

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Hazardous Waste Management Procedures	<i>Number:</i> T 401	<i>Page(s):</i> 3
	<i>Date:</i> October 2009	

PURPOSE

To ensure that all wastes that are flammable, toxic, corrosive or reactive, are designated as hazardous wastes, including any chemicals on the VT-ANR Hazardous Constituents list, and are managed according to all state and federal regulations. The following web links provide specific information and should be referred as questions arise in this area

<http://www.anr.state.vt.us/dec/wastediv/rcra/hazregs/regs2001/Adopted2001app2.PDF>

and the Acutely Hazardous Wastes List:

<http://www.anr.state.vt.us/dec/wastediv/rcra/hazregs/regs2001/Adopted2001app4.PDF>

PROCEDURES

1. STORAGE:

In laboratories, once a hazardous chemical becomes or is designated a waste, it must be stored in a designated area that is labeled "Hazardous Waste Storage Area". All containers of waste shall be kept covered at all times (except when adding to the container), and shall be marked with the words "Hazardous Waste" with the full chemical name on the label. Compatible wastes may be mixed, as long as each of the chemical constituents is listed, with an approximate percentage. All laboratory waste containers shall be stored in secondary containment with at least 110% volume of the waste containers stored within. No other chemicals shall be stored in this designated area. Hazardous laboratory chemicals that have no foreseeable use, or whose container is damaged or corroded, should be properly disposed of as a hazardous waste. Evaporation is NOT an acceptable disposal method for hazardous wastes. No hazardous waste shall ever be poured down the drain, or disposed of as a solid waste.

2. LABELING:

All Hazardous waste shall be labeled with the words "Hazardous Waste", marked with the name of the waste, and stored on an impervious surface, protected from the elements. Waste containers that are not yet filled, shall remain covered at all times, except when adding to them. Those spent products, which are being recycled on or off-site, such as used oil, antifreeze, or solvent-coated rags for laundering, shall be so marked (do not use the word "waste" on label),

and stored in an appropriate, covered container. Containers of used oil, for recycling/reuse shall be labeled with the words "Used Oil", and stored the same as a hazardous waste. If used oil is stored outside, the container must have 110% secondary containment and be protected from the elements. Universal wastes, such as lead-acid batteries, mercury-containing lamps, PCB ballasts, etc., shall be properly labeled and stored and recycled according to the Universal Waste Rule. Facilities Maintenance shall be notified when there are hazardous wastes that need to be picked up for proper disposal by a licensed hazardous waste hauler. For any questions on hazardous waste handling or disposal, call the Facility Director.

3. SPILLS:

The clean-up debris from any hazardous chemical, is considered a hazardous waste by the VT Dept. of Environmental Conservation, and shall be disposed of properly.

In the event of a chemical spill call 728-1292 floor VTC Security (fire, injury, and spill).

4. TRAINING

In Order to comply with the Federal Occupational Safety & Health 29 CFR 1910. 1200, that "requires employers to provide employees with information and training on hazardous in their work area", all Vermont Tech employees will receive Hazard Communication (HAZCOM) training and all new employees will receive the Vermont Tech Hazard Communications Guide and be required to view the HAZCOM training video program, within ten (10) days of the start of their employment. Laboratory, Auto Tech, Maintenance, and Farm personnel will receive specialized hazardous communication training, specific, to the hazardous chemicals in their work area. Employees will receive training updates in the event that any new hazardous chemicals are introduced in their work areas.

5. MSDS's:

All chemical products (with the exception of off-the shelf chemical products, used in the manner in which they were intended) shall be accompanied by a Material Data Safety Sheet (MSDS), and which shall be available to employees at all times. MSDS sheets for chemicals in Auto Tech, Maintenance, the Farm, and all laboratories shall be accessible to employees in those respective areas. All other MSDS's on the Randolph Campus shall be accessible to employees in the Security Office in the Administrative Center.

All Vermont Tech campuses outside of Randolph Center shall maintain the appropriate MSDS sheets for all chemicals used and/or stored on their respective premises.

6. STUDENTS IN LABORATORIES:

All Vermont Tech students shall participate in a one-time hazard communications/chemical safety-training program with their instructor prior to working in any laboratory with hazardous chemicals.

*Note- all chemicals shall have Material Data Safety sheets available. No exceptions.

VT-ANR-DEC Resource: VT Conditionally Exempt Generators Handbook is available at: www.anr.state.vt.us/dec/wastediv/rcra/pubs/CEG_Hndbk.pdf

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
- a) September 2004
 - b) November 2005
 - c) October 2009

Signed By:  Patricia Moulton
President