

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: F 3.1
Procedure Title: Hazardous Waste Disposal
Relevant Board Policy/SACSCOC Policy: C.2.1 (Policy) Environmental Health and Safety
Originating Unit: College Services
Maintenance Unit: College Services

I. Purpose: To provide a uniform procedure for hazardous waste disposal and to ensure waste is managed safely and in accordance with regulatory requirements and best practices.

II. Procedure statement:

This procedure is applicable to all departments that produce and accumulate hazardous waste. The Hazardous Waste Disposal Procedure shall also be attached to the Palo Alto College Chemical Hygiene Plan.

A. The U.S. Environmental Protection Agency has established a process for identifying hazardous waste. Waste that is considered hazardous, is either specifically listed as a known hazardous waste or meets the characteristics of a hazardous waste. Characteristic wastes are wastes that exhibit any one or more of the following characteristics: ignitability, corrosivity, reactivity or toxicity. All laboratory personnel should treat all chemical, biological, radiological, or nuclear products for disposal as chemical wastes, unless told specifically otherwise by Risk Management. Please see the US EPA website on defining hazardous waste for more guidance: <https://www.epa.gov/hw/defining-hazardous-waste-listed-characteristic-and-mixed-radiological-wastes>.

B. Hazardous Waste Storage

1. All hazardous waste shall be stored in compliance with Federal, State, and Local Regulations and College Procedures/District Policies.
2. Hazardous waste must be stored in containers (including lids) made of materials that are compatible with the waste. Containers must be in good condition and free of leaks or any residue on the outside of the container.
3. A container holding hazardous waste must always be closed during storage, except when it is necessary to add or remove waste.
4. If a waste container is used to collect waste from a continuous process (i.e. drainage from a process collected with tubing inserted into a bottle), the container must still be sealed using rubbers stoppers with tubing inserts or other appropriate means.
5. Hazardous waste containers shall have secondary containment to prevent exposure if the primary container leaks or spills. The secondary containment shall be large enough to hold at least 10% of the volume of the primary container's maximum capacity.
6. Hazardous waste containers must be labeled with the contents as soon as the first drop of waste is added.

7. Waste must be stored in a Satellite Accumulation Area (SAA) within your lab. Waste cannot be transferred from lab to lab.
8. Incompatible waste must not be stored near one another.
9. Laboratories must NOT store more than 55 gallons of hazardous waste or one quart of acute hazardous waste at one time. Waste must be collected at such a frequency to prevent exceeding these limits.

C. Chemical Waste Disposal

1. Waste generating departments shall create an inventory of hazardous waste with the following:
 - a. Department name
 - b. Building and room numbers
 - c. Contact phone number
 - d. Operating hours that waste can be picked up
 - e. Product name
 - f. Chemical Composition
 - g. CAS# if available
 - h. Physical State
 - i. Quantity
 - j. UOM (Units of Measurement)
 - k. Container Type
 - l. Notes
 - m. Is a Safety Data Sheet available?
2. Waste generating department shall e-mail inventory to the Alamo Colleges District, the Environmental Health and Safety Coordinator.
3. Waste generating department shall contact Clean Harbors Technical Services.

D. Biological and Biomedical Waste Disposal

1. Departments that regularly accumulate Biomedical or Biological waste shall contact the Alamo Colleges District, Environmental Health and Safety Coordinator, to schedule regular pickups of waste with Stericycle.

Attachments: NONE

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Date Updated/ Approved: March 31, 2020

Approved:

(signed: Katherine Doss)
Interim Vice President of College Services

(signed: Dr. Robert Garza)
President