

Introduction

This program applies to Eastern Washington University (EWU) personnel who work with chemicals and generate chemical waste in performance of their job duties. Chemicals may pose a threat to human health or the environment if not used and stored properly and employees have the right to know and understand the hazardous chemicals they use and how to work with them safely. It is the intent of the EWU that all chemicals and chemical waste are stored safely.

The Environmental Health and Safety (EH&S) Department assists departments on campus with the safe management of chemical waste that are generated during department operations.

This guidance is supported by information provided in the Hazardous Waste Management Procedure, Chemical Hazard Communication Program Procedure, Hazardous Waste/Hazardous Materials Contingency Plan Guidance, Disposal of Laboratory Chemical Containers Guidance and the Universal Waste Guidance. The EH&S forms to assist with documentation of chemical waste management are the Workshop Inspection form, the Lab Inspection form and the Waste Evaluation Permit.

Purpose

The purpose of this program is to implement the requirements of Washington Administrative Code (WAC) 173-303-200, and to ensure that employees manage chemical waste or materials by means of training, chemical labeling, and Material Safety Data Sheets (MSDS) now referred to as Safety Data Sheets (SDS). This procedure document will be reviewed annually to ensure compliance with state and federal regulatory updates and modifications.

Hazardous Waste Satellite Accumulation Managers are responsible for knowing about each chemical in their area. This knowledge will include:

- The hazard the chemical presents
- Containers and Filling
- Proper Labeling
- Chemical Incompatibilities
- Storage
- Spill Response
- Use of Personal Protective Clothing and Equipment
- Inspections

The hazard the chemical presents can be determined through the MSDS/SDS information. The SDS will provide information on the hazard, chemical incompatibilities, storage information, necessary personal protection, firefighting measures, and medical response. For each chemical in your area read the SDS and have it on hand. Realize that not all personal protective equipment will work on all chemicals. Therefore by reading the SDS sheets you will be able to have the proper PPE on hand for routine handling or for spill response.

Containers

All hazardous waste containers will be in good shape and be compatible with the chemical waste. Consider hydrofluoric acid. This chemical arrives in a plastic container. WHY? Hydrofluoric acid will etch glass and metal. So if a liquid chemical product arrives in glass, plastic etc. keep the chemical waste in a similar container. **DO NOT USE ANY TYPE OF FOOD OR BEVERAGE CONTAINER.** Do not use containers sealed by corks, glass or rubber stoppers? Chemical Product Containers can be used for waste provided they are used for the same product or have been properly cleaned to accommodate the new waste product. See Guidance Disposal of Laboratory Glassware. Remember when you triple rinse a container for reuse the rinseate is considered a hazardous waste and must be containerized and labeled properly. If containers are not properly cleaned a reaction can occur with the hazardous waste and chemical product remaining in the container. The labels on the product containers must be defaced or covered. Drums for hazardous waste will be 30 gallons or less. Plan for the amount of waste you will generate. Waste containers that are used for waste must be filled within 180 days of first use. We do not want to keep waste on site longer than we have to. Contact EH&S for large containers. Close the container after filling. It is a regulatory violation to leave a container open when not filling.

Filling of Containers

Fill waste containers to within 90 percent of capacity. Do not over fill. This will allow for any potential expansion of the waste product. Drums should have one to two inches of headspace at the top for potential expansion.

Labeling

All hazardous waste will be labeled as follows:

Hazardous Waste

Then the product name if applicable

Then the chemical makeup including percent's (Total percent should equal 100):

DO NOT USE CHEMICAL FORMULAS or ABBREVIATIONS for names.

Include the room number the waste originated from, the building/department and contact name and number

Date the container was filled

Then properties (Corrosive, Poison/Toxic, Flammable)

When the container is filled as directed above Contact EH&S at

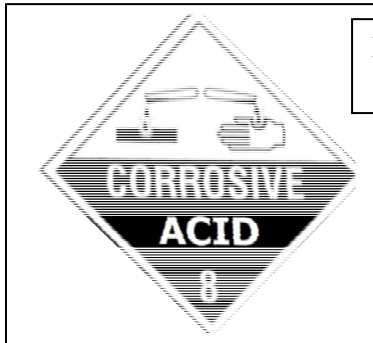
<http://cfweb.ewu.edu/policy/hazmatwaste/welcome.cfm> for a pickup. Waste must be picked up within three days of filling.

Labels have been prepared to aid you in your labeling. Contact EH&S for labels or any specialized labels you may need.

Labels identifying the hazard



These labels are used to identify the main hazard. You can also write out Flammable, Corrosive or Poison



For pH Less than 2

For pH greater than 12.5



Specialized labels will be provided as needed. Contact EH&S

RECYCLABLE
Accumulation Date

Used Amalgam

Mercury Hazard

Use this label with the Workplace Accumulation Container label

USED OIL		Accumulation
Date		
Eastern Washington University EH&S 6496		
Chemical Composition and Associated Hazard	%	
USED OIL ONLY	100	
WASTE GENERATOR INFORMATION		
Labeled By:		
Department:		Phone:

**Waste Oil
Based Paint**

Combustible

**Waste
Fixer**

Silver Toxic

Use these labels with the Workplace Accumulation Container label

Waste Mixing

Different waste streams should not be mixed in the same container. Acids must not be mixed with bases. Corrosives must not be mixed with flammables. Reactive wastes should not be mixed with anything. Avoid pouring a weaker corrosive waste into a concentrated corrosive liquid even if they are the same chemical waste. If a waste is improperly mixed and a reaction occurs move away from the container evacuate and cordon off the area and contact EH&S. Satellite accumulation managers must know the chemicals that were improperly mixed that could have caused the reaction. All efforts will be made to determine the final hazard of the reacted chemical. Depending on the reaction it could be some time before anyone can safely approach the container. Once the reaction is complete the waste container will be removed for disposal if safe. If the container explodes, a contractor may need to be brought in to handle the cleanup depending on the substance. An exploded chemical container may be considered a large spill and will be handled accordingly.

Storage of Hazardous Waste

As with chemical products hazardous waste must be segregated; acids from bases, corrosives from flammables, reactive from everything. All containers must be under the control of the satellite accumulation manager. When not in use (filling during a lab) the containers must be secured in a locked room. Secondary containment may be

necessary when chemicals are near drains or other chemicals that are incompatible. Store all chemicals away from heat sources, open flames and active work stations. Satellite accumulation areas must be near the point of waste generation.

Spills

All Laboratories, Satellite Accumulation Areas, Chemical Storage Areas must have chemical spill kits and personal protection that are compatible with the chemicals present. Most small spills can be cleaned up by satellite accumulation managers and lab managers, taking the right precautions and using proper personal protection. All satellite accumulation managers and laboratory managers will be trained in hazardous condition identification and in small spill cleanup procedures. See who cleans up the spill in the contingency Plan. Any small spills that Satellite Manager's cleanup will be reported to EH&S by incident report. Cleanup materials will be considered hazardous waste and must be properly containerized, and labeled.

See Hazardous Waste/Hazardous Materials Contingency Plan Guidance

Satellite Accumulation Manager Inspections

Inspections will be conducted weekly using the Satellite Inspection Form. Things that you will look for include, liquids leaking from the container, off gassing, bulging of containers, odors, proper labeling, proper segregation, spill kit stocked and present, MSDSs and PPE are available. Completed Forms will be stored onsite for four years.

Environmental Health and Safety Inspections.

EH&S will conduct inspections of Satellite Accumulation Areas at least quarterly. EH&S will be looking for the same items as the Satellite manager. A report will be generated as to the findings of the inspection and routed to the Satellite Manager, Department Chairman, and Dean. Deficiencies will be corrected within 24 hours or less.

Training

All Satellite Managers will be trained in hazard assessment, chemical handling, PPE requirements, EWU contingency plan, spill cleanup, and hazardous waste issues yearly.