lamps shall be stored in containers to prevent breakage.
- 4.1.2 Other lamps shall be stored in cardboard boxes segregated as to type of lamp. Sufficient bubble-wrap shall be provided to prevent breakage.
- 4.1.3 All recyclable batteries except lead acid batteries of more than 1-pound weight shall be stored in a 5-gallon pail with a screw type lid.
- 4.1.4 All mercury containing thermostats shall be stored in the labeled container for the vendor return program.
- 4.1.5 All CRTs should be stored in their original shipping containers with the proper universal waste label affixed or in cubic yard containers.
- 4.1.6 All non-leaking PCB ballasts shall be placed in the 30-gallon PCB ballasts containers.
- 4.1.7 All containers shall remain closed except when items are being placed in them. In the event of breakage the entire container shall be sealed.

- 4.1.8 Mercury debris such as used gloves, tyvek suits, spill controls and other contaminated material shall be placed in a 5-gallon pail with a sealed lid.
- 4.1.9 Spill material from CRT breakage shall be place a 5-gallon pail with a sealed lid.

4.2 Log Procedure

- 4.2.1 At the time new universal waste is added to containers the number of items shall be entered in the log.
- 4.2.2 Lead storage batteries greater than 1 pound and thermostats should not be logged in the universal wastes summary page. These items are part of the vendor take back program and need not be accounted for on the log.

4.3 Access

- 4.3.1 Access to the universal waste storage area shall be restricted to the UWM and other service personal needing access to the area. Students are prohibited from this area.

4.4 Inspections

- 4.4.1 The UWM should make weekly inspections of the universal storage area and record his findings in the inspection log.

5.0 Spill procedures

5.1. General Procedures

- 5.1.1 All spills and spill residue resulting from spills or leaks of universal wastes must be contained and transferred to a container that meets the requirements of the Maine Hazardous Waste Management Rules.
- 5.1.2 A spill of 10 or less lamps or CRTs shall be handled as universal wastes. Larger spills must be handled as hazardous waste.
- 5.1.3 Report all spills of universal waste to the following:
 - Superintendent's office
 - State DEP spill hotline: 1-800-452-4664**Note: Incidental spills of ten or less lamps or cathode ray tubes do not require notice.**
- 5.1.4 A spill report form must be completed for all spills of greater than ten items.

5.2 Mercury spills

- 5.2.1 The UWM or his designee shall be responsible for the cleanup of mercury spills of 5 mL or less.
- 5.2.2 Follow the procedure outlined in SAD #9's spill control guidelines

- 5.3 Mercury Spills (carpet, porous surfaces)
- Follow the procedures outlined in the spill control guidelines.
- 5.4 Lamps/ CRTs (10 or less)
- Wear nitrile gloves and eye protection.
 - Dampen the contaminated area with a spray bottle.
 - Use a plastic dustpan and sweeper to collect the debris.
 - Place the debris in a 5-gallon pail. Label the pail.
 - Wipe the contaminated area with paper towels and place the towels in the pail along with the gloves. Seal the container.
- 5.5 Leaking lead-acid batteries
- Wear nitrile gloves and eye protection. A plumbed eyewash must be within a 10 second walk. Know the location of all eyewash stations. **Corrosives can cause severe eye damage in less than 30 seconds.**
 - Surround the spill with the acid spill control. Use caution and do not splash the acid.
 - Wait 10-15 minutes for the spill control to absorb the spill. Test the pH of the spill. If it is 5-9 collect the spill material and flush it down the drain with copious amounts of water. If the spill is less than 5 or greater than 9, add more spill control until the correct pH is reached. **Report the spill as listed in 5.1.3 above.**

All other spills of universal waste require professional services.

6.0 Record Keeping

- 6.1 All records shall be kept for 5 years. Certificates of recycling shall be kept for 30 years.
- 6.2 The UWM is responsible for the following records:
- Bills of lading
 - Certificates of recycling
 - Employee training
 - Inventory logs
 - Spill reports
 - Inspections

7.0 Shipping

- 7.1 The UWM in consultation with the facilities manager will arrange shipping on an annual basis.

7.2 The UWM is responsible for assuring that certificates of recycling are provided by the recycler in a timely manner.

Forms

Quarterly Universal Waste Inventory

Quarter _____

School: _____ Contact Person: _____

Address: _____ Phone Number: _____

CRTs

Date	CRT Code	Number of Items	Comments

Code:

T = Television

C = Computer

O = Other, describe in comment section

NOTE: All CRTs must be shrink wrapped to pallets or in cubic yard containers.

Mercury containing lamps

Date	Lamp Type Code	Size	Number of Lamps	Comments

Code:

F-4 = Fluorescent (4-foot section)

U = U-tube fluorescent

HID = High Intensity Discharge

MV = Mercury vapor

HPS = High Pressure Sodium

MH = Metal hydride

O = Other (record the type in the comments section)

N = Neon

F-8 = Fluorescent (8-foot)

Maine DEP Quarterly Report Form

Central Accumulation ID# _____ Date _____

Facility _____

Address _____

Phone _____ Contact _____

<i>Date rec'd</i>	<i>Waste type code</i>	<i>Description of waste</i>

Quarterly Log: CRT's Quarter _____

School: _____ Contact Person: _____
Address: _____ Phone Number: _____

Date	CRT Code	Number of Items	Comments

Code:
T = Television
C = Computer
O = Other, describe in comment section

Quarterly Universal Waste Log: Lamps

Quarter _____

School: _____ Contact Person: _____

Address: _____ Phone Number: _____

Date	Lamp Type Code	Size	Number of Lamps	Comments

- Code:
- F-4 = Fluorescent (4-foot section)
 - U = U-tube fluorescent
 - HID= High Intensity Discharge
 - MV = Mercury vapor
 - HPS= High Pressure Sodium
 - MH = Metal hydride
 - N = Neon
- O = Other (record the type in the comments)

Quarterly Log: Mercury Containing Items (Non-Lamp) Quarter _____

School: _____ Contact Person: _____
Address: _____ Phone Number: _____

Note: All thermostats are recycled as part of the manufacture “take back” program.

Date	Item Description	Size	Number	Comments

- Code:
T = Thermometer
TS = Thermostat
DM = Debris from Mercury Cleanup
O = Other, describe in comment section

Quarterly Log: PCB Ballasts Quarter _____

School: _____ Contact Person: _____

Address: _____ Phone Number: _____

Date	Number of Items	Comments

WEEKLY INSPECTION FORM

Universal Waste storage areas

DATE: _____ TIME: _____

INSPECTOR: _____

OBSERVATION	YES	NO
ARE ANY CONTAINERS OF WASTE OPEN?		
DO ALL CONTAINERS HAVE A UNIVERSAL WASTE LABEL?		
DO YOU HAVE ACCESS TO EACH CONTAINER AND CAN YOU READ THE LABEL?		
IS EACH CONTAINER MARKED WITH THE DATE ACCUMULATION BEGAN?		
ARE ANY OF THE ACCUMULATION STATE DATES OVER 365 DAYS OLD?		
IS THE FULL DATE MARKED ON ALL FULL CONTAINERS?		
IS THE FULL DATE MORE THAN 90 DAYS OLD?		
ARE THE CONTAINERS IN GOOD CONDITION AND INTACT?		
WAS THE STORAGE AREA LOCKED WHEN YOU ARRIVED?		
WHAT IS THE TOTAL NUMBER OF UNIVERSAL WASTE ITEMS IN THE STORAGE AREA?		

PROBLEMS:

REFERRAL TO:	
FOLLOW UP:	
ALL PROBLEMS CORRECTED	(DATE) / /

Spill Incident Report Form

Name: _____ Date: _____

Location of spill: _____ Time: _____

Type of spill: _____

Was notification provided to: Supervisor State DEP

If contamination occurred list the persons contaminated and the treatment provided on the reverse of this form.

Extent of the spill in grams/pounds/mL/Gallons: _____

Spill materials used: _____

Description (Briefly outlined what happened): _____

Location of spill containers: _____

Chemicals involved in the spill: _____

Waste classification: _____

Attach a material safety data sheet to this form if available

Universal Waste Management Plan

Initial Training Documentation

Name: _____

Job Title: _____

Training date: _____ Length of Training: _____

Instructor(s) _____

I received copies of the following:

- The District's Universal Waste Management Plan

I was informed about and am aware of the following:

- Types of materials classified as universal waste.
- How to properly label and store universal wastes.
- The procedures and reporting requirements for spills of universal wastes.
- The types of generator statuses and what each entails.
- How to maintain the inventory sheets for each type of waste.
- The signs and symptoms of chemical overexposure.
- My responsibilities as contained in the Universal Waste Management Plan.
- The importance in maintaining the universal storage area secure.

I acknowledge my obligation to abide by the procedures and conditions set forth in the Universal Waste Management Plan.

Employee's Signature

Date

Trainer's Signature

Date