



OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 3071 DISPOSAL OF HAZARDOUS WASTE, CHEMICAL WASTE AND UNUSED CHEMICALS**

- 1.0 PURPOSE. Oklahoma City Community College (OCCC) recognizes that employees have a right and need to know the properties and potential safety and health hazards of substances to which they may be exposed in the course of performing their duties. It is the policy of OCCC to provide employees with appropriate training and information on the safe handling and work practices associated with hazardous chemicals, materials, and conditions to which employees may be exposed in the work place.
- 2.0 SCOPE. Hazardous waste, chemical waste and unused chemicals must be disposed of in an environmentally safe and legal manner. Many chemicals are regulated by the Environmental Protection Agency as hazardous materials and must be disposed of by a licensed disposal company. Other restrictions are placed upon chemicals released into the sewer system by the City of Oklahoma City. Waste chemicals are typically generated from areas such as laboratories, art studios, and facilities management. Other waste chemicals may be generated through cleaning out of unused chemicals, change of methods, off-specification chemicals and completions of a project. Chemicals with potential use should be appropriately handled and stored for reuse. Waste chemicals should be disposed of on a periodic basis to reduce the hazard potential of storage and to minimize inventory tracking and updating.
- 3.0 DEPARTMENT RESPONSIBILITIES.
  - 3.1 All Departments. To assure compliance with all applicable Federal and State regulations and to ensure the safety of all personnel involved OCCC has established the following standards for all departments applicable to the collection, storage, labeling, packaging and manifesting of hazardous waste, chemical waste and unused chemicals for pickup.
    - 3.1.1 Personnel will not accept any chemicals, hazardous substances, or items containing hazardous substances as gifts or donations without assuring the usefulness and quality prior to acceptance.
    - 3.1.2 Personnel will not give away or sell any OCCC property, including hazardous substances deemed waste. Under no circumstance is any person to dispose of a regulated hazardous chemical down the drain or into the trash.
  - 3.2 OCCC Campus Police Department. OCCC's Campus Police Department is responsible for coordinating the pickup of hazardous waste, chemical waste and unused chemicals with the exception of chemical waste and unused chemicals from automotive, chemistry, physical science, and biology laboratories. OCCC Campus Police Department will not be responsible for picking up or disposing of any hazardous waste, chemical waste or unused chemicals belonging to OCCC staff or students.

- 3.2.1 The OCCC Campus Police Department requires all hazardous waste and surplus or waste chemicals be labeled and properly documented on the Hazardous Material Inventory Removal form (Manifest) in accordance with the procedures set forth in Section 7.0.
- 3.2.2 The OCCC Campus Police Department will not accept unknowns unless the unknowns have a notation available giving origin, primary contact person, any information as to the generating process and why the substance is unknown.
- 3.2.3 Examples of items that will be picked up by the OCCC Campus Police Department include but are not limited to:
  - 3.2.3.1 Battery Back-ups, also known as Uninterruptable Power Supply (“UPS”);
  - 3.2.3.2 Finish and finish materials;
  - 3.2.3.3 Waste oil, including refrigerant waste oil;
  - 3.2.3.4 PCB waste;
  - 3.2.3.5 Pool chemicals;
  - 3.2.3.6 Custodial chemicals
  - 3.2.3.7 Maintenance related chemicals
  - 3.2.3.8 Miscellaneous batteries
  - 3.2.3.9 Light bulk
- 3.2.4 The OCCC Campus Police Department, at its sole discretion, may recycle UPS through a reputable vendor that offers recycling services.
- 3.3 Science Departments.
  - 3.3.1 Each science department laboratory generating chemical waste shall have in place a system to collect and segregate regulated hazardous chemical waste and waste containers and/or materials during daily operations. Chemical waste is collected in separate containers and stored separately to prevent chemical reactions in the event of spills or leaks. Mineral acids and bases are neutralized by the science department. Typical segregation of chemical waste is:
    - 3.3.1.1 Inorganic solvent
    - 3.3.1.2 Halogenated organic solvent
    - 3.3.1.3 Non-halogenated organic solvent
    - 3.3.1.4 Mercury waste
    - 3.3.1.5 Reactives
    - 3.3.1.6 Heavy metal contaminated solvent
    - 3.3.1.7 Radioactive waste
  - 3.3.2 The Science Department Chemical Hygiene Officer (CHO) coordinates the disposal of all hazardous waste, waste chemicals and unused chemicals generated in any science department laboratory. The CHO is responsible for coordinating the pickup of science department surplus and waste chemicals with a disposal company.
- 4.0 BASIC PROCEDURE FOR COLLECTION.
  - 4.1 Collect substances in original or other suitable container (see Section 5.0 “Containers”).
  - 4.2 Properly label containers as to contents and hazards (see Section 6.0 “Labeling”).

- 4.3 Complete a Manifest (see Section 7.0 “Hazardous Material Inventory Removal form” (Manifest)).
- 4.4 Place individual containers together to the extent practical (see Section 8.0 “Preparation for Removal of Unwanted Materials”) for transportation by OCCC Campus Police Department. NOTE: Departments using private disposal company for disposal of department surplus and waste chemicals are required to make arrangements with the private disposal company. Surplus and waste chemicals picked up by a private disposal company will not be transported by the OCCC Campus Police Department.
- 4.5 Schedule hazardous materials pickup prior to the amount of collected materials exceeding safe storage capacity. All departments with the exception of automotive and science contact the OCCC Campus Police Department in writing to schedule hazardous materials pickup and provide Manifest at time of initial contact.
- 4.6 Science department laboratories contact in writing the CHO or the Physical Science Laboratory Supervisor to schedule hazardous materials pickup and provide Manifest at time of initial contact.
- 5.0 CONTAINERS. Containers refer to anything that serves as a primary container or as an outer or secondary package over a primary container.
  - 5.1 Containers must not be damaged or leaking.
  - 5.2 Containers must be properly secured with a cap or other means of closure. Acceptable means of closures include the original cap or method provided by the manufacturer or a substitute of equal or higher quality.
  - 5.3 Container composition must be chemically compatible with the substances to be contained.
  - 5.4 Materials should be kept in their original containers if it is possible to do so safely.
  - 5.5 Plastic bags must have no punctures or tears, be tightly sealed and placed in a secondary container such as double-bagged or boxed.
  - 5.6 Glass containers should not exceed one gallon (4 liters) in size and not be filled into the neck of the fill/pour spout.
  - 5.7 Metal or plastic containers should not exceed five gallons (20 liters) and not be filled into the neck of the fill/pour spout.
  - 5.8 Liquid levels in flat-top containers must be at least one inch from the top of the container.
  - 5.9 Following are examples of acceptable containers:
    - 5.9.1 Any steel, plastic or fiber pack drum
    - 5.9.2 Metal cans or pails
    - 5.9.3 Steel cylinders and tanks
    - 5.9.4 Paper or plastic bags
    - 5.9.5 Glass and plastic bottles, jars, vials, and carboys
    - 5.9.6 Cardboard boxes
    - 5.9.7 Mercury flasks

- 6.0 LABELING.
- 6.1 Each container must be clearly labeled with the start date of the collection, the term “unwanted material” and the chemical or common name of each substance comprising 1% or more of the total mixture.
  - 6.2 Indicate the strength or concentration if it is a diluted substance.
  - 6.3 Do not use formulas, chemical equations or structures without the addition of the chemical name.
  - 6.4 Indicate National Fire Protection Association (NFPA) code, if applicable.
  - 6.5 Remove or obliterate completely any names not related to the current contents.
  - 6.6 Each container must have clearly labeled and affixed Manifest information when picked up by the OCCC Campus Police Department or the disposal company.
  - 6.7 File labels, original labels and any other adhesive labels are acceptable as long as it is firmly attached to the container.
- 7.0 HAZARDOUS MATERIALS INVENTORY REMOVAL form (Manifest). A Manifest must be completed for all hazardous waste, chemical waste and unused chemicals that are to be picked up by the OCCC Campus Police Department or the disposal company. The following information must be included for each container being picked up:
- 7.1 Department – the name of the department generating the unwanted material.
  - 7.2 Contact – the name of the individual responsible for manifesting the unwanted material.
  - 7.3 General Ledger (GL) Account number – The GL account number for the unwanted material generator. OCCC units are not billed for this service; however, the account number may be used as a tracking device.
  - 7.4 Date of inventory – the date which the manifest is coded;
  - 7.5 Page numbering – Number the pages as Page \_\_\_ of \_\_\_\_.
  - 7.6 Six-digit date – The date matching the six-digit container date on each unwanted material. The date does not need to change if unwanted materials are added to the list over several days. For example, August 7, 2008 would be entered as 080708.
  - 7.7 Volume or weight – the approximate volume or weight of container.
  - 7.8 Physical state – list the physical state of the unwanted material as follows:
    - 7.8.1 S=Solid
    - 7.8.2 I=Inorganic liquid or solvent
    - 7.8.3 H=Halogenated organic solvent
    - 7.8.4 NHO=Non-halogenated organic solvent
  - 7.9 Hazard code – list the appropriate hazard code for the unwanted material according to the Hazard Communication Standard.
  - 7.10 Signature and date – the person filling out the Manifest must sign and date attesting that all the information contained is correct to the best of their knowledge. In addition, the laboratory supervisor must also sign and date.
- 8.0 PREPARATION FOR REMOVAL OF UNWANTED MATERIALS. All bottles and containers of less than five (5) gallon size must be packed for transportation according to the following guidelines:
- 8.1 Pack incompatible substances in separate boxes.
  - 8.2 Boxes must be sturdy and capable of carrying the weight contained without the sides or bottom bending.

- 8.3 Do not pack more than four one-gallon or four liter bottles into one box. The original shipping boxes are recommended for reuse.
- 8.4 The weight of the box should not exceed 45 pounds.
- 8.5 The containers must be secured with the original cap or a replacement of equal or superior quality.
- 8.6 The containers must be surrounded by an absorbent material such as vermiculite to absorb leakage or a spill.
- 8.7 All containers must be individually labeled according to Section 6.0 "Labeling."
- 8.8 Metal pails are acceptable; however, vermiculite must be used.
- 9.0 **PREPARATION FOR REMOVAL OF UNINTERRUPTABLE POWER SUPPLY (UPS).** Follow these guidelines for disposing of UPS:
  - 9.1 Complete the Manifest. For any section(s) that do not apply mark with "NA";
  - 9.2 Coordinate pickup in writing with the OCCC Campus Police Department and include the Manifest at initial contact.

Revised: March 4, 2013