

Hazardous Waste Management Standard Operating Procedure

BIOLOGY DEPARTMENT

DESIGNATION

Designation is the process of determining whether a waste is regulated under WAC 173-303 and if so, what waste codes apply to it. See Master Forms List for the Designation Checklist form.

The waste from teaching labs is predesignated and managed by various lab managers/instructors in coordination with the Hazardous Waste and Academic Safety Manager (hereafter the Hazardous Waste Manager). The waste designation and labeling instructions are documented on the instructor's notes for the lab procedure.

Designation occasionally needs to be done for clean out items. This will be done by the Hazardous Waste Manager as needed and initiated by the Biology Department. Waste from Biology research is designated by the generating professor, in consultation with the Hazardous Waste Manager.

SATELLITE ACCUMULATION

Satellite Accumulation is a location at or near the point of waste generation where hazardous waste is initially accumulated prior to consolidation at the 180/90 day accumulation area.

Each satellite accumulation area must be identified and secured. The Biology Department is responsible to ensure that their waste containers are secured in such a way as to prevent the improper addition of waste. This includes training students to place their waste in the proper receptacle. The Biology Department is also responsible to maintain the emergency response and contact information posted in each accumulation area.

All Biology Department research and teaching labs in both Eric Johnston and Robinson are considered satellite accumulation areas.

Battery satellite accumulation containers are located near the recycling bins on all floors of Eric Johnston. These containers are emptied once per semester by the Hazardous Waste Manager and batteries are placed in the collection bins in Facility Services.

180/90 DAY ACCUMULATION

180/90 day accumulation areas are places where waste is kept when it is removed from satellite accumulation and is awaiting shipment for treatment and disposal.

The Biology Department has a 180/90 day accumulation area located in Robinson 129B. This is a very small area and is intended to be a stepping stone location between satellite accumulation and the campus accumulation area in Robinson 145. Biology Department staff and faculty are

responsible for moving their waste from their lab satellite accumulation areas to either this 180/90 day accumulation area or to Robinson 145.

Persons bringing waste to either area shall ensure that each waste container is properly labeled with the words Dangerous Waste, the waste constituents, the hazards of the waste, the origin of the waste, the tare weight of the bottle and the full date. Further they shall ensure that the container is tightly closed and stored within secondary containment.

INSPECTIONS

Weekly inspections of all containers in 180/90day accumulation areas is required by WAC 173-303-630(6). Inspections must include the integrity of containers as well as accuracy and completeness of labels.

The waste collection bin in Robinson 129B is inspected weekly by the Hazardous Waste Manager in conjunction with waste transfer to Robinson 145. This inspection is documented in the logbook kept in Robinson 145.

TRANSFER OF WASTE

Transfer of waste from satellite accumulation to 180/90 accumulation occurs when containers are 'full'.

The Hazardous Waste Manager or his/her designee regularly moves waste from Robinson 129B to 145. Biology lab staff also regularly bring their own waste to Robinson 145. All waste brought to Robinson 145 is to be recorded on the receiving log. Once the waste is received in the 180/90day accumulation area in Robinson 145, the Hazardous Waste Manager is responsible to ensure that it is logged, labeled, accumulated and disposed of properly and in accordance with Whitworth University's hazardous waste management program as well as all applicable state and federal regulations.

SOP EVALUATION AND REVISION

The Biology Department waste management SOP is evaluated every two years by the Hazardous Waste Manager and the Biology Department Chair to ensure that it is effective in practice and that it complies with all applicable regulations. Revisions must be made in consultation with university safety personnel.

APPROVAL

Dean of the College of Arts & Sciences:	Noelle Wiersma	Date: Dec 3, 2018
Hazardous Waste & Academic Safety Manager:	Joy Diaz	Date: Oct 30, 2018
Chair of the Biology Department:	Grant Casady	Date: Oct 30, 2018