
UNIVERSAL WASTE DISPOSAL PROCEDURE (RSK-P302)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 The process for any District site or department to collect, store, and dispose of universal waste in accordance with Federal and California EPA environmental laws.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Safety Technician

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Risk Management

Signature

Date

4.0 DEFINITIONS:

- 4.1 Universal Waste - are hazardous wastes that are generated by a wide variety of people and the rules allow common, low-hazard wastes to be managed under less stringent requirements than other hazardous wastes (CCR Title 22, Chapter 23).
- 4.2 Universal Waste Streams - Used Fluorescent Lamps, Used Batteries (non-automotive), Used Devices containing Mercury, Non-Empty Pressurized Aerosol Cans, and Consumer Electronic Devices (E-Waste).
- 4.3 EPA – Environmental Protection Agency

5.0 PROCEDURE:

5.1 SITE and/or DEPARTMENT RESPONSIBILITY:

- 5.1.1 Each site and/or department shall ensure the proper collection, storage, and disposal for each universal waste stream they generate.
- 5.1.2 Each site and/or department shall ensure that no universal waste is disposed of in the regular trash.
- 5.1.3 Each site and/or department shall dispose of Consumer Electronic Devices (E-Waste) using the Surplus Computer/Equipment procedure (WHS-P012).

5.2 SITE and/or DEPARTMENT COLLECTION AND STORAGE OF UNIVERSAL WASTE:

- 5.2.1 Each site and/or department shall designate a secure and dry area in which to collect and store their universal waste.
- 5.2.2 The Site Plant Operations Manager or department designee shall place used universal waste into the appropriate labeled containers and ensure that different types of lamps or different category batteries are not mixed together.
- 5.2.3 Label containers using Universal Waste Labels Form (RSK-F302B).

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Sacramento City Unified School District

5.2.3.1 The accumulation start date is the date in which the first universal waste is placed into the box or container.

5.3 SITE and/or DEPARTMENT PICK UP OF UNIVERSAL WASTE:

- 5.3.1 Each site will collect their universal waste until they have one or more full boxes of fluorescent tubes or a sufficient amount of other lamps or batteries that need to be picked up.
- 5.3.2 The Site Plant Operations Manager or department designee shall fill out and submit a completed Universal Waste Pick Up Request Form (RSK-F302A) to the Warehouse. Note: The site shall keep a copy of the request form for their records. Forms shall be kept on site for a minimum of 3 years.
- 5.3.3 The Warehouse will schedule the pick up during its normal site mail and supply deliveries. Note: Depending on the availability of resources, it may take up to several weeks before the Warehouse can pick up the universal waste.
- 5.3.4 Only universal waste that is in an appropriately labeled and sealed container or box will be picked up by the Warehouse driver.
- 5.3.5 If the site or department collects additional full boxes of fluorescent tubes or a sufficient amount of additional lamps or batteries before the Warehouse performs the requested pick up. The site or department will resubmit a completed Universal Waste Pick Up Request Form (RSK-F302A) to the Warehouse with the new waste amounts. Note: Write "Resubmitted Request" on the form to alert the Warehouse that this is not a new request.

5.4 DISTRICT UNIVERSAL WASTE ACCUMULATION AREAS:

- 5.4.1 The Warehouse drivers will pick up the universal waste from the sites or departments and deliver the waste to the Warehouse.
 - 5.4.2 All fluorescent tubes will be taken to the Warehouse accumulation area and all other universal wastes will be staged at the Warehouse. Facility Maintenance personnel will pick up the universal waste from the staging area on a weekly basis and take it to the Facility Maintenance accumulation area.
 - 5.4.3 The Warehouse and Facility Maintenance universal waste coordinators will ensure that the wastes are placed into the appropriate waste stream areas and containers.
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Sacramento City Unified School District

- 5.4.4 The office of Risk Management will schedule quarterly pick ups of the universal waste from the accumulation areas by a contracted Universal Waste Recycler / Transporter.
- 5.4.5 If a sufficient amount of universal waste has been accumulated at an accumulation area before the scheduled quarterly pick up, the coordinator will contact the office of Risk Management to schedule an additional pick up by a contracted Universal Waste Recycler / Transporter.
- 5.4.6 The office of Risk Management will receive and store Universal Waste Certification documentation from the contracted Universal Waste Recycler / Transporter for universal waste that has been pick up.

UNIVERSAL WASTE DISPOSAL PROCEDURE (RSK-P302)

Sacramento City Unified School District

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Surplus Computer/Equipment (WHS-P012)
- 6.2 Universal Waste Pick Up Request Form (RSK-F302A)
- 6.3 Hazardous Waste Labels Form (RSK-F302B).

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Universal Waste Disposal Procedures	Universal Waste Certification documents kept in file.	Stored Indefinitely	Scanned and shredded as appropriate.	Secured Area

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/24/07	A	Initial Release

***** End of procedure *****