

Universal Waste Management Policy

Scope

In accordance with _____ Plans, Policies and Standard Operating Guidelines. _____ recognizes that there are potential hazards associated with the use and disposal of universal waste materials. This policy is based on the federal regulation 40 CFR part 273, it regulates the handling and disposal of universal waste.

Purpose

In an effort to better manage our universal wastes, _____ has developed and implemented this Universal Waste Management Program. Universal wastes which include fluorescent light tubes, sodium vapor lamps, batteries and computer and television monitors are regulated by the federal and state environmental agencies and are no longer disposed of in the regular waste stream. They are separated from recycling and landfill wastes by _____ employees, most notably the custodial and maintenance team.

Applicability

The _____ Universal Waste Management Program ultimately applies to each and every person in the facility. However, control of the program and the proper handling of the Universal Wastes is primarily the responsibility of the Facility Manager. He/She, or their designee, is responsible to, package and relocate universal wastes to a central receiving area where the material is later picked up by an outside vendor.

Universal Waste Management Program

A. FLUORESCENT, MERCURY AND SODIUM VAPOR LIGHT BULBS AND TUBES

1. All light bulbs and tubes, with the exception of incandescent bulbs shall be properly handled and packaged by the Custodial and Maintenance teams, when they are being replaced.
2. Old, burned out lights shall be placed in a size appropriate box that the lights originally came in or a box of equal size that will completely contain the bulb, in case of breakage.
3. Unwanted bulbs that are no longer being used can not be located in any room or area without proper containment.

The box used for the containment of the expired bulbs shall be of cardboard or fiberboard construction and shall:

- Have a label affixed to the box, with all sections filled out;
- When full be completely closed and taped to avoid discharge of either glass or powder;
- It is the responsibility of the Facility Manager, or their designee, to complete the date at the time the first bulb is placed into the appropriate container.

Universal Waste Management Policy

After the box or boxes of bulbs have been properly packaged and labeled, they shall be placed in the appropriate recycling area where an outside vendor shall remove them.

When the universal storage area has been filled with the old, no longer needed light bulbs, or 11 months have passed since the waste stream was started, the Facility Manager, or their designee, will notify the selected waste hauler and ask that the light bulbs be removed.

Because the Universal Waste Storage Area is inspected by the Safety and Security Manager, or his/her designee, notification for pick up by the designated waste hauler happens as needed.

B. BATTERIES

Batteries, including nickel-cadmium and lead acid are handled as universal wastes by custodial, maintenance and all other facility personnel. Because automobile batteries, nickel-cadmium and lead acid batteries are handled almost exclusively by members of the Maintenance team, control through recycling is fairly easy.

1. Fulfillment Center associates can drop nickel-cadmium and lead acid batteries off with the Facility Manager, or their designee, at the Maintenance Shop. They should not just be left in the area.
 1. If the lead acid battery is a PE battery, the battery is to be placed on the PE charger stand closest to the Emergency shower station, and called in to battery repair vendor.
A RED repair tag should be placed on the battery, while awaiting service or disposal.
2. All batteries should be bagged separately, with the opening secured with a twist tie or other means of securing.
3. All batteries, once bagged, should be placed in the appropriate box, a fully filled out label should be affixed to the box, and the box should be staged in the Universal Waste Storage Area.
4. Once full, the box should be secured shut, using clear packaging tape.
5. All batteries must be transported from the facility by a certified universal waste disposal vendor.

Universal Waste Management Policy

Sample Label



Contents: _____

Accumulation Start Date: _____

Shipper: _____

Address: _____

City/State/Zip: _____

Universal Waste Management Policy

Instructions: Fill out each appropriate section, for each box or container of universal waste. When Universal Waste is picked up, attach this sheet with the shipping manifest. Retain all original copies of paperwork for a period of 5 years.

Universal Waste Inspection Sheet

Date: _____

Is all Universal Waste being handled in an appropriate Manner?
 Are all labels filled out with the appropriate information?
 Any items in location not accounted for?

Question	Date	Yes	No	Comments
Are all labels filled out with the appropriate information?				
Are full boxes sealed adequately? Using clear packaging tape?				
Any items in location not accounted?				
Any items on list, not present?				
Are batteries in individual clear plastic bags, secured shut?				
Are fluorescent bulbs properly packed, so as to minimize the chance of breakage?				

Instructions: Inspect the Universal Waste Storage location. Any deficiencies must be noted.

Universal Waste Management Policy

Signature: _____

Name: _____