

## CCS Administrative Procedure

### 2.30.05-AB Dangerous Waste Management

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#### Implementing Board Policy 2.30.05

Contact: Environmental Health & Safety, 533-8686

#### 1.0 Purpose

Community Colleges of Spokane is committed to the health and safety of its faculty and staff by maintaining a safe and efficient workplace that complies with all local, state and federal safety and health regulations, programmatic standards and with any special safety concerns identified at the unit level. The purpose of this plan is to protect the health and safety of employees, students and the environment while complying with applicable state and federal regulations. This plan provides information on requirements for the management of dangerous/hazardous wastes. The proper management of dangerous/hazardous wastes is necessary to reduce disposal costs and to ensure good stewardship of the environment and CCS facilities.

#### 2.0 Definitions

- 2.1 Central Hazardous Waste Storage Area (CHWSA): a central location to accumulate and store hazardous waste from the generator sites
- 2.2 Container: is any portable device in which a material is stored, transported, treated, disposed of or otherwise handled.
- 2.3 Dangerous Waste: has the same definition as the EPA term "hazardous waste" but with additional [Washington state-only waste codes](#).
- 2.4 Dangerous Waste Generator: any person, by site, whose act or process produces dangerous waste.
- 2.5 Hazardous Waste: is the term used by the United States Environmental Protection Agency (EPA) to identify solid waste with properties that could pose dangers to human health and the environment. This could be a solid, liquid, gas or sludge.
- 2.6 Hazardous Waste Generator: any person, by site, whose act or process produces hazardous waste
- 2.7 Hazardous Waste Minimization: means reducing the amount of hazardous waste that is generated, treated, stored or disposed.
- 2.8 Operator: the person responsible for the overall operation of a site that generates hazardous waste.
- 2.9 Satellite Accumulation Area (SAA): is a location at or near any point of generation where dangerous waste is initially accumulated in containers during routine operations.
- 2.10 Safety Data Sheet (SDS): is a standardized document containing information related to a toxic or hazardous material (formerly known as Material Safety Data Sheet or MSDS).
- 2.11 Solid Waste: is any material that you no longer use which you throw away, recycle or store temporarily until you have accumulated enough to recycle or economically dispose of it. This could be a solid, liquid, gas or sludge.
- 2.12 Universal Waste: is a category of hazardous waste that allows all businesses to handle several common types of hazardous wastes under simplified rules. Used batteries, lamps, and mercury-containing equipment (e.g., mercury-containing thermometers and mercury-containing thermostats) are the most common universal wastes.

#### 3.0 Satellite Hazardous Waste Accumulation Area (SAA)

- 3.1 Each laboratory/program/department may store their generated hazardous wastes under specific conditions in one designated area under their control, called the "Hazardous Waste Satellite Accumulation Area."
- 3.2 Satellite Accumulation Areas must meet the following requirements:

- 3.2.1 A generator may accumulate as much as 55 gallons of dangerous waste in total or one quart of [acutely hazardous waste](#) in containers at or near any point of generation.
- 3.2.2 The satellite area must be under the control of the process operator and located in the same area that generates the waste; or the area must always be secured.
- 3.2.3 The generator must be able to prevent improper wastes from being added to the satellite container.
- 3.2.4 When 55 gallons of dangerous waste or one quart of acutely hazardous waste accumulates in a container, the container(s) **must be marked immediately with the accumulation start date**. The waste must be moved from the site within three calendar days to the Central Hazardous Waste Storage Area (CHWSA).
- 3.2.5 Volume Threshold Limit
  - 3.2.5.1 Each satellite accumulation area is limited by volume, up to either 55 gallons of a dangerous waste or one quart of acutely hazardous waste.
- 3.2.6 A generator is not limited to the number of containers allowed in a satellite accumulation area to collect waste. The important point is that each area does not exceed the 55-gallon volume threshold limit mentioned in 3.2.5.1.
- 3.2.7 Accumulation Start Date
  - 3.2.7.1 Once the volume threshold limit has been reached in a satellite accumulation area, the container(s) must be marked immediately using that date as the accumulation start date.
- 3.2.8 A container selected to store a hazardous waste must be compatible with the waste material, have no damage or signs of deterioration or leaking, be clean inside and out and have a tight-fitting cap.
- 3.2.9 Waste container caps must be kept closed at all times except when adding or removing waste.
- 3.2.10 Waste containers must be labeled before storing waste in the container.
- 3.2.11 Different wastes must not be mixed in the same container unless directed by the EH&S Office.
- 3.2.12 Containers with incompatible wastes must not be stored close together.
- 3.2.13 Hazardous waste must be stored away from floor drains, storm drains and sinks and/or in secondary containment.

**4.0 Central Hazardous Waste Storage Area (CHWSA)**

- 4.1 Hazardous wastes awaiting vendor disposal are to be stored in the Central Hazardous Waste Storage Area (CHWSA). The area must remain locked when not in use. Wastes need to be stored by hazard classification(s) and properly segregated.
- 4.2 Waste storage time for the CHWSA may vary depending on the quantity of waste generated and stored. Waste storage periods allowed by Washington State for a given year will fall into the category of 90 days, 180 days or a longer time period under some circumstances. Contact the EH&S Office for clarification of storage periods at CCS.
- 4.3 The CHWSA must be labeled with the words “Hazardous Waste Storage Area” and “Authorized Personnel Only” or something similar. The NFPA diamond label on the outside of the CHWSA reflects the hazard(s) of the wastes stored within the area. Emergency contacts and phone numbers must be posted inside the area.
- 4.4 Employees will not move or transport any chemical(s) designated as dangerous or hazardous waste from one CHWSA location to another (i.e., SCC, SFCC or Felts Field).
- 4.5 The CHWSA is under the supervision of the EH&S Office.

4.6 The EH&S Office must maintain a weekly inspection schedule for the CHWSA using the [Weekly Inspection Checklist for Central Accumulation Areas](#) form found on the Washington State Department of Ecology website.

4.7 The EH&S Office must retain inspection sheets for at least 5 years.

## **5.0 Hazardous Waste Designation**

5.1 Designation is the process of determining if waste is dangerous and what the hazards are. It is the first step in managing waste properly.

5.2 Please contact the EH&S Office for help with hazardous waste designation.

## **6.0 Hazardous Waste Pick-Up Request**

6.1 To request hazardous waste pick-up from a SAA, , supervisors or a designated employee must complete the online [Hazardous Waste Pick Up Request](#) form. This form should also be used to request pick-up for universal wastes (e.g., used batteries, used lamps, etc.) and medical wastes.

6.2 For hazardous waste, the Safety Data Sheet (SDS) must be submitted along with the online [Hazardous Waste Pick Up Request](#) form.

6.3 The container must have proper labeling as described in sections 3 and 7 of this procedure.

6.4 The hazardous waste will be placed in the CHWSA at the campus where it was generated.

6.5 The EH&S Office will monitor the hazardous waste until arrangements are made for it to be disposed of in accordance with state and federal requirements.

## **7.0 Hazardous Waste Labeling**

7.1 The container must be properly labeled just prior to placing waste into the container.

7.2 Hazardous waste labels for containers can be obtained from the EH&S Office.

7.3 The following information must be affixed to the waste container:

7.3.1 The building and room number it came from and name of the contact person;

7.3.2 A list of contents;

7.3.3 The appropriate hazard(s) (e.g., flammable, corrosive, toxic, reactive, etc.); and

7.3.4 The words "Hazardous Waste" or "Dangerous Waste."

7.4 Universal waste (e.g., used lamps and batteries), used oil and spent antifreeze have different labeling requirements. Please contact the EH&S Office for more details.

## **8.0 Hazardous Waste Minimization**

8.1 Washington State Department of Ecology's [Hazardous Waste and Toxics Reduction](#) program enforces Washington's toxics laws, including the Dangerous Waste regulations that many businesses must comply with. Waste minimization can include any source reduction or recycling activity undertaken by the waste generator that results in:

8.1.1 The reduction of total volume or quantity of hazardous waste generated; and/or

8.1.2 The reduction of toxicity of the hazardous waste generated.

8.2 Every effort must be made by CCS departments to eliminate or minimize the volume of hazardous waste that is generated at their site. Departments must implement the following practices to eliminate or reduce waste.

8.2.1 Order only what is needed.

- 8.2.2 Do not save chemicals or materials that the department does not plan to use in the future.
- 8.2.3 Substitute hazardous chemicals with less or non-hazardous options.
- 8.2.4 Do not accept donated hazardous chemicals unless the department has a definite intention to use the chemicals.

**9.0 Universal Waste**

- 9.1 Universal wastes are wastes that contain hazardous chemicals that can be managed differently than hazardous wastes.
- 9.2 In Washington State, five categories of waste can be managed as universal waste:
  - 9.1.1 Batteries
  - 9.1.2 Lights, lamps, light bulbs, and light tubes
  - 9.1.3 Mercury-containing thermometers
  - 9.1.4 Mercury-containing thermostats
  - 9.1.5 Mercury-containing switches and relays
- 9.3 Universal waste containers must be clearly labeled with the following:
  - 9.2.1 The words "universal waste," "universal waste lamps/batteries" or "used lamps/batteries."
  - 9.2.2 The accumulation start date.
- 9.4 Universal waste can only be accumulated for one year from the accumulation start date.
- 9.5 If the item breaks or the hazardous chemicals are in some way released into the environment, it must be treated as hazardous waste.

**10.0 Biomedical or Infectious Waste**

- 10.1 Infectious and biomedical wastes include any waste item contaminated with biological agents suspected as being capable of transmitting disease.
- 10.2 Prior to disposal, biohazard waste must be stored in containers specifically designed for containment of this type of waste. The containers are normally red and have the biohazard symbol shown below on the container.



- 10.3 Employees must put each type of biomedical/infectious waste in its proper disposal container as described below.
  - 10.3.1 Place infectious liquid waste (e.g., blood and other bodily fluids) into a leak proof container. These containers will typically have the biohazard symbol.
  - 10.3.2 Place soft infectious waste (e.g., dressings and bandages) into an infectious waste bag with the biohazard symbol prior to disposal.
  - 10.3.3 Place infectious sharps waste (e.g., needles and scalpel blades) into a sharps container. A sharps container is typically constructed of hard plastic with the biohazard symbol.
- 10.4 After filling and sealing the disposal containers, employees must put them in a medical waste bin for disposal. Please contact the EH&S Office if medical waste bins are needed to dispose of biomedical waste.
- 10.5 Please refer to [CCS Administrative Procedure 2.30.05-AA Bloodborne Pathogens](#) for more details.

**11.0 Radioactive Waste**

- 11.1 Purchasing radioactive materials is not allowed at CCS; however, if you have radioactive waste from the past, please refer to the [Radioactive Waste Management Protocol](#) or contact the EH&S Office at 509-533-8686.

**12.0 Chemical Spill**

- 12.1 Hazardous material spills that do not endanger anyone may be cleaned up by employees who are properly equipped and trained to do so. Please refer to section 12 for more information.
- 12.2 Hazardous material spills that cannot be safely cleaned by employees must be cleaned up by a contractor.
- 12.3 If there is a chemical spill emergency in your area, call Security at 509-533-3333 or dial 911.
- 12.4 Call the EH&S Office at 509-533-8686 during business hours with any questions about cleaning up spills.
- 12.5 Dangerous Waste Emergency Information must be posted near emergency communication devices, if any. Otherwise, the emergency information must be displayed near waste accumulation areas. Please contact the EH&S Office for the Dangerous Waste Emergency Information template.

**13.0 Training**

- 13.1 Hazardous Waste Management training is required for all employees in positions that require them to work with hazardous waste. If you want to arrange hazardous waste management training for your personnel, please contact the EH&S office.
- 13.2 All training will be documented with records maintained in the employee's personnel file and copies forwarded to the Human Resources office.
- 13.3 CCS Facilities Department keeps their own training records.
- 13.4 The supervisor or designated employee will ensure that personnel in their divisions are informed of the location and availability of reference materials on the physical and health hazards of the chemicals found in their workplace.

**14.0 Hazardous Waste Recordkeeping**

- 14.1 The EH&S Office will maintain the dangerous waste records in a central location.
- 14.2 The central files must contain the following:
- 14.2.1 Dangerous Waste Tracking Log;
  - 14.2.2 Manifest paperwork for each waste shipment, including the signed returned manifest and certificate of disposal;
  - 14.2.3 Annual Dangerous Waste reports;
  - 14.2.4 Analytical data/testing for any waste;
  - 14.2.5 Hazardous waste pickup requests;
  - 14.2.6 CHWSA inspection records; and
  - 14.2.7 Any other records as they apply to CHWSA (e.g., hazardous waste [episodic event](#)).

**15.0 Related Information**

- 15.1 [CCS Hazardous Waste Disposal page](#)
- 15.2 [Environmental Protection Agency \(EPA\)](#)
- 15.3 [Washington State Department of Ecology](#)
- 15.4 [Washington State Department of Ecology Used Oil Facts](#)
- 15.5 [Shop Guide for Dangerous Waste Management](#)
- 15.6 [CCS Administrative Procedure 2.30.05-G Hazard Communication Program](#)

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