

This document is designed to be a practical reference for SSU faculty, staff, and student researchers. The most important elements of hazardous waste management are presented here to ensure hazardous waste is handled in a safe, legal, and cost-effective manner. For more detailed information, see the EHS web page: <http://www.sonoma.edu/EHS/HzWst.html>



1. IDENTIFY YOUR HAZARDOUS WASTE - Generally, a hazardous waste exhibits characteristic(s) of flammability, reactivity, corrosivity, or toxicity. Wastes not exhibiting any of these characteristics may also be considered hazardous due to their quantity or concentration. Materials with the words Poison, Danger, Warning, Caution, or "Precautionary Statements" indicate that a material is potentially hazardous. For hazardous wastes that are not acutely hazardous, drip-dry empty liquid containers and scraped-clean solid containers can be thrown in the trash. Dry unpressurized aerosol cans be thrown in the trash. Gas cylinders not returnable to the supplier, empty or full, are hazardous waste.



2. CONTAINERIZE YOUR WASTE - Use only containers provided or approved by EHS to prevent unnecessary waste transfers and container contamination. Empty hazardous waste containers are available

Art - Rooms 109C, 141B, 144B, and Tool Crib.

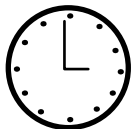
Facilities Services - Center Corp. Yard Canopy.

Natural Sciences - Chemistry and Biology Stockrooms.

Surplus or unused materials in original containers do not require repackaging.



3. LABEL YOUR WASTE - Fill out EHS provided waste labels completely to ensure proper handling. Accurate composition information is critical because much of SSU's hazardous waste is consolidated (mixed) prior to disposal. See the attached [Hazardous Waste Container Labeling Guide](#) for examples of properly labeled containers. Original containers do not require a hazardous waste label if they are transferred to EHS at the time they become waste.



4. OBSERVE ACCUMULATION TIME - Most University waste is collected in "Satellite Accumulation" containers located in areas at or near the point of generation. Satellite accumulation collection containers can be no more than 55 gallons for non-acute hazardous waste nor more than 1 quart for acutely hazardous waste. Waste must be removed from satellite accumulation areas within **one year** from the date that waste was first put in to the container.



5. COMPLETE A HAZARDOUS WASTE INFORMATION FORM -

EHS requires a completed Hazardous Waste Information Form for each type of material or group of materials by process. Line item instructions are on each form and examples of completed forms are available on the EHS web page.



6. NOTIFY EH & S FOR DISPOSAL - Contact EHS when you need full or expired hazardous waste containers removed from your area. Routine waste pick ups occur at the end of each week. E-mail to Thomas Sargent or call, x4003.

MANAGING HAZARDOUS WASTE AT SSU

RESPONSIBILITIES

FACULTY & DEPARTMENT SUPERVISORS

Notify department Instructional Support Technicians (IST's) or Environmental Health & Safety staff prior to commencing with activities that may generate hazardous waste. It is important that hazardous waste be collected in Department of Transportation approved containers and drums to prevent unnecessary re-containerization of hazardous waste. It will be the department's responsibility to properly repackage any containers unsuitable for disposal.

Provide information to IST's or EHS staff on waste being generated; including constituents and weight percentages, date of generation, special hazards, etc. This includes completing a standard hazardous waste label and utilizing special warning labels as appropriate (see [Hazardous Waste Container Labeling Guide](#)).

STAFF EMPLOYEES

Notify your department supervisor and Environmental Health & Safety prior to commencing with operations that may generate hazardous waste. It is important that hazardous waste is collected in Department of Transportation approved containers and drums to prevent unnecessary re-containerization of hazardous waste. EHS will provide all packaging materials necessary.

ENVIRONMENTAL HEALTH & SAFETY

Arrange for transportation and disposal of all hazardous waste generated at Sonoma State University.

Provide hazardous waste collection containers and related equipment necessary for proper waste handling and disposal.

Maintain a database of established waste streams at SSU and prepare regulatory reports as required.
