

Eastern Kentucky University



Chemical Waste Handling Guide

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EKU Environmental Health and Safety
Adams House
521 Lancaster Ave. Richmond Ky 40475
Telephone: (859) 622-2421 / Fax: 859-622-1258
www.chsrmi.eku.edu/

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1. Purpose

The purpose of Eastern Kentucky University Chemical Waste Guide is to ensure proper handling of hazardous chemical waste. Hazardous waste are substances that have hazardous characteristics such as: flammable, corrosive, reactive, toxic, radioactive, poisonous, carcinogenic, or infectious. In a general sense, wastes that contain these materials are considered hazardous because they present a potential risk to humans and/or the environment. Eastern Kentucky University is committed to providing a healthy and safe work environment for its campus community.

The disposal of hazardous waste requires a system of policies and procedures to protect human health and the environment, and to ensure compliance with governmental regulations. It is essential that Eastern Kentucky University comply with the rules, policies, and procedures detailed in this document to ensure safe and compliant collection, storage, and disposal of hazardous waste.

2. Roles & Responsibilities

There are standard safety protocols expected of all disciplines at Eastern Kentucky University. The inappropriate disposal of potentially hazardous chemicals is illegal and can have serious repercussions. Under current regulations mishandling of chemical substances can result in legal action and heavy fines. Moreover, some chemicals and items that can be casually discarded at home are considered hazardous chemicals here at Eastern Kentucky University. Each employee must strive to follow state and federal guidelines for disposal of chemical waste. This document has been compiled to explain how operations concerning chemical waste will be handled here at Eastern Kentucky University.

3. Limit Amount of Chemicals

Order smallest quantity of chemical from the start. When ordering chemicals, do not order strictly by cost per unit. Many times, a larger container may seem like the better purchase, but if it has no direct use, it will usually become chemical waste. Depending on the chemical, waste disposal can be expensive. Smaller units prevent future unwanted disposal cost. In addition, scaling down experiments, until a larger need for that chemical is established will also deter expensive chemical disposal cost.

Moreover, excess chemicals will require proper tracking, so individuals must maintain accurate records and logs of chemicals until the chemical is no longer at the work site. Failure to keep accurate records is a violation of current federal and state regulations. Such violations can result in fines. To avoid this situation, University personnel should design projects and order quantities which can be consumed within one year, to keep chemical stock down to a manageable level for record keeping.

4. Do Not Accept Chemical Donations

Chemicals donations are almost never cost effective. When donations have been accepted in the past, most of the chemicals became chemical waste. Even if there is a chemical that might be used, the transportation of the chemicals is dangerous and unlawful in most situations. Without proper licenses chemicals cannot be shipped. The United States postal service does not allow the mailing of chemicals.

Chemicals cannot be legally transported in personal vehicles. In the event of an accident during transportation of chemicals in a private vehicle on public highways could potentially become an unnecessary legal liability. In order to legally transport the donated chemicals, arrangements would have to be made for pick up or shipment of the chemical to ECU by a contractor.

This usually exceeds any savings that might be observed from a donation. Therefore, it is policy at ECU **not** to accept chemical donations.

5. Choosing a Container for Waste Collection

➤ **Compatibility**

It is important to use the proper container when collecting hazardous chemicals. Make sure the container is compatible with the chemical you are collecting. Choose a container that is in good condition and can allow the chemical waste to be safely stored (**for minimum of one year**) and ensure no problems during transportation. Check the container for cracks and flaws that jeopardize the integrity of the container. All containers must have a screw top cap or be securely sealed in such a manner to prevent seepage, even if the container tips over during transport. Plastic containers should be relatively new. Older plastic containers lose elastic properties and become very brittle. To test plastic containers gently squeeze the empty containers. If the container cracks during this testing process do not use and dispose of the container.

- Never use plastic milk jugs. Integrity of the seal is not enough.
- Containers and bottles cannot be sealed just using a cork. Integrity of the seal is not enough.
- Containers must not have visible flaws such as cracks or visible weak spots.
- Metal safety cans should be avoided for many chemical wastes due to the corrosive nature of many solvents and liquids.

For simple waste materials that do not have corrosive, reactive or volatile properties, containers can be purchased from local retailers. If waste has dangerous properties, specialized waste containers can be purchased from vendors such as Fisher Scientific, Sigma-Aldrich, Lab Safety supplies, etc. If you need assistance locating companies for ordering appropriate containers contact your Safety Representative or EH&S.

➤ **Size of Container**

Containers need to be as small as possible. Waste disposal companies can charge by the size of the container. Larger containers cause unnecessary expense. In addition, larger waste containers can lead to extra items being dumped in by other users or colleagues. Therefore, estimate the amount of waste to be generated prior to an experiment or task and put out an appropriate size container.

If multiple containers are used to collect waste during an exercise, be selective about the size of that waste container. The container should be kept to a size so that once the experiment or task is over, waste can be sent to the main accumulation site. Try to avoid putting out large containers which remain unused or idle for weeks. At maximum, the time span a waste container should be in a work area, is one semester. A more frequent transition of chemical waste containers to main accumulation site is recommended. Any time a process has stopped completely the waste container must be sealed and transported to the Main Accumulation Site (NSB 3189) within 3 days. (CFR 262.34)

6. Labeling of Containers

For all chemical waste containers, you **must do** the following.

- Make sure all waste containers are **clearly labeled** with the exact wording **“Hazardous Waste”**.
- Put a start **accumulation date** on the container.
- Put the complete chemical name of the compound on the container. Do not use abbreviations, codes or chemical formulas.
- Keep the container closed except when adding more waste to the container.
- Before contacting EHS or Chemical Storage facility for pick up, approximate amounts or percentage of chemical should be listed.

➤ Recycled Containers

- The container should be thoroughly cleaned/rinsed to remove any residual chemicals.
- The compatibility of the chemical with the container must meet the guidelines listed in the previous compatibility section.
- The old label must be totally removed or thoroughly marked out /obliterated (including inappropriate hazard and/or health warnings)

Containers with raised lettering shall not be used.

Simply taping over or masking the old label is not allowed.

7. Satellite Accumulation Areas

Many laboratories and work areas generate hazardous waste on daily or weekly basis during normal operations at the University. Such accumulation is allowed per the federal (CFR 262.34) or state guidelines if certain rules are followed. These areas are referred to as “satellite accumulation sites”. For the University the rules listed below apply to such areas.

- All waste bottles **once full need to be turned in** to the main accumulation site (New Science building room 3189) **within 3 days**. Please review Appendix D for instruction on how to prepare.
- **The maximum amount of time a waste bottle should remain in a satellite area is one semester.** The federal regulation allows one year for “satellite accumulation points”. But this regulation is designed for industry use. The University is set up to operate by semester, so waste disposal will operate in the same manner. This will help to minimize confusion of exact content in a waste container, as many working areas are shared. Waste containers left in areas for several semesters allow for

unknown waste to be dumped into containers and ownership of the container to become obscure.

- If the process of generating a certain chemical waste stops, then the waste needs to go directly to the main accumulation area.
- Unknowns/unidentified chemicals and associated wastes usually are the result of poor labeling practices. The Chemical Storage Facility main accumulation site and/or waste pickup vendors **will not accept unidentified chemical waste**. The department in which the chemical resides is responsible for sending the unidentified chemical out for analysis. If any container is submitted to the chemical storage facility that is unable to be identified, it will be classified as an **unidentified** chemical waste and the cost of identification could be charged to the originating department.
- Research chemicals need to be given special attention. The information needed to properly label research compounds can be difficult to obtain. The main reason is that if the lead researcher retires or graduates there is no one available with the necessary knowledge to definitively identify the material. This leads to unknown hazardous chemical waste. The expense as stated previously, of determining the unknown's chemical class or identity can be passed down to the department. It is recommended that departments routinely monitor work areas and keep close watch for unlabeled chemicals. Department policies should be established for final check out of work areas before personnel permanently depart from ECU to minimize unknowns/unidentifiable from being left behind.

8. Handling Chemical Mixtures

All chemical mixtures should be avoided. Chemical mixtures have higher disposal costs. The excess costs are charged sometime, even when a complete list of chemicals is attached to a waste container. Disposal companies observe a severe hazard listed, and then classifies the whole container as if it were all that chemical. Other examples are, the amounts of the separate chemicals listed on the bottle do not add up to the total amount said to be in the container and lastly multiple layers observed. The

examples mentioned, can put waste containers in the unknown category and costs rise as a result. **Separate bottles should be used for each chemical waste whenever possible.** We recognized that sometimes, mixtures are the result of processes in college teaching and research laboratories. If a mixture is unavoidable the amount and concentration of each component must be listed. If exact amounts of the components are not known, informed estimates need to be made of the ratio of various components.

9. Chemical Waste Segregation

Chemical waste segregation has several advantages:

- The prevention of unwanted or potentially dangerous reactions, the protection of personnel
- The ease in handling and disposing of waste, the reduction of disposal cost and minimization of liability for the University.

As previously stated, mixtures are to be avoided. Personnel should understand that **different types of chemical waste categories should never be mixed**, as unwanted and/or violent reactions may occur. The waste containers should be physically separated by enough distances. This helps to prevent students, staff and faculty from accidentally pouring waste in the wrong containers and minimizes the unintended mixing of chemicals in the event of an accidental spill.

The minimum categories for segregation are as follows:

- Flammable / Ignitable
- Corrosive
- Oxidizer
- Non-halogenated solvents
- Halogenated solvents
- Toxic or irritants

Note: Additional categories are possible. If you feel a certain chemical and/or group of chemicals is incompatible segregate it.

10. Preparing Chemical for Waste Pick-up

Chemical waste will only be picked up if properly packaged and labeled. A suitable container is necessary. If a chemical seems atypical contact the vendor of the chemical for waste handling instructions or check SDS sheets. Your safety representative, and/ or EH&S will try to assist further. If the contractor hired by the university to pick up the chemical waste rejects the container, the generating department may be subjected to charges incurred to properly dispose of the container.

- On each container a copy of the completed hazardous waste pick-up form must be attached. (Appendix D). Also copies of this form can be requested from the Environmental Health and Safety. The form should be firmly taped to the container, even though sometimes the size of the container makes this impractical, the form **must** be attached and/or accompany the chemical. The form is designed to include the following minimum information:
 - Chemical name (not initials nor abbreviations/ not trade names)
 - Amount of material in milliliters and/or grams.
 - The accumulation start date.
 - Originating person/dept.
 - The building the chemical waste was generated in.
 - The room the chemical waste was generated in
 - Hazards
- Inspect the container for flaws since accumulation began. Check for cracks or chips in the seals or caps. Make sure the label has not been made illegible by spillage of the chemical across the label. Additionally, check that no abbreviations of the chemical names are listed on the label. Make sure the proper forms have been filled out, attached to, and/or accompany the container.
- Once chemical waste is properly labeled, contact the Chemical Storage Manager (Mary Lamar@ 859-622-6355) to arrange transfer to the main

accumulations site (New Science Building, room 3189) where the waste container will be stored until the next regularly scheduled university wide chemical waste pick-up. If the container is deemed to have problems these must be resolved before the container will be removed for disposal.

11. Drain Disposal

- Hazardous chemicals **must not** be poured down sinks or drains. Any of the previously mentioned categories **cannot** be poured down a drain. In addition, any substance which might initiate a hazardous situation if it reacts with a substance commonly found in sewage systems cannot be poured down the drain. Therefore, a substance must be non-hazardous or totally inert to be considered for disposal in this manner. Even after that the substance must be water soluble or it could still cause problems with plumbing.

12. Non-Hazardous Waste

- Nonhazardous waste chemicals are those that have relatively low toxicity, contain no toxic metals, and have no positive determination of carcinogenicity, mutagenicity, or teratogenicity. Chemicals that may be disposed of in the sanitary sewer include chemicals that are NOT regulated as hazardous waste, but **ARE** water soluble, biodegradable, and of low toxicity. Examples include sugars, amino acids, simple proteins, aqueous salt solutions, and neutral aqueous solutions. Solid chemicals of this type can be disposed of in the sanitary sewer, if they are first dissolved in water. Improper disposal of hazardous wastes can result in fires, chemical reactions, release of toxic or noxious gases and vapors, corrosion of the plumbing system, and can result in other environmental problems at the sewage treatment plant. Dilution is not allowed as a treatment method for hazardous waste. Please contact your Safety representative or EH&S for further information regarding non-hazardous waste disposal.

13. Universal Waste

- The USEPA regulates universal wastes separately from other hazardous wastes in order to encourage their recycling and proper disposal.

All Universal Wastes (including spent fluorescent bulbs and lead acid batteries) may only be shipped to another universal waste handler or to an approved disposal facility. Use of a hazardous waste manifest is not required for off-campus shipments of Universal Wastes.

However, Non-Hazardous Waste manifests or Bills of Lading should be used, and copies retained for a minimum of three (3) years. Contact the University's EH&S Department for proper disposal requirements.

- **Used Fluorescent Bulbs**

All used bulbs must be segregated from other University waste streams and be stored in containers that are structurally sound and adequate to prevent breakage (original cardboard boxes are acceptable). The individual bulbs or each storage container must be marked with the words "Universal Waste – Lamp(s)" or "Waste Lamps" or "Used Lamps". Mark the accumulation start date (i.e., the date the bulbs are first placed in storage) on each individual bulb or storage container or maintain an inventory system for used bulbs. Storage time must not exceed one year from the date of generation.

Used fluorescent bulbs are collected by Facility Services personnel and are stored in Universal Waste Storage Sites. If you change out a light bulb from your desk lamp, give the used bulb to custodial staff for proper disposal.

- **Used Batteries**

Used batteries must be managed in a way that prevents releases to the environment. Batteries that show signs of leakage, spillage or damage that could result in leaks must be placed in containers that are structurally sound and kept closed. Used batteries or each storage container must be marked with the words "Universal Waste – Battery (ies)" or "Waste Batteries" or "Used Batteries". Mark the accumulation start date (i.e., the

date the batteries are first placed in storage) on each battery or storage container or maintain an inventory system for used batteries. Storage time must not exceed one year from the date of generation. Used batteries are collected and are managed by Facility Services personnel.

EKU has a Universal Waste Battery Program for disposal of small batteries. For batteries from a cell phone, MP3, and other types of new technology devices with small consumer batteries (AAA through D) there is an easy method for disposal. Simply place used batteries inside an envelope, seal and drop in the campus mail. (See Appendix E) There are envelopes available in all departments and campus housing. See your supervisor for details and envelopes.

➤ **Used Mercury-Containing Switches**

Used mercury-containing switches must also be managed in a way that prevents releases to the environment. Switches that show signs of leakage must be placed in containers that are structurally sound and kept closed. Used switches or each storage container must be marked with the words "Universal Waste –Switch (es)" or "Waste Switches" or "Used Switches". Mark the accumulation start date (i.e., the date the switches are first placed in storage) on each switch or storage container or maintain an inventory system for used switches. Storage time must not exceed one year from the date of generation. If you have a mercury switch that needs removing or replacing contact EHS for assistance.

➤ **Recalled/Banned Pesticides**

Certain recalled and banned pesticides are classified as Universal Wastes. Universal waste pesticides must be managed in a way that prevents releases of the waste or component of the waste to the environment. Universal waste pesticides must be stored in containers that are both in good condition and are compatible with the waste pesticide. The containers are to be kept closed and labeled with either the label that was on or accompanied the pesticide when it was originally purchased by the University or by the words "Universal Waste-Pesticide(s)" or "Waste-

Pesticide(s)". Storage time must not exceed one year from the date of generation.

➤ **Computer Monitors and Components**

Computer monitors typically are classified as hazardous waste due to the amount of lead contained in the cathode ray tube (CRT) glass. Other computer components may also be classified as hazardous waste due to the presence of lead- or silver-bearing solders. Although USEPA has proposed to include computer monitors as Universal Waste, that rule has not yet been adopted. As such, these components are considered hazardous waste. Because of their metal components, the recycling of these materials for those components would exempt them from hazardous waste regulation.

All used computers and computer components are handled by Facilities Services and are contracted for disposal through purchasing contracts. Contact EH&S or Facility Services if additional information is needed.

➤ **Aerosol Cans**

Empty each can through 'normal use'. When the contents are considered hazardous or dangerous, they must only be used as intended and not wasted or sprayed out just to get rid of them. Doing so is considered treatment in order to avoid proper disposal and is illegal. If it cannot be emptied through normal use, perhaps because of a broken nozzle, *then the entire can must be collected as hazardous waste and it must NOT be punctured.*

Puncture each can with a properly functioning puncture station. Aerosol cans are only considered completely 'empty' once the pressure inside is equal to atmospheric pressure. This is achieved by puncturing the container. Puncturing the can allows the release of both liquid residue and vapor which must not be released into the environment – hence the need to properly maintain the filters on the puncture station.

If there is a puncture station record on the log. It is important to record the number of cans that are processed through the puncture station so that the filters are

changed at the appropriate interval.

Throw the empty, punctured can in the recycle or garbage if recycling is not an option.

Place non-empty cans in the waste drum next to the puncture station and record on the log. Every aerosol can, that can't be punctured must be put in the waste collection container. Each addition to this container must be recorded on the container log so that the exact contents are known and can be disposed of properly.

➤ **Accumulation Time Limits**

Universal waste can be accumulated for up to one year from the date it became a waste. The amount of time that a universal waste has been accumulated must be demonstrated, in any one of the following ways:

1. Directly marking the universal waste with the date that it became a waste;
2. Marking the container with the earliest date that waste began accumulating in that container;
3. Marking a designated accumulation area with the earliest date that waste began accumulating in that area;
4. Keep an inventory that identifies the date that each universal waste became waste
5. Keeping an inventory that identifies the earliest date that a universal waste became a waste in the designated accumulation area.

14. Summary and Miscellaneous Items

- All containers must be compatible with the specific chemical stored in them.
- Avoid combining chemicals. If you must combine waste be consistent. Waste streams with too many components may be rejected by companies contracted to pick up waste or the company may charge by the most expensive item in the mixture. Therefore, mixtures could be returned to department generating waste or charges may be levied on department for fees due to analysis and/or cost of separating mixtures.
- Select a container size that matches the amount of waste.
- Any container may be rejected if too heavy.
- Waste containers must not leak. Containers need an appropriate cap.
- All containers must be identified and labeled with the name of the chemical/chemicals which has been placed in the container. Label with legitimate legible chemical name. **Abbreviations or formulas are not enough.**
- Collect halogenated and non-halogenated organic solvents in separate containers
- Separate organic waste from metal-containing and/or inorganic waste
- Do not mix solids and liquids wastes. Liquids should be strained of all solids (e.g. towels, filters, ph paper, etc.). Care should be taken to prevent everyday refuse from being placed in chemical waste containers.
- Separate mercury solutions and mercury compounds from other waste as much as possible.
- Vacuum pump oil and other machine oils must be kept separated.
- Labware and equipment obviously contaminated with acutely hazardous chemicals should be handled as contaminated debris. See chemical hygiene plan for disposal of these materials.
- Separate radioactive waste

- Separate highly toxic chemicals
- Keep oxidizing chemical waste stored in separate containers
- Separate nonhazardous chemical waste and determine if these can be disposed of through city waste streams.
- Universal waste must be placed in containers that are structurally sound and must be marked with the words “Universal Waste”, name of content (bulbs, batteries etc.) and accumulation start date.

APPENDIX A
Hazardous Waste Regulations
(Quick Guide)

HAZARDOUS WASTE REGULATIONS (QUICK GUIDE)

The following is a very simplified short version of the federal and state hazardous waste regulations.

First it is important explain what is a “Hazardous Waste” according to the federal and state guidelines? The simple answer is most every solvents, solutions, gases, and solids used in science laboratories maybe considered hazardous waste.

Listed Chemical Waste

If the chemical appears on the listed chemical manifest of U. S. RCRA document 40 CFR 261.30-261.33 it is a hazardous waste and must be treated as such. There are four categories subdivided on this list.

The first is the “F” listed waste. These are chemical waste from nonspecific sources such as solvent, plating solutions and chemical manufacturing processes. There are 28 specific type listed in 40 CFR 261.30-261.37.

The next is referred to as “K” listed waste. This is chemical waste from specific sources from industrial processes which results in unusable waste. The “K” listed waste number over 100 items.

The third category is “U” listed waste. These are items were deeming specifically as hazardous. This list is several hundreds of items in length. Some of these items are used at ECU.

The final category if called “P” listed waste. ECU has some of these items. These items have been cited as being very hazardous by the regulations. Only one kilogram (2.2 lbs) can be disposed of per month. The reasoning is most likely to discourage use of these items. Any use of these items at ECU should be disallowed or used in very minimal amounts.

To summarize, if any of these chemicals are used here at EKU then they are hazardous waste and must be processed as such. If you wish to see listing of these chemicals, they are found in the Federal document 40 CFR 261.30-260.33.

Characteristic Chemical Waste

The regulations state, a waste can be considered hazardous waste, if it has the characteristics that could cause a hazardous condition, when disposing of that chemical into local garbage or waste streams. The characteristics mentioned within the regulations are corrosive, ignitable, reactive, and /or toxic.

Corrosive by EPA standards is anything with a pH reading lower than 2 and higher than 12.5. The regulation describes also a material as being corrosive, if it shows reaction to a certain type of steel.

Ignitable is any substance that has a flash point below 140 ° F. A substance is ignitable if it is capable under standard temperature and pressure of causing fire through friction, absorption of moisture or spontaneous chemical change or if it does catch fire it is extremely difficult to extinguish. Oxidizers overlap this category because of their potential to react and cause fires.

The third category is **reactive**. The following may help to define this broad category. A substance is considered reactive if it meets any of the following criteria

- (1) It is normally unstable and readily undergoes violent change without detonation.
- (2) It reacts violent with water
- (3) It forms potentially explosive mixture with water or when mixed with water it generates toxic gases, vapor or fumes.
- (4) It is a cyanide or sulfide bearing chemical waste

- (5) It is readily capable of detonation if heated or shocked.
- (6) It is an oxidizing or reducing agent

The final group is **toxic** waste, if the chemical can be harmful to humans or the environment it is to be treated as a toxin. This means that most chemicals used in science laboratories can fall in this category, many chemicals used in science labs are at least slightly toxic to humans or the environment. Check SDS sheets and manufacturing information concerning this characteristic. If the SDS sheets has wording which indicates toxic properties may exist, then the item should be disposed of as hazardous chemical waste.

APPENDIX B
Handling Chemical Waste
(Quick Guide)

Handling Chemical Waste (Quick Guide)

1. Limit the amount of chemicals from the start.
 - A. Order smallest quantity needed for project
 - B. Do not accept chemical donations
2. Choose an appropriate container
 - A. Assure container is compatible material for the chemical waste being collected for disposal
 - B. Select the appropriate size container
3. Adhere to labeling and handling rules for containers concerning chemical waste collection in work area.
 - A. Clearly mark the words “Hazardous Waste” on each container
 - B. Ensure “accumulation start date” is marked on each container
 - C. Make sure complete chemical name is listed on each container
 - D. Keep each container closed except when adding more waste to the container
 - E. Follow protocol when using recycled containers for waste collection
4. Adhere to federal regulations for “satellite waste accumulation”
 - A. When full the waste container must be sent to main accumulation site within three days.
 - B. Maximum time for a container in a satellite area is one semester.
 - C. If a process for generating chemical waste stops, then the waste container must immediately be sent to main accumulation site.
5. Practice good handling techniques of chemical mixtures
 - A. Do not make mixtures if avoidable
 - B. If a mixture of chemicals is an unavoidable result of a particular task then list the percentage of each component.
6. Segregate the types of chemicals
 - A. Ignitable/ flammable
 - B. Corrosive
 - C. Oxidizer
 - D. Non-chlorinated solvents
 - E. Chlorinated solvents
 - F. Toxin or irritant
7. Process the chemical waste to be picked up for disposal
 - A. Place a completed hazardous waste form on each container
 - B. Inspect condition container and seal/close each container
 - C. Contact personnel in charge of main waste accumulation site by e-mail.
8. Drain disposal of chemicals
 - A. Hazardous chemicals must not be poured in sewer system

APPENDIX C
Satellite Accumulation Waste Manifest

Satellite Accumulation Waste

“Hazardous Waste”

Contact Person _____

OSHA requires us to record the type and amount of chemicals that we place in a container. Attach this manifest to any container that is used for used chemicals. Record the information in the proper spaces.

Name of Chemical or Solution	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Federal Law Prohibits Improper Disposal. If found contact the nearest police or public safety authority or the U.S. Environmental Protection Agency.

APPENDIX D
Hazardous Waste Pick-up Form



Eastern Kentucky University

Serving Kentuckians Since 1903

*AdamsHuse
521 Lancaster Avenue
Eastern Kentucky University
Richmond, KY 40475
(859) 622-2421
(859) 622-8987
Fax: 859-622-1258*

Hazardous Waste Pick-up

Here at Eastern Kentucky University we have several hazardous waste collection sites, based on past and present hazardous waste generation. Hazardous waste collection from these sites will be arranged on an as needed basis. The following locations have been identified as possible regulated hazardous waste collection sites with identified satellite accumulation areas:

- Fire Protection and Safety Lab
- Arlington
- B. Carter Building
- Campbell Building
- Facility Services (General)
- Kraft Building
- Madison/Central Kentucky Regional Airport
- Meadowbrook Farms
- Memorial Science Building
- Model Laboratory School
- Moore Science Building
- New Science Building
- Whaling Complex

Individuals who have been designated within the above facilities determine if there is hazardous waste that requires collection. If collection is needed, prepare the materials and schedule collection with Environmental Health and Safety.

Preparation for collection of Hazardous Waste Materials:

1. Affix 2 copies of the complete Hazardous Waste Disposal Form to each waste item to be collected. Make sure one copy of the form can be easily removed.
2. Keep containers of incompatible chemicals separated. If you have any questions about incompatible chemicals, call Environmental Health and Safety at 622-2421 or 622-8987.
3. Colleges of Arts and Sciences designees should contact Mary Lamar at 622-6355 to schedule waste collection. All others call Environmental Health and Safety at 622-2421 or 622-3437.

Items that cannot be accepted:

1. "Unknowns/unidentified"
2. Biohazardous waste
3. Unmarked, damaged or leaking containers
4. Liquid waste in a single container that contains more than 5 gallons
5. Solid waste in a single container that weighs more than 40 pounds
6. Containers without Hazardous Waste Disposal

EKU * Office of Environmental Health & Safety * 622-2421 or 622-8987 * Hazardous Waste
Pick-up

Pick-Up Date:	Contents:			
	Container Size:		Amt. of Material:	
Accumulation Start Date:	Contact Person:		Contact Phone #:	
	Precautions:	Combustible	Corrosive	Explosive Toxic
	Notes:			

EKU * Office of Environmental Health & Safety * 622-2421 or 622-8987 * Hazardous Waste
Pick-up

Pick-Up Date:	Contents:			
	Container Size:		Amt. of Material:	
Accumulation Start Date:	Contact Person:		Contact Phone #:	
	Precautions:	Combustible	Corrosive	Explosive Toxic
	Notes:			

EKU * Office of Environmental Health & Safety * 622-2421 or 622-8987 * Hazardous Waste
Pick-up

Pick-Up Date:	Contents:			
	Container Size:		Amt. of Material:	
Accumulation Start Date:	Contact Person:		Contact Phone #:	
	Precautions:	Combustible	Corrosive	Explosive Toxic
	Notes:			

EKU * Office of Environmental Health & Safety * 622-2421 or 622-8987 * Hazardous Waste
Pick-up

Pick-Up Date:	Contents:			
	Container Size:		Amt. of Material:	
Accumulation Start Date:	Contact Person:		Contact Phone #:	
	Precautions:	Combustible	Corrosive	Explosive Toxic
	Notes:			

APPENDIX E

Example of the Universal Waste Battery Program Envelope

RECYCLES

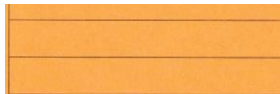
UNIVERSAL WASTE BATTERY PROGRAM

EKU is now accepting cell phone and MP3 batteries (nickel cadmium, alkaline, mercury, nickel metal hydride and lead acid), consumer batteries (AAA through D) and any other small batteries that will fit inside this pre-printed envelope. Please place your used batteries inside and drop it in The Campus Mail.

Thank you for helping EKU Recycle. Facilities Services 622-2966

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TO: _____	FROM: _____	TO: _____
h1.cilitiL"i Se-n iceJ. - Gentr) Building		icellitice> Sen Ice, - - c nlr) Bu lding
F*11tilitil"iSe n.i Q' U. Geo (r) Bu lding t-----		t FHcilitie" Sen it:f's - Ge ntr) Buildin
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