



HAZARDOUS WASTE MANAGEMENT PROCEDURE

San Francisco State University

Hazardous Waste Generation/Accumulation

SFSU (main campus) is classified as a Large Quantity Generator (LQG) of hazardous waste. The Romberg Tiburon Center (RTC) is classified as a Small Quantity Generator (SQG). Each site has been assigned a hazardous waste generator I.D. number. LQGs may accumulate hazardous waste for up to 90 days; SQGs may accumulate hazardous waste for up to 180 days.

Main Campus

Hazardous waste is generated at the following locations:

COSE: Hazardous waste at COSE consists primarily of waste chemicals from experiments and research, and lab trash (wipes, gloves, pipettes contaminated with spent chemicals). Generators place hazardous waste tags onto waste containers and bags of lab trash, and transfer waste chemical container in special carts (to prevent glass breakage or spillage) to the designated hazardous waste storage room located on the loading dock between Hensill and Thornton Halls.

Creative Arts/Fine Arts: Routine hazardous wastes consist of (1) Paint Glaze/Water; (2) Gamsol & Water mixture; (3) Rags contaminated with inks/solvents; (4) Misc. paints, stains, varnishes, solvents, etc.

Routine wastes are accumulated in 5- to 15-gallon poly containers and are labeled with a Hazardous Waste Satellite Accumulation label. Once the container is full, it is transferred by the generator to the designated hazardous waste storage room, located next to the garage in the Fine Arts building. Waste paints are either transferred to the designated hazardous waste storage room, or left at the paint collection room for lab-pack (see Disposal).

Non-routine wastes, generally consisting of old, expired, or unknown hazardous materials, are lab-packed and managed as hazardous waste. Contact the Environmental Compliance Manager to arrange for disposal of unwanted hazardous materials (see Disposal).

Facilities: The following wastes are generated at by Facilities employees: (1) Used Oil (from equipment maintenance); (2) Paint solids from the paint trap in the Paint Shop; and (3) Misc. unwanted hazardous materials. Used oil will be accumulated in the hazardous waste storage shed, installed October 2016. Paint solids are accumulated next to the sink in the Pant Shop where brushes & rollers are washed out (satellite accumulation), and may be accumulated for up to 1 year.

RTC

Routine hazardous wastes at RTC consist of laboratory wastes consisting primarily of seawater mixed with flammable solvents, or acids, rags contaminated with spent chemicals. Routine hazardous wastes are accumulated in the designated hazardous waste storage shed, located next to the garage.

Non-routine wastes include misc. unwanted detergents, paints, varnishes, etc., and are managed as hazardous wastes. (see Disposal)



Hazardous Waste Disposal

Hazardous wastes are picked up by SFSU's designated hazardous waste contractor, Stericycle Environmental Solutions, San Jose Service Center, 189 Stauffer Blvd., in San Jose. Telephone: (408) 295-0600.

Waste pick-ups are scheduled as follows:

COSE: Hazardous wastes are lab-packed by Stericycle weekly during the regular school year and bi-weekly during the summer months.

Creative Arts/Fine Arts: Hazardous waste pick-ups are scheduled as needed, but at least quarterly, for routine hazardous wastes. Hazardous waste pick-ups for non-routine wastes are scheduled, as needed. Unknown items (i.e., older chemical containers with missing or illegible labels) are characterized by Stericycle technicians prior to being lab-packed for disposal.

Facilities: Hazardous waste pick-ups are scheduled as needed, but at least quarterly.

RTC: Hazardous waste pick-ups for RTC are scheduled quarterly.

The Environmental Compliance Manager monitors hazardous waste pick-ups, and is responsible for signing hazardous waste manifests and supporting documentation. EHS personnel who sign manifests must successfully complete DOT Hazmat (HM 181/126f) Training once every 3 years.

Hazardous Waste Training

Individuals who generate and handle hazardous waste are required to complete annual hazardous waste training, which includes instruction on the proper handling of hazardous waste. In-class hazardous waste training is provided by the Environmental Compliance Manager. The EHS Compliance Specialist/Campus Radiation Safety Officer also provides hazardous waste training for personnel in COSE. Supplemental courses are also provided in Skillport.

Training records are maintained by supervisors/managers in individual departments. EHS maintains electronic records on the network drive:

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Manifests/Record-keeping

The Environmental Compliance Manager sends copies of hazardous waste manifests to DTSC, and is responsible for manifest tracking and Exception Reporting, when required. EHS maintains hard copies of hazardous waste manifests, and all related documentation on file in file cabinets located in ADM 260.

Regulatory Reporting

The Environmental Compliance Manager is responsible for submitting required regulatory reports, as well as assuring that fees and taxes are paid by the required deadline. Records associated with regulatory reporting are maintained electronically on the EHS network drive.

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EHS maintains an *Environmental Compliance Calendar* listing regulatory requirements along with their associated due dates. The Environmental Compliance Calendar may be found on the EHS network drive at:

<Z:\EHS Calendar\Quarterly Updates\FY 2017>

Universal Waste



Universal waste is a subset of Hazardous Waste and includes mercury-containing lamps, batteries (alkaline, Ni-Cd, Li-Ion, Lead-Acid), and e-Waste (computers, peripherals, cell phones and other personal electronic devices). Universal wastes may be stored for up to one year. Spent fluorescent lamps (and other mercury-containing lamps), generated by Facilities as part of light replacements are accumulated in the Facilities Shop. Used batteries are generated by various departments throughout the campus and are accumulated in labeled buckets provided by EHS. Used batteries are collected periodically by EHS and sorted/taped, as necessary for shipment. Used batteries and lamps are picked up by SFSU's hazardous waste contractor. E-Waste, managed by the Sustainability Group, is collected in labeled Gaylord boxes situated in 5 locations throughout campus. E-Waste is picked up weekly for recycling by SFSU's E-Waste Recycling contractor.