SUNY Cortland – Environmental Health and Safety Office

Waste Management Program
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Waste Management Program

Contents

I. Introduction

This program is designed to ensure that all wastes are managed in accordance with federal, state, and local regulations governing Hazardous, Universal, and Regulated Medical Wastes. This program applies to all employees, students, and contractors who engage in any campus related activity.

II. References

Hazardous Waste (40 CFR 260 – 282)
NYS Hazardous Waste Regulations (6 NYCRR Subparts 370-376)
Universal Wastes (40 CFR 273)
Fluorescent Bulbs, Batteries, Pesticides, Mercury Thermostats (6 NYCRR Subpart 374-3)
Mercury Waste (6 NYCRR Subpart 374-4)
Regulated Medical Waste (6 NYCRR Subparts 360-10)
Occupational Health and Safety Administration, Bloodborne Pathogens (29 CFR 1910.1030)
NYS Department of Health, "Managing Regulated Medical Waste" (10 NYCRR, Part 70)
US DOT Non-bulk Packaging for Hazardous Materials, Regulated Medical Waste (49 CFR 73.197)
SUNY Cortland's Exposure Control Plan (Bloodborne Pathogen Program)
SUNY Cortland's Personal Protective Equipment Program

III. Definitions

Hazardous Waste – By-products of society that can pose a substantial or potential hazard to human health or the environment when improperly managed. Hazardous waste possesses at least one-of-four

characteristics (i.e., ignitability, corrosivity, reactivity, or toxicity), or appears on special Environmental Protection Agency lists.

Mercury Containing Devices – Include, but are not limited to, thermometers, hygrometers, manometers, psychrometers, and switches.

Regulated Medical Waste – Solid waste generated in the diagnosis, treatment, or immunization of human beings or animals in research, or in the production or testing of biological materials. This waste includes: cultures and stocks of infectious agents; human blood and blood products; human pathological body wastes from surgery and autopsies; contaminated animal carcasses from medical research; waste from patients with communicable diseases; and all used sharp implements, such as needles and scalpels, and certain unused sharps.

Resource Conservation and Recovery Act (RCRA) – RCRA establishes a system for managing non-hazardous and hazardous solid wastes in an environmentally sound manner. Specifically, it provides for the management of hazardous wastes from the point of origin to the point of final disposal.

Satellite Accumulation Area – Stationing areas where generators collect Hazardous Waste before transferring to 90 or 180 day collection areas. These areas must be at or near the site of generation and under the control of the generator.

Secondary Containment – A container designed to hold one or more containers for the collection of waste.

Universal Waste – Any of the hazardous wastes that are managed under the Universal Waste requirements of 40 CFR Part 273, including batteries, pesticides, mercury containing equipment, and lamps.

IV. Responsibilities

Environmental Health and Safety (EH&S) Office – Responsible for SUNY Cortland's Waste Management Program as it relates to Hazardous Waste, Universal Waste, and Regulated Medical Waste. The EH&S Office provides administrative and technical support for this program. This responsibility includes RCRA determination, disposal, training, inspections, and record keeping.

Faculty and Staff – Responsible for management and disposal of waste in accordance with the requirements and guidelines outlined in this policy. These responsibilities include labeling containers, segregating incompatible wastes, inspections, and maintenance of work and storage areas.

Contractors – Responsible for management and disposal of wastes in accordance with federal, state, and local regulations. These responsibilities include proper labeling of containers, segregation of incompatible wastes, inspections, maintenance of work and storage areas, and removal of wastes from the campus at the end of a job or project.

V. Requirements and Guidelines

Hazardous Waste

SUNY Cortland has a Chemical Management Facility that is located within the Service Group complex at the southwest end of the campus. This facility is the end-point of all hazardous waste prior to removal from the site. Hazardous Waste generated on campus is to be disposed of in accordance with federal, state, and local regulations, unless specific instances utilize other management methods.

The following requirements and guidelines must be observed for hazardous waste:

1. Containers must be in good condition.
2. Containers must be compatible with the waste.
3. Containers must be labeled accurately to indicate contents. Labels must: a) indicate "Hazardous Waste"; b) identify the name of the waste or the waste's constituents; and c) indicate the date the waste container became full. Abbreviations, chemical symbols, or "nicknames" are not to be used. A hazardous waste label is pictured in Figure 2 of Appendix A on page 7.
4. Containers must be kept closed at all times except when adding or removing contents.
5. Incompatible wastes must be segregated. The EH&S Office should be contacted at extension 2508 for guidance on segregating incompatible wastes.
6. Containers must be placed in secondary containment while within a satellite accumulation area (see requirements in this section for Satellite Accumulation Areas).
7. Spills of hazardous waste must be cleaned up promptly. For small spills of 1 liter or less, use an appropriate spill kit. For large spills (greater than 1 liter) call University Police at extension 2111. Additional guidance on handling spills involving hazardous chemicals is provided in SUNY Cortland's Integrated Contingency Plan, Spill Prevention Control and Countermeasures Plan, and Spill Clean-up Policy. Employees may also contact the EH&S Office at extension 2508 for guidance on cleaning up spills.

Satellite Accumulation Areas

A generator is not limited to a specific number of satellite accumulation areas. Each waste stream is allowed to be accumulated under the satellite accumulation provisions and in its own satellite accumulation area. In addition to the requirements outlined in this section for Hazardous Waste, the follow guidelines must be observed for satellite accumulation areas:

1. A generator may accumulate up to 55 gallons of hazardous waste or one quart of acutely hazardous waste, per waste stream, in containers at or near any point of generation.
2. The total amount of a particular waste stream in a satellite accumulation area must not exceed 55 gallons, or one quart of an acutely hazardous waste.
3. The satellite area must be under the control of the generator where the waste is being generated. If a satellite accumulation area is not under the control of the generator, the area must be secured at all times.
4. Containers must be labeled accurately to indicate contents. Labels must: a) indicate "Hazardous Waste"; b) identify the name of the waste or the waste's constituents; and c) the date the waste container became full (see Figures 2 and 4 in Appendix A on page 7). Abbreviations, chemical symbols, or "nicknames" are not to be used.
5. When containers are full, they must be moved within three days to the Chemical Management Facility. Employees should contact the EH&S Office at extension 2508 for assistance with moving Hazardous Waste to the Chemical Management Facility.

6. Satellite Accumulation Areas should be inspected regularly. See Appendix B on page 8 for the inspection checklist.

Universal Waste

Universal Waste Lamps

Universal waste lamps include fluorescent, high intensity discharge, neon, mercury vapor, high-pressure sodium, and metal halide lamps. Broken fluorescent lamps must be disposed of as hazardous waste due to the mercury content.

The following requirements and guidelines must be observed for universal waste lamps:

1. Store in closed containers that are structurally sound and adequate to prevent breakage. These containers must lack evidence of damage or leakage. Fluorescent lamps represent SUNY Cortland's principal Universal Waste. These lamps are stored in cardboard boxes which can be obtained from Central Stores.
2. Label or mark each container with the following phrase: "Universal Waste-Lamp(s)". Labels for universal waste lamps can be obtained by contacting the EH&S Office at extension 2508 (see Figures 1 and 5 in Appendix A on page 7).
3. Immediately clean up and place in an approved container any lamp showing evidence of breakage, leakage or damage that could cause the release of mercury or other hazardous constituents.

Batteries

Batteries are recycled through local programs and regulated companies. Prior to disposing of a battery, remove the leads and tape or cap the contacts to prevent shorting and potential fires. Batteries that are damaged or leaking are disposed of as hazardous waste. Please contact the EH&S Office at extension 2508 for assistance with damaged or leaking batteries. Additionally, contact the EH&S Office for obtaining Universal Waste labels. SUNY Cortland does not dispose of batteries as solid waste.

The following practices have been established for battery disposal:

Battery Containers – Battery containers must be labeled or marked to indicate: 1) "Universal Waste"; 2) "Batteries"; and 3) the date the first battery was placed within. Labels can be obtained through the EH&S Office. Additionally, containers shall be emptied of batteries at least annually.

Lead Acid Batteries – Lead acid batteries are taken to the Motor Vehicle Maintenance Office for recycling. Two stationing areas for lead acid batteries are, (1) by the stairwell to the mezzanine at the northwest corner of the Motor Pool and, (2) in the Warehouse next in the Universal Waste collection area in the first bay by the Mailroom. If possible, discharge these batteries prior to placement in the storage area.

Alkaline Batteries – Alkaline batteries are taken to an off-campus transfer station for disposal. While on campus, these batteries are accumulated in plastic containers. Filled containers are taken to loading docks on alternating Wednesdays where they are picked up. Filled containers

can also be taken to the EH&S Office. Note: alkaline battery terminals should be taped before being placed in collection containers.

Nickel-Cadmium, Lithium, and other Rechargeable Batteries – Nickel-cadmium, lithium, sealed lead, nickel metal halide, and any dry cell batteries capable of being recharged are recycled according to the NYS Rechargeable Battery Recycling Law. These batteries are to be taken to the retailer or picked up by the manufacturer for recycling and proper management. Not included are batteries greater than 25 pounds that serve as a principal power source for vehicles or to be used as an alternative power source. Please contact the EH&S Office at extension 2508 for assistance with disposal of these batteries.

Mercury and Mercury Containing Devices

1. Mercury containing devices should be removed from their location and transported to the Chemical Management Facility in secondary containment where these devices will be handled and prepared for disposal.
2. When disposing of a thermostat with an ampoule that contains mercury: 1) place the ampoule within a containment vessel; and 2) exercise care to prevent breakage.
3. Ensure that a mercury clean-up system is readily available to immediately transfer any mercury resulting from spills or leaks from the containment device to a suitable container.
4. Ensure that employees handling mercury are thoroughly familiar with proper waste mercury handling and emergency procedures, including transfer of mercury from containment devices to appropriate containers.
5. Store mercury containing devices in closed containers that do not leak and are in good condition.
6. Containers must be labeled or marked to indicate: a) "Universal Waste"; 2) "Mercury/Mercury Containing Device"; and 3) the date the first device was placed within.

Pesticides

Certain pesticides are considered Universal Waste under the Environmental Protection Agency's Federal Insecticide, Fungicide, and Rodenticide Act. These pesticides are to be taken to the Chemical Management Facility for proper disposal. Please contact the EH&S Office at extension 2508 for guidance and assistance with disposal of pesticides.

Regulated Medical Waste (RMW)

The following requirements and guidelines should be observed when handling, storing, labeling, transporting and disposing of RMW:

- Appropriate personal protective equipment (PPE) is to be worn when handling RMW. Minimum PPE should consist of gloves. Requirements involving PPE are outlined in: 1) SUNY Cortland's Bloodborne Pathogen Program; 2) SUNY Cortland's Personal Protective Equipment Program; and 3) department hazard assessments.
- Place specimens of blood or other potentially infectious materials in labeled red biohazard bags.
- Cultures and pathological wastes should be placed in labeled red biohazard bags and autoclaved. If necessary, these wastes should be double-bagged. It is to be noted that

biological agents, such as bacterial cultures, are not considered RMW. These agents should still be decontaminated by autoclaving or treating with a 10 percent household bleach solution prior to disposal in regular trash.

- Labels for red biohazard bags should indicate: 1) the generator's name; 2) the location where the waste was generated; and 3) a contact number of the generator or the individual knowledgeable about the waste (see Figure 6 on page 7). If the waste is double-bagged, both bags must be labeled.
- Contaminated needles, syringes, glass, and other sharps should be placed in a sharps container. Sharps containers are labeled to indicate "Regulated Medical Waste" and have a biohazard symbol (see Figure 3 on page 7). Additionally, sharps containers should be labeled to indicate: 1) the generator's name; 2) the location where the waste was generated; and 3) a contact number of the generator or the individual knowledgeable about the waste (see Figure 6 on page 7).
- RMW must be segregated from other wastes.
- Containers used to store RMW include refrigerators, freezers, bins, and totes. These containers must have a biohazard label (see Figure 3 on page 7). Biohazard labels should adhere or attach securely to the container.
- All storage containers used for RMW that are intended for reuse should be inspected and decontaminated on a regular basis. Decontamination should include treatment with a 10 percent household bleach solution or other approved disinfectant cleaners.
- Bleach solutions used for clean-up of blood and other pathogenic agents can be discarded in a sanitary drain.
- Properly labeled red biohazard bags, sharps containers and other RMW must be taken or transported to an approved storage location by the generator in a substantial leak-proof secondary container with a tight-fitting lid. Secondary containers must have a biohazard label (see Figure 3 on page 7). Biohazard labels should adhere or attach securely to the container. Campus-approved storage locations are:
    1. Student Health Service, Van Hoesen, Room B-33;
    2. Athletic Training area, Park Center, Room 1210;
    3. Biology Department, Bowers, Room 239, 1204 and 1319;
    4. Professional Studies, Room 1144D;
    5. Stadium Complex, Training Room; and
    6. Student Life Center, Room 1115.
- Only campus-issued vehicles should be used to transport RMW to an approved storage location. Personal vehicles must never be used to transport RMW.
- The following storage requirements must be observed for approved storage locations:
    1. Waste should be contained in a manner and location that affords protection from the environment and limits exposure to the public.
    2. Waste should be maintained in a non-putrescent state by using refrigeration when necessary.
    3. Waste should be stored in a manner that affords protection from animals, and that does not provide a breeding place or a food source for insects and rodents.

Finally, RMW is regularly collected by a licensed hauler for off-site disposal. The EH&S Office coordinates pick-up and disposal of all RMW.

VI. Appendix A – Waste Labels

Figure 1

Figure 2

Figure 3

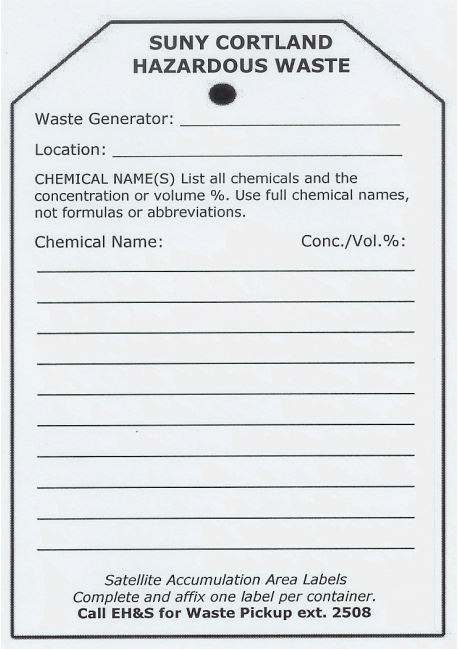

Figure 4

Universal Waste
STATE UNIVERSITY OF NEW YORK AT CORTLAND
Contents: _____
Start Date_____
*** Keep Container Closed**

Figure 5

Regulated Medical Waste
State University of New York at Cortland
Cortland, New York 13045
Generator Name: _____
Location : _____
Phone Number: _____

Figure 6

VII. Appendix B - Hazardous Waste Satellite Accumulation Area Checklist

Room number:_____ Name of Storage Area:_____

Date												
Inspector												
Time of Inspection												
Is each container labeled "HAZARDOUS WASTE"? 6 NYCRR § 372.2(a)(8)(i)(a)(2)												
Are all containers tightly closed except when hazardous waste is being added or removed? 6 NYCRR § 373-3.9(d)(1)												
Are hazardous waste containers in good condition (e.g., not rusting, bulging, dented, or leaking)? 6 NYCRR § 373.9(b)												
Are incompatible hazardous wastes accumulated separately? 6 NYCRR § 373.9(c)												
Once a container in a satellite accumulation area is full, is it labeled with the accumulation start date and moved to the hazardous waste storage area within 3 days? 6 NYCRR §372.2(a)8(i)(b)												
Is 55 gallons or less of each type of hazardous waste present at all accumulation points in the facility (no more than 1 quart of acutely hazardous waste)? 6 NYCRR §372.2(a)8(i)(a)												
Are accumulation containers located at or near the operator generating the hazardous waste? 6 NYCRR §372.2(a)8(i)(a)												
Do all containers have a maximum capacity of 55-gallons or less? 6 NYCRR §372.2(a)8(i)(a)												

One report is kept for **each** Satellite Accumulation Area.
Each area is inspected monthly and is the **responsibility of the department** to inspect and maintain.
This report is to be filed with Environmental Health and Safety annually.
This report will be kept on file for a minimum of one year in the department and three years in Environmental Health and Safety.