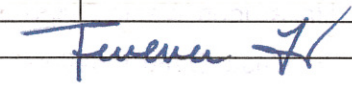


BBCC ADMINISTRATIVE PROCESS

Title: HAZARDOUS WASTE MANAGEMENT AND DISPOSAL	AP 7717	Implementing Board Policy: BP7700
Originating Department: Safety & Security	Originated: 12/2014	Effective Date: 2/23/15
Previous Revisions:	Approved:  President	

1.0 PURPOSE

- 1.1 To provide basic guidelines for Big Bend Community College (BBCC) departments in the identification, collection, temporary storage and disposal of hazardous wastes.

2.0 REFERENCES

- 2.1 42 U.S.C. §§ 6901 et seq., Solid Waste Disposal
- 2.2 40 CFR 261, Identification and Listing of Hazardous Waste
- 2.3 RCW 70.105, Hazardous Waste Management
- 2.4 WAC 173-303, Dangerous Waste Regulations

3.0 SCOPE

- 3.1 This AP applies to all employees.

4.0 Hazardous Waste Management – department designees

- 4.1 Each department which uses hazardous chemicals shall have a department designee responsible for waste determination, waste labeling and initiating the waste disposal process.

4.2 List of designees:

- 4.2.1 Dick Wynder – Automotive
- 4.2.2 Bill Autry- IST
- 4.2.3 Dan Moore – Aircraft Maintenance and Technology
- 4.2.4 Shawn McDaniel – Welding
- 4.2.5 Tina Bissett and Joe McDougall – Aviation
- 4.2.6 Randy Miller – CDL
- 4.2.7 Arthur Wanner- Computer Science
- 4.2.8 Preston Wilks – Business
- 4.2.9 Jennifer Brooks – Nursing
- 4.2.10 Caren Courtright – Bookstore
- 4.2.11 Todd Davis – Maintenance and Operations

4.2.12 Kim Jackson – ASB/Student Activities

4.2.13 Mike Andresen – Word Services

4.2.14 Kristen Krcma – Science Labs

4.2.15 Fran Palkovic – Art

4.2.16 Mike DeHoog – Gym

4.2.17 Hugh Scholte – Residence Halls

5.0 Hazardous Waste Disposal Procedure

5.1 Waste Determination

5.1.1 Hazardous waste means and includes all dangerous and extremely hazardous waste, including substances composed of both radioactive and hazardous components. Hazardous substances means any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity that exhibits any of the physical, chemical or biological properties described in WAC 173-303-090 or 173-300-100.

5.1.2 Initial waste determination will be made by the department designee (listed in 4.2) and be based on whether the material has been contaminated or “spent” during its use. All such chemicals are to be considered as waste and therefore managed accordingly.

5.1.3 Once all points of hazardous waste generation have been identified within the department, every effort should be made to minimize the quantities of hazardous wastes being generated.

5.1.4 Waste minimization techniques need to be incorporated whenever possible to reduce the amounts of waste that require special handling procedures.

5.2 Waste Collection

5.2.1 All containers used for the collection/storage of hazardous wastes must be structurally sound in compliance with 40 CFR §265.172. The utilization of proper containers minimizes the potential for leakage and/or other releases into the environment.

5.2.2 Whenever possible, the original container(s) need to be used.

5.2.3 In compliance with 40 CFR §265.172, container determination should be based on chemical characteristics of the waste material to be stored. For example, corrosive wastes should not be placed in a metal container.

5.2.4 Collection sites should be established by the department designees within the laboratory or other areas where hazardous wastes are generated. Waste containers should be conveniently located at these points as well.

5.2.5 Individuals moving wastes to temporary storage sites must be knowledgeable of the relevant waste characteristics, waste handling guidelines, and appropriate spill control measures.

5.2.6 Safety/spill control materials should also be readily available should a spill occur during transfer.

5.3 Waste Labeling

5.3.1 All containers of hazardous waste will be properly labeled by the department designee.. The Director of Campus Safety will monitor compliance.

5.3.2 Containers with missing or illegible labels are classified as “unknowns.”

- 5.3.2.1 Unknown chemicals requiring disposal place an unnecessary and costly burden on the college.
 - 5.3.2.2 Testing of the chemical must be performed by a third party hazardous waste disposal service in order to determine the appropriate hazard category of the unknown waste.
 - 5.3.2.3 The cost of testing will be borne by the department which generated the waste.
 - 5.3.3 Any container with a label that is not secure or is becoming illegible must be relabeled by the department designee..
 - 5.3.4 All containers with hazardous waste must have a Safety Data Sheet (SDS) sheet attached by the department designee. Locate the correct SDS at <https://msdsmanagement.msdsonline.com/ebinder/?nas=True>.
 - 5.3.5 Containers of waste chemicals require the words "Hazardous Waste" above the chemical name. A preprinted tag or other label is recommended and available through the MSDS Online system. .
 - 5.3.5.1 All labels must include an identification of the chemicals/products placed into the container. An estimate of the quantity of the each individual chemical is also recommended, particularly when mixtures of various chemicals are added. This process should occur at the time the chemicals/products are placed into the waste container. Additional tags/labels may be needed if numerous compatible wastes are placed into one container.
- 5.4 Waste Storage
- 5.4.1 Locations for the temporary storage of departmental hazardous wastes need to be selected carefully by each department in coordination with the Director of Campus Safety and Security.. Working fume hoods, for example, would be necessary for waste materials requiring adequate ventilation. Contact the Director of Campus Safety for assistance in selecting locations.
 - 5.4.2 Specific waste storage areas should be separate from other "usable product" storage sites if at all possible.
 - 5.4.3 To prevent confusion over the status of the stored material, a sign printed by the department generating the waste should identify all waste storage areas. Contact the Director of Campus Safety for assistance in selecting signs.
 - 5.4.4 All containers of hazardous waste must be kept closed at all times with the exception of adding or removing waste
 - 5.4.5 Funnels or other similar devices cannot be kept in containers between uses
 - 5.4.6 Containers of hazardous waste cannot be stored on the floor. Hazardous waste storage will be on a designated covered and impermeable surface, which will contain 110% of the largest container in the event of container failure. The largest container we will store is 55 gallons. Therefore, the containment area is capable of holding 61.05 gallons.
- 5.5 The Hazardous Waste Storage area must be inspected weekly for any leaks, etc., and a written log maintained. Department designees are responsible for these inspections within their buildings.
- 5.6 Compatibility standards also apply to waste storage locations. Waste materials which are incompatible should not be stored together or in such as manner inconsistent with

- acceptable chemical storage practices. Separate containers must be used for incompatible wastes.
- 5.7 The most recent inventory of all hazardous wastes should be kept within the storage area. Department designees are responsible for maintaining an inventory log.
- 5.8 Departmental Hazardous Waste Liaisons or other designated individuals need to be routinely informed of the waste chemicals/products and their respective quantities being generated within their department.
- 5.9 All hazardous wastes should remain at the temporary storage locations until transferred to the central storage sites, if available.
- 6.0 Waste Pickup Transfer for All Departments except Building 1200 Science Labs
- 6.1 Departments are not to drop off any hazardous waste at Maintenance and Operations (M&O).
- 6.1.1 Hazardous waste will not be dropped off by any employee without following proper channels. Maintenance and Operations, and the Director of Campus Safety and Security will monitor and enforce this requirement.
- 6.1.2 Hazardous waste improperly dropped off in the M&O storage yard will yield a charge to the generating department for all costs for analysis and disposal.
- 6.2 The removal of departmental wastes must be scheduled with the Maintenance and Operations Department.
- 6.2.1 The department designee will print off the correct SDS for the waste and let M&O know which chemical waste you want picked up. Locate the correct SDS at <https://msdsmanagement.msdsonline.com/ebinder/?nas=True>.
- 6.2.2 M&O will come and pick up the containers.
- 6.2.3 Containers of chemical wastes will initially be checked for structural integrity prior to being transported.
- 6.2.4 Any container deemed unsound or without an SDS will remain at the site until the contents are repackaged and/or appropriately labeled.
- 6.2.5 SDS sheet must be attached to the container.
- 6.2.6 Hazardous waste improperly labeled or mixed with other waste will yield a charge to the generating department for all costs for analysis and disposal.
- 6.3 All hazardous wastes received from College departments are taken by M&O directly to the College's Hazardous Waste Storage Room 4006. Wastes will remain at this location until a final determination is made as to the status of the material.
- 6.4 All materials determined to be wastes will be packaged and removed from campus twice each year by a licensed hazardous waste management company. Scheduling will be coordinated by the Director of Campus Safety and Security, and Maintenance and Operations.
- 6.5 The packaging, transportation, and disposal of the College's hazardous wastes will be performed by the college's hazardous waste management contractor according to all state and federal regulations.