

SHEPHERD UNIVERSITY

Policy/Procedural Statement

Title: **Universal Waste Battery Management**
Created: 01.30.2017 (DRAFT)
Created By: Dustin Robbins

Revised:
Most Recent Revision By:
Policy/Procedure Number: EHS-011

PURPOSE

To ensure the safe and proper management of universal waste batteries.

SCOPE

These procedures apply to employees who handle or manage universal waste batteries (e.g. lead-acid, lithium-ion, nickel-cadmium, nickel-metal hydride, mercury-containing, silver-containing and other rechargeable batteries). These procedures also apply to contractors who handle or manage universal waste batteries.

PROCEDURES

Large Non-leaking Universal Waste Batteries

1. Clearly label the individual battery.
 - a. Place a Shepherd University Universal Waste label on the container.
 - i. Check the box to indicate “**Battery(ies)**”
 - ii. Record the **date** on which the battery or batteries were first accumulated.
 - b. If a Shepherd University Universal Waste label cannot be located, label the container with the following information:
 - i. The words “**Used Battery**”
 - ii. The **date** on which the battery was first accumulated.
2. Tape all terminals and/or place battery in a sealed plastic bag.
3. Wash hands with soap and water.
4. Contact the Campus Environmental Safety Coordinator or Facilities Management for pick-up.

Small Non-leaking Universal Waste Batteries

1. Tape battery terminals or place individual batteries in a sealed plastic bag. (Batteries with terminals taped or in individual bags may be mixed together in a container.)
2. Place battery in a sturdy leak-proof container with a sealable lid (e.g. poly bucket or pail).
3. Seal/Close container.
4. Clearly label the outer container:
 - a. Place a pre-printed Shepherd University Universal Waste label on the container.
 - i. Check the box to indicate “**Battery(ies)**”
 - ii. Record the **date** on which the first battery or batteries were first accumulated.
 - b. If a Shepherd University Universal Waste label cannot be located, label the container with the following information:
 - i. The words “**Used Batteries.**”
 - ii. The **date** on which the battery was first accumulated.

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PROCEDURES (CONTINUED)

5. Wash hands with soap and water.
6. Contact the Campus Environmental Safety Coordinator or Facilities Management for pick-up.

IMPORTANT SAFETY NOTES

- Wash hands after handling waste batteries.
- Leaking universal waste batteries may need to be managed as hazardous waste.
- Unlabeled and improperly labeled containers are EPA/WVDEP violations.
- Universal Waste Batteries must be disposed of within one year of the accumulation start date.
- Notify supervisor immediately if containers, labels or other supplies are needed in order to properly manage universal waste batteries.

SHEPHERD UNIVERSITY UNIVERSAL WASTE LABELS

UNIVERSAL WASTE Shepherd University 301 N King Street, Shepherdstown, WV 25443
Check the correct waste and record the accumulation start date. <input type="checkbox"/> Battery(ies) <input type="checkbox"/> Lamp(s) <input type="checkbox"/> Mercury-Containing Equipment <input type="checkbox"/> Pesticide(s)
Accumulation Start Date: _____
<i>Waste must be disposed of within one year of the accumulation start date.</i>

UNIVERSAL WASTE Shepherd University, 301 N King Street, Shepherdstown, WV 25443
Check the correct waste and record the accumulation start date. <input type="checkbox"/> Battery(ies) <input type="checkbox"/> Mercury-Containing Equipment <input type="checkbox"/> Lamp(s) <input type="checkbox"/> Pesticide(s)
Accumulation Start Date: _____ <i>Waste must be disposed of within one year of the accumulation start date.</i>