

Procedure No:	Approved by: Chuck Reyes
Title: SUNY Geneseo Procedure for Hazardous Waste Pickup	Date: 10/6/08
Revision No.: New	Page 1 of 3
Prepared by: Darlene Necaster	

**SUNY GENESEO
ENVIRONMENTAL HEALTH & SAFETY**

SUNY Geneseo Procedure for Hazardous Waste Pickup

Hazardous waste management is ruled by increasingly stringent and complex regulations. Management of chemical and hazardous waste at SUNY Geneseo is accomplished by the generator of the waste with the assistance of Environmental Health and Safety (EHS). EPA defines a “generator” as a person, whose act or process produces hazardous waste. EHS will assist generators on campus to assure that wastes are managed in accordance with the regulations. However, the generator is ultimately responsible for managing the waste safely.

Any waste material that may, upon contact or inhalation, present a hazard to one’s health or surrounding environment should be treated as a potentially hazardous waste. This includes spent or unused chemicals, cleaning solutions, oils, etc. If there is any doubt whether a material should be treated as hazardous, contact EHS at x5512. Never throw any questionable material in the trash, down the drain or sewer without first consulting with EHS.

Waste is disposed of by the College four times per year (every 90 days). EHS will pick up properly documented and packaged wastes and will store them in the hazardous waste building prior to their final disposition. **The schedule for hazardous waste pick up by EHS will be twice per month on the first and third Wednesday.**

In order to have a sustainable campus, SUNY Geneseo EHS will take excess chemicals and store them in anticipation of another faculty or staff member being able to use them. Excess chemicals are defined as still usable, unopened or not expired. **If there are excess chemicals i.e. end of semester clean out, professor retirement, a request for pick-up form must be completed prior to pick-up (see attached).** For regular pick-ups of hazardous waste, simply send the yellow copy to EHS.

Storing Waste Prior To Pickup

All waste shall be stored in a safe and secure area. Waste shall remain in such areas until picked up by EHS. Never leave waste in a hallway or other unsecured area where it may be subject to public contact. Waste should be properly segregated (see attached chart for incompatible wastes).

Procedure No:	Approved by: Chuck Reyes
Title: SUNY Geneseo Procedure for Hazardous Waste Pickup	Date: 10/6/08
Revision No.: New	Page 2 of 3
Prepared by: Darlene Necaster	

Generators are responsible for obtaining necessary storage containers. Containers shall be structurally sound, in good condition, and have a tight fitting cap. Stopper bottles and plastic milk or soda bottles are not acceptable. *Label each and every container!* A waste generator shall also ensure that a container is compatible with the material to be stored. Materials that may generate vapor, such as solvents and other low boiling point materials should be stored in a properly ventilated area. All waste containers should have at least 10 to 20 percent headspace left in them to avoid pressure buildup that may occur with expansion. The condition of containers, secondary containment, labels, etc. shall be checked weekly (see attached satellite waste collection area inspection form). In case of an emergency, call UP at x5222.

If the following information is incomplete or incorrect, the waste will not be picked up by EHS:

- Unlabeled container**
- Haz Waste Tag incomplete/not legible**
- Container not at least 75% full**
- Leaking, corroded or damaged container**
- Container missing caps, not closed**
- Incompatible container**

Minimizing Waste

Waste minimization or prevention can be accomplished in many different ways. Generators are strongly encouraged to be alert for alternative procedures or products that will reduce or prevent waste generation.

Departments should be familiar with the nature of the waste they generate, including composition and quantity. In doing so, goals or benchmarks should be identified with efforts focused on reaching them. Please call EHS for help in determining and establishing goals and benchmarks.

Chemicals or other materials which have not been opened or are still in usable form can be saved from becoming waste by being offered for other College staff use. EHS will periodically distribute a list of "unwanted but still usable" materials. Staff wishing to obtain a material for use may contact EHS. EHS will pick up and deliver the material to the requester. Staff wishing to list excess materials should also complete the form and

Procedure No:	Approved by: Chuck Reyes
Title: SUNY Geneseo Procedure for Hazardous Waste Pickup	Date: 10/6/08
Revision No.: New	Page 3 of 3
Prepared by: Darlene Necaster	

send to EHS. Materials will be stored by EHS in the hazardous waste building until a user is found. If reuse is not possible, or if an appreciable amount of time has expired with no result, EHS will dispose of it.

Waste generated through scientific classroom instruction has additional reduction options available. These include converting to micro scale experiments and incorporating material or inactivation into experimental procedures. This promotes environmental and product stewardship and could be a valuable theme in course curricula.

Radioactive Waste

Radioactive waste should be stored and labeled as other hazardous wastes. However, generators must ensure that adequate shielding of the storage area is provided to keep exposure as low as possible. Liquid and solid wastes should always be segregated and collected in separate containers. The same waste labels and request forms used for other hazardous waste should be used for radioactive waste. The container label must indicate the chemical composition of the contents and their percentages, isotopes used, level of activity in microcuries, and associated hazards. This same information must also be provided on the pickup request form.

Among the hazards noted on the Hazardous Waste label, there should be an indication of any volatile material into which radioisotopes may be incorporated, i.e, may produce potential airborne exposures to radioisotopes.