

Hazardous Waste Management Standard Operating Procedure

Hazardous Waste & Academic Safety Manager

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.

As the designation expert, the Hazardous Waste & Academic Safety Manager (HWASM) is available to designate any waste from any department, as requested. The HWASM will maintain copies of applicable regulations and provide designation training to waste generators as outlined in the Hazardous Waste Management Program.

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.

Satellite accumulation areas are generally under the control of individual generators or departments. The HWASM is responsible to provide guidance and training to ensure that waste is moved from satellite accumulation in a timely manner and that container and labeling requirements are met.

TRANSFER OF WASTE

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

The waste transfer process varies by department – see department specific SOP for details. In general, the HWASM or designee transfers waste from Biology and Chemistry 180/90 day accumulation areas to the main accumulation area in Robinson 145. The HWASM also transfers waste from the Art Department to Robinson 145.

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.

Once the waste is received in the 180/90 day accumulation area the HWASM is responsible to ensure that it is logged, labeled, stored and disposed of properly and in accordance with Whitworth University's hazardous waste management program as well as all applicable state and federal regulations. The HWASM will ensure/do the following:

Labeling:

- 1) That the words "Dangerous Waste" or "Hazardous Waste" are on the label.

- 2) That the main hazard(s) of the waste are indicated.
- 3) The full date is recorded on the label.
- 4) The pH is recorded, if applicable.

Storage:

- 1) All containers are tightly sealed with proper lids.
- 2) All dangerous waste containers are in secondary containment.
- 3) Containers are segregated by hazard (flammable, reactive, corrosive base, corrosive acid, oxidizer, non-hazardous, toxic)

Log waste:

- 1) Assign a bottle ID#
- 2) Record all label information
- 3) Weigh container, record in grams or kilograms
- 4) Test pH and oxidizer content, if applicable
- 5) Record estimated volume in liters
- 6) Record container description
- 7) Record hazard group

Waste Disposal:

- 1) Provide waste log data to waste vendor and waste packer.
- 2) Assign each bottle to a bulk waste profile (from vendor) and certify/recertify profiles as necessary.
- 3) Have waste packers bulk waste according to profiles.
- 4) For recurrent waste from Facility Services and the Art Department, bulking is not required.
- 5) Arrange pickup date with waste vendor and be present to facilitate waste pick up and sign manifest.

Document Maintenance:

- 1) Record all hand-written log information on an excel spread sheet. One spreadsheet per anticipated shipment. Use the information on the spreadsheet to determine/track: generator status (monthly generation amount), hazard packing group/profile.
- 2) Maintain copies of all shipping manifests, logs, profiles and designations.
- 3) Complete and submit annual waste management report to Washington State Department of Ecology.
- 4) Complete and submit annually an update to the University's Pollution Prevention Plan with the Washington State Department of Ecology.
- 5) Annually insure that all emergency response information is posted in accumulation areas.

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 HWASM will inspect each of the 180/90 day accumulation areas weekly and record this inspection in the log book in Robinson 145.

Monthly the HWASM will also inspect certain other waste accumulation areas around campus to ensure compliance. Some of these are satellite accumulation that don't actually require weekly inspection and some are areas that others are responsible to inspect. This is just a double-check to avoid surprise issues.

SOP EVALUATION AND REVISION

The Hazardous Waste & Academic Safety Manager waste management SOP is evaluated annually by the HWASM and the Dean of the College of Arts & Sciences to ensure it is effective in practice and that it complies with all applicable regulations. Revisions are made in consultation with university safety staff.

APPROVAL

Dean of the College of Arts & Sciences:	Noelle Wiersma	Date: Dec 3, 2018
Hazardous Waste & Academic Safety Manager:	Joy Diaz	Date: Nov 7, 2108