



Office of Environmental Health & Safety
333 S. Beaudry Avenue, 20th Floor
Los Angeles, CA 90017
Phone: (213) 241-3199
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SAFETY ALERT

No. 05-11

DISPOSAL PROCEDURES FOR
HAZARDOUS WASTE & UNIVERSAL WASTE

Revised August 2006

This Safety Alert specifies District requirements for the disposal of “hazardous waste” and “universal waste” (e.g., fluorescent light tubes, mercury thermostats and switches, batteries, cathode ray tubes - see below for a complete list). This Safety Alert replaces *Safety Alert No. 04-04, Hazardous Waste Disposal Procedures*.

Requirements for Hazardous Waste

1. Hazardous waste shall be stored in properly sealed Department of Transportation (DOT) approved containers, each affixed with an appropriate hazardous waste label. The label must indicate the date on which hazardous waste was first added to the container; this will be listed on the label as the “accumulation date.” Containerized hazardous waste liquids shall be stored within an approved secondary containment area, which provides additional storage capacity in case of leaks.
2. All hazardous waste storage areas are to be posted with a sign indicating “Hazardous Waste Storage Area, Authorized Personnel Only.” The area shall be equipped with an eye wash station, telephone or hand-held two way radio and portable fire extinguisher. Hazardous waste storage areas are to be inspected weekly to identify any leaks or deterioration of containers or containment areas. The inspection should be documented using the attached form, which is to be maintained on site for at least three years.
3. Hazardous waste must be shipped within 90 days of the “accumulation date” unless prior approval is obtained from OEHS. (*Note: Maintenance and Operations (M&O) facilities can store waste up to a period of one year or a quantity of 8800 pounds if an appropriate “Permit By Rule” has been issued*). A California “registered hauler” must be used to transport waste to a lawfully permitted facility.
4. For waste streams that have not been previously characterized, Site Managers must ensure representative samples are collected for analysis to determine whether the waste is “hazardous” pursuant to Title 22, CCR, Section 66261.20. Samples shall be sent to a State certified laboratory and analyzed per Title 22, CCR, Sections 66261.21 to 66261.24. Pending laboratory results, the waste shall be stored in drums or roll-off bins covered with plastic sheeting and labeled or posted with the words, “Waiting For Lab Results.”
5. Upon completion of laboratory analyses, copies of all laboratory results are to be faxed to the Office of Environmental Health and Safety (OEHS), Mr. Soe Aung, Environmental Compliance

Manager at (213) 241-6816. If it is determined that the waste is "hazardous waste" based on the analysis, OEHS will inform the Site Manager. If the laboratory results indicate the waste is "non-hazardous," a non-hazardous waste label should be attached, and the Site Manager can make arrangements for proper pick-up and disposal.

6. Prior to transporting hazardous waste off-site, the hazardous waste transporter must fill out the *EPA Uniform Hazardous Waste Manifest Form* and fax a copy to the Office of Environmental Health and Safety (OEHS) at (213) 241-6816 for review and approval:
 - a. The waste hauler should identify "Los Angeles Unified School District" as the Generator's Name and "333 S. Beaudry Avenue, 20th Floor, Los Angeles, CA 90017" as the Mailing Address (under Number 5 of the form). The actual site name and address where the waste was generated should be indicated under the Generator's Site Address (Number 5). The Site Generator's EPA ID# shall also be indicated under the Generator's ID Number (Number 1).
 - b. A Land Disposal Restriction (LDR) form is to be attached with the manifest when the waste is shipped, and a copy should be kept in the files. Four copies of the manifest and the LDR form are to be provided to the waste hauler. A copy of the manifest and LDR form shall be mailed to OEHS, 333 S Beaudry Avenue, 20th Floor, Los Angeles, CA 90017.
 - c. Only LAUSD representatives are allowed to sign the manifest. If there are any questions on manifest signature, call OEHS at (213) 241-3199.

Requirements for "Universal Waste"

Effective February 8, 2006, universal wastes, such as fluorescent light tubes, batteries, and cathode ray tubes, are not allowed to be disposed in regular trash. Schools are to use procedures below. For M&O and garages, use procedures on the next page.

Schools

Universal waste shall be collected in separate, properly sealed, DOT-approved containers, each affixed with a "universal waste" label and stored in an area designated by the plant managers. These labels can be obtained from OEHS at (213) 241-3199 (see attached example).

Fluorescent light tubes can be collected in original boxes or DOT-approved cardboard boxes. Other universal wastes can be collected in DOT-approved containers such as metal or plastic drums, metal or plastic cans, metal or plastic buckets, or cardboard boxes.

To request disposal of universal waste from school sites, complete the attached hazardous waste pick-up request form and fax to OEHS at (213) 241-6816.

OEHS will pick-up the following "universal wastes" from school sites:

BATTERIES	
Silver button batteries	Mercury batteries
Small sealed lead acid batteries (burglar alarm and emergency light batteries)	Rechargeable nickel-cadmium batteries
Carbon-zinc batteries	Alkaline batteries (AAA, AA, C, D batteries)
Lithium batteries	

MERCURY-CONTAINING ITEMS	
Pressure or vacuum gauges that contain mercury, including blood pressure meters	Mercury thermometers, including fever thermometers
Mercury gas flow regulators	Novelties that contain mercury or mercury batteries
Mercury switches	Rubber flooring that contains mercury
Dilators and weighted tubing medical devices that contain mercury	Gauges that contain mercury
Dental amalgam	Mercury thermostats
MISCELLANEOUS ITEMS	
Non-empty aerosol cans	High intensity discharge lamps
Fluorescent light tubes	Sodium vapor lamps

M&O Facilities and Garages

M&O staff shall transport the following “universal wastes” that were generated from maintenance/repair activities at school sites to the M&O facility using DOT-approved containers. The containers are to be labeled with a universal waste label and transported with shipping papers.

Universal waste from M&O facilities and garages must be shipped with a bill of lading to a “destination facility” that treats, disposes of, or recycles a particular category of universal waste. Copies of the bill of lading must be sent to OEHS at 20th Floor, 333 S. Beaudry Ave, Los Angeles, CA 90017.

Mercury thermostats	Fluorescent light tubes
Mercury switches	Gauges that contain mercury
Pressure or vacuum gauges that contain mercury, including blood pressure meters	Dilators and weighted tubing medical devices that contain mercury
Counterweights and dampers, including devices that use pouches of mercury	Rubber flooring that contains mercury
Mercury gas flow regulators	

Electronic Devices

To request disposal of electronic devices from schools, M&O facilities and garages, follow *Reference Guide No. REF-1293, Business Services, Pick-UP and Transfer of Materials for Salvage* and complete the Transportation Order form. Truck Operations will make arrangements for pick-up and disposition of the following electronic devices:

Computers	Monitors
Televisions	Cell phones
Game consoles	

Any questions regarding these procedures may be directed to Soe Aung at (213) 241-3904.

DISTRIBUTION: All Schools and Local District Offices
Garages
Maintenance and Operations



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 333 South Beaudry Avenue, 20th Floor
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Hazardous Materials/Waste Pick-up Request

- All fields are required.
- Check with other staff members to ensure chemicals may not still be used.
- List all items.
- Store all chemicals in a secure accessible area. Keep incompatibles separate. Materials should be ready to go.
- Complete form and mail/fax to OEHS. Specify number of pages at bottom right of request.
- If confirmation of request is not received within 5 working days, please contact OEHS at (213) 241-3199.

Facility Information

School/Site: _____	Location Code: _____	Date: _____
Address: _____	Phone No.: _____	
City, Zip: _____	Fax No.: _____	
Contact Name: _____	Storage Building: _____	
Contact Title: _____	Storage Room: _____	
Employee # (CSC's ¹ Only): _____	Time Spent ² (CSC's Only): _____	

Material/Waste Name	Amount (ea.) Lb., oz., gal.	Container Type	Container Condition (Good, Fair, Poor)	Liquid/Solid (L or S)

Number of Replacement Containers Needed	
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¹ Chemical Safety Coordinator
² Time spent includes: Segregating chemicals for removal: separating incompatibles; preparing chemicals for disposal; itemizing all waste for disposal.

To be completed by OEHS

CONTRACTOR _____
DATE REQUESTED _____

DATE LAB PACKED _____
DATE OF PICK-UP _____

UNIVERSAL WASTE

CONTENTS _____

ACCUMULATION START DATE _____

SHIPPER _____

ADDRESS _____

CITY, STATE, ZIP _____