


**Facilities Management  
 Hazardous Waste Standard Operating Procedures**

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| SOP #:    | EHS-010   | Revision: 1    |
| Dept:     | Environmental Health and Safety   | Date: 03/11/19 |
| Approval: |  | Date: 03/11/19 |

**1. PURPOSE**

Colorado State University-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. CSU-Pueblo generates a great deal of waste during its operation. Although not all waste is hazardous, the University is required to comply with federal standards promulgated by the Environmental Protection Agency (EPA) and the Department of Transportation (DOT) regarding the generation of hazardous waste. These regulations require documentation of the transfer of hazardous waste from the point of generation to its final disposal. In an effort to keep all campus stakeholders safe, the following standard operating procedure has been compiled to offer guidance related to hazardous waste.

**2. RESPONSIBILITIES**

2.A. Environmental Health and Safety will be responsible for:

- 2.A.1. Providing assistance in management of hazardous wastes.
- 2.A.2. Coordinating with licensed disposal contractors to ensure timely pickup and disposal.
- 2.A.3. Coordinating with departments regarding hazardous waste and preparing for contractor pickup.
- 2.A.4. Managing hazardous waste generated by Facilities Management.
- 2.A.5. Collecting batteries for disposal as needed from Campus Departments.

2.B. All Supervisors and Building Proctors will be responsible for:

2.B.1. Coordinating battery pickup with EHS.

2.B.2. Notifying the Facilities Department and/or Environmental Health and Safety of the location of any improperly disposed hazardous materials.

2.C. Generating Departments will be responsible for:

2.C.1. Maintaining accurate inventory of all hazardous wastes generated.

2.C.2. Coordinating with EHS and licensed contractor for efficient pickup scheduling.

2.C.3..Ensuring that secondary containers are used as needed to prevent leaks and spills.

### 3. DEFINITIONS

3.A. BIOHAZARD WASTE – Also known as Biomedical waste. Human and animal tissue, blood, and blood products, cultures and stocks of etiologic agents and associated biologicals, laboratory waste that has come in contact with a biohazard, sharps, animal waste, animal carcasses, body parts, and human pathological waste. Disposal of these materials must be arranged through a designated and certified contractor. (See Biohazard Waste SOP.)

3.B. HAZARDOUS WASTE – Wastes which are either designated as hazardous by the EPA or Department of Transportation or exhibit behaviors which are hazardous.

3.C. RADIOACTIVE WASTE – Radioactive materials, including radioactive wastes are controlled through EHS. Contact EHS for further information.

3.D. UNIVERSAL WASTE – Aerosols, Batteries, Electronics, Lamps, and Pesticides. Disposal of electronics and lamps should be arranged through Facilities Management at x2211. Batteries can be disposed of through the Environmental Health and Safety Office. EHS handles all other universal waste as hazardous waste,

## 4. PROCEDURES

4.A. Federal, state and local laws regulate the disposal of hazardous materials. **The disposal of any hazardous material in the sewer system, storm water system, on the ground, or in the regular trash is strictly forbidden.** Improper disposal of Hazardous Waste is subject to criminal and civil penalties.

4.B. Under the Hazardous and Solid Waste Amendments (HSWA) of 1984, additional substances were incorporated into the hazardous waste regulations by having characteristics of hazardous waste. A generator must determine if a waste possesses one or more of the following characteristics: ignitability, corrosivity, reactivity or toxicity. A waste known to be contaminated with constituents having one or more of the four characteristics must be handled by the generator as hazardous waste, unless the generator develops the detailed waste analysis required to establish the absence of regulated characteristics to the point specified in the regulations.

4.B.1. Ignitability

4.B.2. Corrosivity

4.B.3. Reactivity

4.B.4. Toxicity

4.C. Once solid waste is identified as hazardous waste by the generator, it must be handled in accordance with the regulations. This includes hazardous materials that are:

4.C.1. No longer used

4.C.2. In excess of what is needed

4.C.3. Have exceeded their shelf life

4.C.4. Have been used in a process

4.C.5. No longer useable

4.C.6. A product of a process

4.D. Hazardous waste must not be:

4.D.1. Disposed or recycled with other forms of trash or waste

4.D.2. Burned or allowed to evaporate into the air

4.D.3. Disposed or diluted in water (i.e. down the drain)

4.D.4. Disposed on or buried in the land.

4.E. An appropriate container (bottle, jar, drum, etc.) must be used to accumulate waste. It must be properly labeled. Hazardous waste containers must be kept closed except when adding or transferring waste and the contents of the containers must be compatible with the container material.

4.F. The most significant way that University employees can assist in the management of hazardous waste is to reduce the volume of waste required to be handled by the Environment, Health and Safety Office. Laboratories are encouraged to consider ways of reducing the volume of waste or preserving the usability of the materials through the redesign of experiments. Support services are encouraged to explore the use of nonhazardous cleaners, paints and solvents.

4.G. The Environment, Health and Safety Office welcomes ideas and suggestions about how production of hazardous waste can be reduced through source reduction, recycling, redesign of experiments, or decontamination.