

Hazardous Waste Management

Purpose and Scope

The purpose of the Hazardous Materials and Waste Management Program is to provide hazardous material information for West Chester University. Proper hazardous waste management is important to provide a healthy and safe workplace for faculty, staff, and students, to protect the environment, and to ensure compliance with applicable federal, state, and local laws and regulations. If there are situations that this program does NOT address, or if there are questions regarding the procedures it contains, contact the Environmental Health and Safety Department x-3333. For emergency situations, after normal working hours, or weekends, contact Public Safety x-3311.

This program applies to all Hazardous Materials use at West Chester University.

Responsibilities

Environmental Health and Safety

- Provide assistance in the implementation and maintenance of the University’s Hazardous Materials and Waste Program,
- Manage appropriate disposal service contracts.
- Coordinate hazardous waste minimization projects as needed or required
- Review laws and regulations that may impact health and safety.

Hazardous Material Coordinators

Hazardous Material Coordinators may be principal investigators, professors, laboratory managers, laboratory supervisors, or other qualified personnel working in areas with hazardous materials. A Hazardous Material Coordinator may also be a Hazardous Material Handler and a Hazardous Material Purchaser

- Maintain and coordinate hazardous materials inventory.
- Confirm that Material Safety Data Sheets (MSDS) for all chemicals are maintained and easily available.
- Coordinate the completion and submission of the appropriate paperwork required for purchase, use, storage, and disposal of hazardous materials.
- Make sure all waste containers are labeled correctly (consult with EHS).
- Coordinate hazardous materials disposal and complete associated documentation.
- Verify that the hazardous materials handlers whom they directly supervise receive training and follow the procedure outlined in this program.
- Promote an overall reduction in the usage of hazardous materials and subsequent generation of unwanted hazardous materials, whenever possible.

Hazardous Materials Handlers

Hazardous Materials Handlers include any individuals that use, store, and/or dispose of hazardous materials (or direct others that do these activities). A Hazardous Materials Handler may also be a Hazardous Material Coordinator and a Hazardous Materials Purchaser. Hazardous Materials Handlers are expected to perform the following activities:

- Read and understand the Hazardous Materials and Waste Management Program.
- Purchase, use, store and dispose of hazardous materials as described in the Hazardous Materials and Waste management program.
- Inspect locations where hazardous materials are stored to verify that it is being managed properly.
- Reduce the usage of hazardous materials and subsequent generation of unwanted hazardous materials, whenever possible.
- Identify and use less toxic alternatives to hazardous materials, whenever possible.
- Provide feedback and ideas regarding improvement of the Hazardous Materials and Waste Management Program based upon their implementation of its guidelines and procedures.

Procedures for Disposal

All hazardous waste must be properly labeled and placed in the proper container prior to pick-up for disposal. Hazardous Waste Labels are available through the Environmental Health and Safety office at 610-436-3333. Staff working in the Schmucker, Merion, and SECC can also obtain labels through they're Hazardous Material Coordinator.

All chemical waste must be segregated by hazard class. This helps to reduce the risk of a reaction between chemicals during pick-up and transportation for disposal.

For areas outside of the Schmucker, Merion, and SECC, EHS Personnel will pick up the waste as requested and dispose of it in the appropriate manner. Contact EHS when ready for pickup.

For Schmucker, Merion, and SECC, waste will be picked-up internally by the Hazardous Material Coordinator. Contact EHS for access to the Hazardous Waste Storage Building behind Schmucker South.

Hazardous Waste Labeling Requirements

- Use the WCU hazardous waste labels. They are available through EHS or the Hazardous Waste Coordinator. If labels are created by the responsible person handling the hazardous waste, they must contain the same info and wording as the University label.
- The container for the hazardous waste must be clearly marked with the accumulation start date.
- The responsible person's name must appear on the labeling along with the building and room number. A phone number for the contact person must also appear on the labeling.
- The contents of all containers holding hazardous waste must be recorded. Use the full name of the compound, percentages of each and the container size. Do not use acronyms, chemical formulas, or chemical structures to label materials.
- If known, mark the chemical family code that the contents fall under on the back of the label (inorganic, 1-metal, hydrides, etc.)

Hazardous Waste Container Requirements

- All containers must be compatible with the waste material being stored.
- Containers must be kept closed except for when adding or removing waste.
- Containers must be handled and stored in a manner that will prevent ruptures or leaks.
- Containers must be inspected weekly for leaks and deterioration.
- Do not place incompatible materials in the same container or place waste into an unwashed container that may have contained an incompatible material.

Hazard Class

Waste would be considered hazardous if it fits into one of the following hazard classes;

- Flammable
- Oxidizer
- Reactive
- Corrosive Acid
- Corrosive base
- Toxic/Poison
- Gas Cylinder

Segregation by hazard class - Use the following resources to determine the hazard class of the waste

- MSDS
- Original Container Label
- Manufacturer's catalog
- International Chemical Safety Cards

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