

CWUR 7-20-040
Hazardous Waste Procedure

(1) Purpose

To prevent injury, minimize waste generation, minimize environmental health hazards and meet regulatory requirements regarding chemical waste disposal procedures.

(2) Process

To ensure hazardous chemicals are used efficiently and excess purchases are minimized, review established protocols set by the Environmental Health and Safety Office.

- A. Conduct microscale processes to minimize hazardous materials used and waste generated.
- B. For greater hazard materials, substitute materials with the lowest degree of hazard.
- C. Follow waste storage guidelines:
 - 1. Fume hoods are not to be used to store chemicals or evaporate chemicals for disposal reasons.
 - 2. All chemicals shall be properly labeled and stored in approved containers designed for those chemicals.
 - 3. Liquid waste is to be in approved containers only and not filled more than eighty percent.
 - 4. Containers must be completely sealed to prevent spillage.
 - 5. Outer surface of containers shall be clean and free of any contamination.
 - 6. Food containers are not acceptable for storing chemicals.
- D. Ensure proper labeling of all containers:
 - 1. All unknown compounds must be analyzed and contents identified by the generator. The cost of analysis performed by Environmental Health and Safety may be charged to the generating department.
 - 2. Label each container clearly with the full appropriate chemical name(s).
 - 3. All constituents in mixtures, solids and liquids must be identified and their concentration accurately stated.
 - 4. Old labels are to be removed or lined out and relabeled appropriately.
- E. Properly segregate all chemicals:
 - 1. Segregate solids, liquids and gases.
 - 2. Segregate chemicals into the following categories and do not mix similar same-category chemicals:
 - a. Acids of $\text{pH} < 2$
 - b. Alkaline solutions of $\text{pH} > 12.5$
 - c. Alkali metals and other water reactives
 - d. Heavy metal solutions and salts
 - e. Chemical carcinogens
 - f. Halogenated organics
 - g. Non-halogenated organics
 - h. Peroxide-forming chemicals

- i. Strong oxidizers
 - j. Cyanides
 - k. Other toxic materials
- G. Manage access to waste storage areas:
1. The Environmental Health and Safety Department will maintain a master key for all primary hazardous waste storage areas.
 2. Each department that generates hazardous waste may have the department chair issued one access key to their designated primary hazardous waste storage area.
 3. Department chairs may designate alternate key custodians for hazardous waste only through written signature authorization.
 4. The designated storage area(s) will be locked down for full investigation and corrective action if a key is lost or stolen.
- H. Properly dispose of hazardous and non-hazardous waste:
1. All waste is to be properly labeled according to its contents and stored as hazardous waste.
 2. Chemicals are to be disposed of in properly labeled waste containers. Individuals may be held criminally liable for violation of waste disposal laws and regulations.
 3. Chemical waste must be arranged for pickup by contacting EHS@cwu.edu.
 4. All waste is not to exceed a ninety day accumulation period.
 5. Improperly labeled or sealed containers will not be disposed of during the disposal cycle and will be returned to the generating participant for proper identification and labeling.
 6. All waste is to be picked up for disposal prior to the 90 day accumulation period by a licensed, bonded disposal contractor possessing current contractual approval through CWU to perform hazardous and non-hazardous waste disposal duties.
 7. All waste will be transferred by the responsible generating participant and stored in approved waste containers, which will be supplied by the licensed and bonded disposal contractor.
 8. All waste containers become the property of Environmental Health and Safety Office and will not be returned to the generating participant.
 9. Departments handling chemicals are to have readily available spill kits. All minor and major chemical spills must be reported to the office of Environmental Health and Safety and be advised in procedures to manage the spill.
 10. Materials contaminated by chemicals during cleanup are to be properly disposed of following hazardous waste procedures.