

# Hazardous Waste Management Standard Operating Procedure

## CHEMISTRY DEPARTMENT

### DESIGNATION

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*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.*

Prior to the implementation of a new lab procedure, the anticipated waste is evaluated and designated through communication between the authoring professor, the Lab Manager and the Hazardous Waste & Academic Safety Manager (hereafter the HWASM). Informed by this collaborative process the HWASM creates the “safety sheet” which contains safety and waste disposal instructions for students. The waste designation and labeling instructions are documented on the SOP for the lab procedure.

Waste from Chemistry Department research is designated by the professor, in consultation with the HWASM. Student researchers also receive waste management training, which includes the designation process prior to starting research.

Designation occasionally needs to be done for items removed during an inventory reduction or clean out. This will be done by the HWASM as needed and initiated by the Chemistry Department.

### SATELLITE ACCUMULATION

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*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 Chemistry Department is responsible to ensure that the 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 receptacles. Emergency response contacts (name and numbers) and procedures are to be posted near each satellite accumulation area. The Chemistry Department is responsible to maintain the accuracy of chemistry department personnel names and contact information on these posters. The maintenance of other information is the responsibility of the HWASM.

All Chemistry Department research and teaching labs are considered satellite accumulation areas.

The battery satellite accumulation container for the Chemistry Department is in the equipment stockroom, Robinson 340. This is emptied once per semester (or as needed) by the HWASM and batteries are placed in the collection bins in Facility Services.

### 180/90 DAY ACCUMULATION

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*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 Chemistry Department has a 180/90 day accumulation area located in Robinson 336, the Solution Prep room. This is a small area and is intended to be a stepping stone location between satellite accumulation and the campus accumulation area in Robinson 145. Chemistry 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 the accumulation area in Robinson 145.

Waste from teaching labs is brought to this area after all sections have completed a given lab procedure or sooner if the containers are full. Waste from research labs is brought by the generating researcher to this area as bottles are filled and at the end of a research term.

Persons who bring waste to this collection area in Robinson 336 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

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*Weekly inspections of all containers in 180/90 day 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 area in Robinson 336 is inspected weekly by the HWASM in conjunction with waste transfer to Robinson 145. This inspection is documented by the HWASM in the log book kept in Robinson 145.

## TRANSFER OF WASTE

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

The HWASM or his/her designee, regularly moves waste from Robinson 336 to 145. Chemistry lab staff may also bring waste to Robinson 145, as needed. All waste brought to Robinson 145 is to be recorded on the receiving log. Once the waste is received in the 180/90 day accumulation area in Robinson 145, the HWASM 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

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The Chemistry Department waste management SOP is evaluated every two years by the HWASM and the Chemistry Department Chair(s) to ensure it is effective in practice and that it complies with all applicable regulations. In addition, revisions are made in consultation with university's safety staff.

## APPROVAL

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Dean of the College of Arts & Sciences:	Noelle Wiersma	Date: Dec 10, 2018
Hazardous Waste & Academic Safety Manager:	Joy Diaz	Date: Nov 6, 2018
Co-Chair of the Chemistry Department:	Deanna Ojennus	Date: Dec 6, 2018
Co-Chair of the Chemistry Department:	Karen Stevens	Date: Dec 6, 2018