

# SHEPHERD UNIVERSITY

## Policy/Procedural Statement

Title: **Hazardous Waste Management**  
Created: 01.30.2017 (DRAFT)  
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Revised:  
Most Recent Revision By:  
Policy/Procedural Number: EHS-012

### PURPOSE

To ensure the safe and proper management of hazardous waste at Shepherd University.

### SCOPE

These procedures apply to employees who generate, handle or manage hazardous waste at Shepherd University. These procedures also apply to contractors who generate, handle or manage hazardous waste at Shepherd University.

### PROCEDURES

1. Make a hazardous waste determination.
2. Select an appropriate container.
  - a. If waste is to be collected from a process, such as a chemistry lab experiment, select a sturdy, leak-proof container that is compatible with the waste that is being collected.
  - b. If the waste is in its original product/chemical container, such as an expired cleaning product, ensure that the container is not leaking. If leaking, the container must be over packed into a sturdy, leak-proof container that is compatible with the waste.
3. Don appropriate personal protective equipment (PPE), such as gloves and goggles.
  - a. Refer to the product's Safety Data Sheet (SDS), if available, for information on appropriate PPE when handling the material.
4. Containerize the hazardous waste.
  - a. If waste material is being collected, pour, transfer, etc. material to waste container.
  - b. Seal/cap the waste container.
5. Label the container clearly.
  - a. Place a pre-printed "Hazardous Waste" label (see page 2) on the container.
    - i. Write **contents** of the waste in the "Contents" field.
      1. Full names of contents must be used (Abbreviations, chemical formulas and other forms of shorthand are not acceptable.).
    - ii. Write the **date** on which the material was first accumulated in the "Accumulation Start Date" field.
  - b. If a pre-printed hazardous waste label is not available, clearly label the container with the following:
    - i. The words: "**Hazardous Waste**"
    - ii. The **contents** of the waste.
      1. Full names of contents must be used (Abbreviations, chemical formulas and other forms of shorthand are not acceptable.).
    - iii. The **date** on which the material was accumulated (Accumulation Start Date).

## Hazardous Waste Management (EHS-012)

### PROCEDURES (CONTINUED)

6. Remove PPE. (If PPE is contaminated, it may need to be managed as hazardous waste.)
7. Wash hands with soap and water.
8. Notify Campus Environmental Safety Coordinator immediately of hazardous waste.

### IMPORTANT SAFETY NOTES

- Containers must be closed at all times, except when adding or removing waste. Open containers are health and safety hazards and EPA/WVDEP violations.
- Campus Environmental Safety Coordinator must be notified immediately of accumulated hazardous wastes to ensure the University's overall waste quantities are accurate.
- Do not mix incompatible wastes.
- Unlabeled hazardous waste containers are health and safety hazards and are also EPA/WVDEP violations.
- If you are a periodic or regular generator of hazardous waste, you must complete hazardous waste training. Contact the Campus Environmental Safety Coordinator if you need training.
- Notify supervisor immediately if containers, labels or other supplies are needed in order to properly manage hazardous waste.
- Never bring household hazardous wastes to campus for disposal.
- Never accept hazardous wastes from outside entities for management at Shepherd University.

### HAZARDOUS WASTE LABEL

<b>HAZARDOUS WASTE</b>
Contents: _____ _____ _____ _____
Accumulation Start Date: _____

WASTE CONTAINERS MUST BE CLOSED AT ALL TIMES EXCEPT WHEN ADDING OR REMOVING WASTE. HANDLE WITH CARE.