

# **Universal Waste Management Plan**







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## **Purpose**

The purpose of this document is to present procedures to be followed in complying with federal and state regulations as they apply to universal wastes. This document compiles in one location many of the items necessary to document compliance.

The management of Universal Wastes falls under the requirements of both federal and state regulatory programs. Federal laws which pertain to the management of Universal Wastes include the:

- Resource Conservation and Recovery Act (RCRA)
- Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)
- Superfund Amendments and Reauthorization Act (SARA)
- US Department of Transportation Universal Material Transportation Act (HMTA)
- Toxic Substances Control Act (TSCA)
- Clean Water Act (CWA)

## **Responsibilities**

Collin College administrators, faculty, staff, students, contractors and other parties on campus who may handle or generate universal wastes will be required to properly handle, store and label universal wastes in compliance with applicable federal and state regulations. All who use or handle universal wastes will be responsible for following the policies and procedures set forth in this Universal Waste Management Plan.

The Collin College Security, Safety, Facility Services and Construction Department along with the appropriate faculty departments will be responsible for ensuring that all appropriate parties on campus comply with these requirements. It is the responsibility of all to see that universal wastes will be managed in a safe and environmentally sound manner.

Under federal and state regulations, generators of universal waste are accountable for the management of these wastes. Civil and criminal penalties may result from failure to comply with these requirements. At Collin College, generators of universal wastes may be academic and campus facilities operations.

While Collin College will be responsible for maintaining compliance, a student, faculty member, staff person, supervisor, or department head could also have individual liability in the event of a violation of regulatory requirements. Federal or state regulatory personnel have the authority to inspect the facilities and related locations for compliance with applicable regulatory requirements at any time.





# **Universal Waste Management Plan**

Collin College's Facility Services Department will be responsible for:

- Implementation of the Collin College Universal Waste Management Plan.
- Communicating the importance of the Collin College Universal Waste Management Plan.
- Providing adequate resources to ensure compliance with universal waste regulations and the Collin College Universal Waste Management Plan.
- Tracking and reviewing universal waste compliance performance. Collin College's facility services department will be responsible for:
  - Reading and understand federal, state, and city laws, rules, and regulations relating to universal waste and staying current with changes in the laws, rules, and regulations.
  - Implementing the Collin College Universal Waste Management Plan which addresses the particular needs of Collin College with respect to the management of universal wastes.
  - Maintaining required documents and the records of universal waste training, generation, shipment, and disposal.
- Training faculty, staff, students and contractors at Collin College for the performance of their tasks relating to universal wastes in an efficient and competent fashion and providing instruction regarding the potential impact that incorrectly performed activities may have on the environment.
- Regularly inspecting areas where universal wastes will be stored to ensure that universal wastes will be properly identified, labeled, segregated, and stored for collection and disposal.
- Arranging universal waste pickups and ensuring safe and complete disposal.

## **Universal Waste Generators**

Collin College personnel who use or generate universal materials or wastes will be required to:

- Read and understand, to the extent appropriate to their level of work, the Texas Commission on Environmental Quality (TCEQ) Universal Waste Regulations, Collin College's Universal Waste Management Plan and associated Resource Conservation & Recovery Act (RCRA) documentation.
- Be familiar with the properties, health risks, and precautions associated with handling universal material/waste from their respective work areas.
- Select and use appropriate personal protective equipment (*e.g.*, gloves, goggles, lab coat, or other measures as may be applicable) required to safely work with universal material/waste.
- Contact the campus facility services department with questions including training, waste identification, regulations, reference materials, or other aspects of universal waste management.





# **Universal Waste Management Plan**

## **Campus Contacts:**

- Courtyard Campus – Thomas Moses, 972-985-3731
- Central Park Campus – Ken Dunlap, 972-548-6691
- Collin Higher Education Center – David Campbell, 972-599-3155
- Preston Ridge Campus – Kenny Neal, 972-377-1691
- Spring Creek Campus – Kenny Lanius, 972-881-5691
- District Grounds and Landscaping – Jim Purdom, 972-548-6698

## **Universal Waste Management**

Collin College's Facilities Services Department is responsible to oversee waste management services. These services include waste pickup, accumulation, shipment and training.

## **Definitions**

The management of Universal Wastes falls under the requirements of both federal and state regulatory programs. The federal and state regulations provide definitions of what constitutes a Universal Waste.

Under RCRA, the broad term solid waste is defined as essentially any material that is unwanted, abandoned, has no further use, and is to be discarded.

Hazardous waste is a sub-set of solid waste and includes solid, semisolid, liquid, and gaseous materials resulting from industrial, commercial, and other activities and which exhibits properties that make it dangerous or potentially harmful to human health and the environment.

Universal Wastes are subsets of hazardous wastes. Materials identified as Universal Wastes must be handled in compliance with applicable federal and state Universal Waste regulations and Collin College's Universal Waste Management Plan. Until determined otherwise, it is Collin College's policy that all batteries, lamps, thermostats and recalled pesticides intended for disposal should be considered to be Universal Wastes. The college's facility services department will make the Universal Waste determination according to specific criteria as set forth in applicable regulations.





# Universal Waste Management Plan

## Universal Waste Identification

There are five (5) categories of Universal Wastes.

- **Hazardous Batteries** – Considered as universal waste are: **Nickel-Cadmium (Ni-Cd)** use in smoke alarms and tools, **lead -acid**, **lithium ion** used in computers and cameras, **mercury** used in medical equipment, **zinc** used in hearing aids, pagers and cameras and electronic equipment such as mobile telephones and emergency back up lighting, and **silver oxide** used in calculators, watches and cameras. Since 1993, domestically produced alkaline and carbon zinc batteries contain no added mercury and are essentially mercury-free. Therefore not considered a universal waste are AA, AAA, C, D, and 9V batteries which can be discarded in the regular trash.
- **Mercury Thermostat.**
- **Lamps** - most waste fluorescent bulbs are hazardous wastes due to their mercury content. Other examples of lamps that, when spent, are commonly classified as hazardous wastes include: high-intensity discharge (HID), neon, mercury vapor, high pressure sodium, and metal halide lamps which typically contain mercury and sometimes lead.
- **Hazardous Pesticides** - that have been recalled or banned from use. Examples of some common types are DDT, Dursban, and Chlordane.
- **IT Equipment** – Used and designated as salvage computers, flat screen monitors, keyboard trays, cathode ray tube (CRT) monitors, LCD screen displays, telecommunication equipment.

## Waste Collection and Disposal

The Texas Commission on Environmental Quality (TCEQ) strongly recommends recycling of hazardous waste lamps to reduce the accumulation of mercury in the environment.

Batteries - All batteries that are to be recycled should be placed in a container with tight fitting lid and labeled "**UNIVERSAL WASTE USED BATTERIES**". The facility plant operations manager will provide the appropriate container and coordinate pickup with a vendor on state contract.

Thermostats - All used mercury thermostats must be placed in a container with tight fitting lid and labeled "**UNIVERSAL WASTE USED MERCURY THERMOSTATS**". The facility plant operations manager will provide the appropriate container and coordinate pickup with a vendor on state contract.

Pesticides - All pesticides marked for disposal must be labeled, "**UNIVERSAL WASTE- PESTICIDES**". Contact District Grounds & Landscaping for pick up.

Lamps - All used lamps will be picked up and packaged up by the individual campus facility services department during regular maintenance. Facility services personnel will secure lamps in either the





# Universal Waste Management Plan

original or designated containers and assure that lamps are repackaged to prevent breakage. When storage containers are filled they should be removed to the accumulation storage area.

All storage containers must be dated and labeled **“UNIVERSAL WASTE USED LAMPS OR BULBS”**. Facility services will determine the storage limit time thus requiring a recycling pickup.

IT Equipment – All used computers, CRT monitors, phone sets, computer accessories, etc. will be collected and documentation processed and secured in assigned storage areas. Equipment will be assembled on pallets with attached auction labels. Items will be presented for public auction.

## Universal Waste Accumulation Time Limit

All labeled and dated universal waste containers have a storage limit of no longer than one year from the date the universal waste is generated.

## Spills and Broken Lamps

All releases or spill of universal wastes and other residues from universal wastes must be immediately contained.

**IF A LAMP SHOULD BREAK IT MUST BE TREATED AS HAZARDOUS WASTE.**

Please use the following procedure for cleanup:

**Once a mercury lamp is broken the small amount of mercury within the bulb is immediately vaporized and cannot be captured. However, EPA requires that the remaining debris be treated as a hazardous waste. Therefore you are required to do the following:**

- All material must be swept up and collected in a container with tight fitting cover.
- Affix Hazardous Waste label to the container and label with the wording “Broken Mercury Lamp”.
- Notify facility services for pick up or assistance.

## Training

Collin College ensures that employees are thoroughly familiar with proper waste handling and emergency procedures, relative to their responsibilities during normal facility operations and emergencies. Annual training includes universal waste procedures.

## Record Keeping

Presently, each campus facility services department is responsible for maintaining the appropriate records and documentation as required by state and federal law.