Hazardous Materials Management Program

Subsection to the Injury and Illness Prevention Program
California Code of Regulations, Title 22, §66261.9 and Title 8, §3220, §5192, §5164, §5194
Code of Federal Regulations, Title 40, §260-262
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1.0 Regulatory Authority

California Code of Regulations, Title 22, §66261.9; Title 8 §3220, §5192, §5164, §5194, and Code of Federal Regulations, Title 40, §260-262

2.0 Administering Agency

California Division of Occupational Safety and Health (DOSH), Department of Industrial Relations (Cal/OSHA).

3.0 Background

The Hazardous Materials Management Plan (HMMP) is to provide guidance on hazardous materials handling and to facilitate compliance with environmental laws. Safety & Risk Management (S&RM) is available to provide information on waste minimization and the proper handling, storage and labeling of hazardous waste in laboratories and other work locations.

4.0 Scope

This HMMP encompasses all campus locations where hazardous materials and wastes are found, including but not limited to offices, classrooms, laboratories, shops and parking areas. This plan applies to all faculty, staff, students, and contractors/vendors who use hazardous materials and/or generate hazardous waste on campus.

5.0 Policy

It is the policy of California State University, Stanislaus, to promote activities that protect the environment. To assist in accomplishing this, University faculty, staff and students who use hazardous materials and general hazardous waste must cooperate with S&RM to ensure the safe and proper ordering, storage, labeling, collection, accumulation, packaging, and disposal of hazardous materials and wastes.

6.0 Definitions

- **Acutely hazardous waste** – chemicals designated on a specific list published by the California Environmental Protection Agency.

- **Biohazard waste** – waste that contains or is contaminated by blood, bodily fluids, tissue cultures, or pathological specimens.

- **Electronic scrap** – electronic devices designated by campus administrators as scrap/waste; these devices include computers, computer components, monitors, office equipment, appliances and televisions.
• **Extremely hazardous waste** - Any hazardous waste or mixture of hazardous wastes which, if human exposure should occur, may likely result in death, disabling personal injury or serious illness caused by the hazardous waste or mixture of hazardous wastes because of its quantity, concentration or chemical characteristics.

• **Hazardous material** - Any chemical or radioactive material used in research, custodial, physical plant maintenance, grounds, facilities maintenance or educational activities, etc., which poses a health and safety threat to employees and/or students or a threat to the environment as a result of improper handling or disposal methods, or accidental release/discharge.

• **Hazardous waste** – high risk or harmful substances or agents that must be disposed of according to federal and state regulations.

• **Incidental release** - A release can be considered incidental only if there is no safety or health hazard involved in clean-up by the staff or faculty responsible for the work area. Incidental releases may be absorbed, neutralized or otherwise controlled at the time of the release by employees who work with the substance and who understand the hazards of the material, and follow the instructions provided on the product label and material safety data sheet. Responses to incidental releases of hazardous substances by employees in the immediate release area, or by maintenance personnel are not considered to be emergency responses within the scope of this program.

• **Medical waste** – waste generated by the Student Health Center, Athletic Trainers or the Nursing Department; see biohazard waste.

• **Safety Data Sheet (SDS)** – a document provided by either the manufacturer or distributor of a chemical that provides safety information and details regarding the substance.

• **Satellite accumulation** - Accumulation of as much as 55 gallons of hazardous waste, one quart of acutely hazardous waste or one quart of extremely hazardous waste at or near any point of generation, provided the generator does not hold the waste on site for more than one year from the initial date of accumulation.

• **Small quantity generator** - A generator of hazardous wastes who in any calendar month generates no more than 1,000 kilograms (2,205 pounds) of hazardous waste in that month.

• **Uncontrolled release** - An uncontrolled release is the accidental release of a hazardous substance from its container. If not contained, stopped, and removed, the release would pose a hazard to the employees in the immediate area or in areas in the path of the release, or from its byproducts or its effects (such as toxic vapors, fire, over-pressurization, toxic gases, or toxic particulates.

• **Universal waste** – hazardous waste that are more common and pose a lower risk to people and the environment than other hazardous wastes; federal and state regulations identify universal wastes and provide simplified rules for handling, recycling, and disposing of them.
7.0 Responsibilities

7.1 All Campus Employees

a. Faculty and staff must comply with all campus safety guidelines.
b. Ensure that SDSs are available and consulted prior to using a hazardous material.
c. Never order more chemicals than are necessary.
d. Never order more chemical than can be used prior to an expiration date.
e. Ensure that hazardous materials are never poured down drains, onto soil or any other location on campus; only proper containers and methods are allowed for disposal.
f. Ensure that S&RM is contacted for the proper disposal of hazardous wastes.
g. Label hazardous wastes properly (see Section 9.0 for procedures).

7.2 Safety & Risk Management (S&RM)

a. Coordinate with hazardous waste contractor and schedule removal of hazardous wastes from campus.
b. Provide information to campus personnel on hazardous waste requirements, labeling, etc.
c. Monitor hazardous waste storage facilities.
d. Maintain hazardous waste disposal records.
e. Update the HMMP as needed.
f. Submit, annually, the hazardous materials business plan to the Stanislaus County Department of Environmental Resources (DER) per Health and Safety Code §25505(d).

7.3 Deans/Department Chairs/Managers/Supervisors/Leads

a. Ensure that S&RM is contacted for the routing of hazardous wastes under their control.
b. Ensure that all campus personnel comply with proper disposal of hazardous materials.
c. Ensure that an inventory of all hazardous materials under their control is maintained and readily accessible.
d. Ensure campus personnel are properly trained and aware of any hazardous substances in their work area.

8.0 Training

Stanislaus State complies with the CSU policy, state and federal regulations on employee training and refresher training in regards to the use and dangers of working with hazardous materials and waste. Federal and state laws require employers to provide employees (faculty and staff) with information and training on hazardous substances in the following frequency:

- At the time of the employee’s initial assignment, per T8 CCR §5194(h)(1)
- Whenever a new hazard is introduced into their work area, per T8 CCR §5194(h)(1)
- Refresher training for all laboratory employees, per T8 CCR §5191(f)

Deans, Department Chairs and/or Supervisors are responsible for ensuring campus personnel are properly trained and aware of any hazardous substances in their work area. Safety training requirements
For educational activities where there is a potential for exposure to biological, chemical, and/or physical hazards (i.e., chemistry or engineering labs) student safety training may be required. Departments may consult with the Director of S&RM for determination assistance. Student safety training programs should include:

- Information on the potential hazards and safety educational practices/procedures that must be utilized to avoid injury or illness.
- Training must be documented (student signature) and kept on file with the department.
- A system or method for resolving training deficiencies.

9.0 Hazardous Material Spill Identification

9.1 Major Spills

a. Chemical Spills Greater than 500 ml/gm
A major spill is one that is greater than 500 grams or 500 ml, or any amount of an acutely hazardous material. An acutely hazardous material is any material that is imminently dangerous to life and health.

b. Select Agent Spills
Any amount of regulated select agent released into the environment that could threaten the safety and health of the building occupants. Select agent spills are considered major spill events. Upon identifying a release, laboratory occupants must immediately implement the major spill procedures.

c. Hazardous Gas Release
Any amount of hazardous gas released into the environment that could threaten the safety and health of the building occupants. Hazardous gas releases are considered major spills. Upon identifying a release, laboratory occupants must immediately implement the major spill procedures.

d. Mercury Releases
Mercury is an extremely toxic and dangerous material. In an effort to reduce possible exposure risks all mercury spills are regarded as major spills. Upon identifying a release, immediately implement the major spill procedures.

e. Minor Spills
A small spill that is less than 500 grams or 500 ml of non-acutely hazardous materials.
9.2 Incidental Release Hazardous Materials Spill Response

a. Minor Chemical Release
A minor chemical spill is a spill or release of hazardous material that laboratory personnel are capable of handling safely without the assistance of safety or emergency personnel.

1. Employees Will:
   • Notify other persons in the area;
   • Isolate the spill area and keep people away;
   • Check the SDS for recommendations on clean-up;
   • Wear appropriate PPE
   • Contain spilled material(s) using absorbent pads and/or socks.
   • Neutralize spilled material(s) using the appropriate neutralizing agent.
   • Clean up neutralized material using dustpan and/or plastic scoop.
   • Place neutralized material in hazardous waste container. Dispose of as hazardous waste appropriately.
   • Wash area where spill has occurred with water several times making sure no residue is left behind.
   • Notify the Department Safety Coordinator.

b. Major Chemical Release

1. An on-campus release is unlikely to require the evacuation of more than a small area near the release. Individuals in the hazardous area will be warned and directed to leave the area by appropriate routes.
   • A perimeter will be established and sealed off by UPD to prevent entry to the hazardous area.
   • The University Director for Safety & Risk Management will be notified, and if available, will be responsible for advising on further actions.
   • Injured, exposed, or ill individuals will be decontaminated by the Turlock Fire Department Hazardous Materials Unit/EMS prior to transport to local hospitals or the Student Health Center as assessed by the EOC Medical Director.
   • Individuals with disabilities of AFN will be handled appropriately by trained responders should decontamination of persons be required. Special handling will also include exposed service animals.

2. Off-Campus Release - A sudden release of hazardous materials may allow little time for an organized response. The appropriate action may be to lockdown or shelter in place, or if appropriate and circumstances permit, University personnel may be directed to designated gathering areas.
   • Depending on the circumstances the President, Executive Designee(s), or Emergency Responders will determine if evacuation may be the appropriate protective measure to take. Any evacuation will be coordinated with local jurisdictional authorities.
The Stanislaus State University Emergency Operations Center Director will instruct the university community to exit the campus through specific, and predetermined safe routes.

Control of perimeter ingress / egress routes will be maintained by University Police following the evacuation to prevent unauthorized entry to University property. StanAlert ENS may be used to provide notification of closed areas.

9.3 Major Hazardous Material Spill Response

Numerous state and federal regulations require an expedient and safe response to chemical releases. All major chemical emergencies should be reported immediately to the UPD by calling 9-1-1 from any campus phone. UPD staff will assume Unified Command until relieved by the Turlock Fire Department. Joint Incident Command is also an option depending upon the situation. University personnel should not exceed their level of skill and training.

a. Employees will:
   - Notify other persons in the area;
   - Confine the spill, leak, fumes or fire by shutting the room door. Do not touch and avoid contact with the material;
   - If time permits, locate the SDS (Safety Data Sheet) for any identifiable materials. You can find it online at: [https://msdsmanagement.msdsonline.com/company/8511B604-100D-449A-9A6B-366EFF19DA04](https://msdsmanagement.msdsonline.com/company/8511B604-100D-449A-9A6B-366EFF19DA04);
   - Call 9-1-1, if the spill presents a health, safety or immediate environmental threat;
   - Alert people in the laboratory to evacuate to the nearest evacuation gathering area (Appendix C). Upon evacuating spill release area, close the door(s) to the affected area;
   - Notify your supervisor/lab instructor immediately or as soon as possible;
   - If necessary, initiate evacuation of the building by pulling the fire alarm. Safely walk to the nearest exit and go to an evacuation gathering area away from the building (Appendix C) then wait for further instructions. Do not return to the building until instructed that it is safe to do so.

b. Supervisors will:
   - Review the product label and safety data sheet information to verify that there are no health or safety threats;
   - Contact Safety and Risk Management (S&RM) staff for assistance if there is ANY question about health, safety or environmental hazards;
   - Call 9-1-1, if the spill presents a health, safety or immediate environmental threat;
   - Collect all waste for disposal; and
   - Notify S&RM of any incident that requires spill clean-up, so that regulatory reporting and/or waste disposal obligations can be met.

c. Upon notification of a chemical release University Police Dispatcher Will:
   - Advise the responding officer of the hazardous conditions;
   - If appropriate, advise the caller to activate the building fire alarm and to meet the officer outside and upwind of the spill location;
• Notify a police supervisor immediately;
• Notify the Director of Safety and Risk Management;
• Request the Fire Department Hazardous Materials Unit respond. Contact the Turlock Fire Department via Turlock Police Department at (209) 668-1200.

d. The responding University Police Officer Will:
• Approach the spill from up wind;
• Provide emergency medical aid to victims only if it can be done without risking the responder’s personal safety and/or contamination;
• Establish a perimeter, isolate the area and prevent entry into the spill scene. (Use the Emergency Response Guidebook to set the evacuation perimeter);
• Detain individuals at the scene and obtain as much information as possible concerning the incident. (Always document, as this may be crucial to receiving federal recovery funding);
• Consult with S&RM emergency response operations staff to determine if additional help is required;
• Notify police dispatch of the Incident Command staging area for incoming fire and EMS units. (Do so from a safe distance upwind);
• If applicable, provide the Turlock Fire Department with building diagrams noting the locations of utility shut-offs.

e. The Director of Safety & Risk Management will:
• Conduct a site hazard assessment including:
  o The material that was spilled/released;
  o The quantity;
  o Hazards posed by the material (SDS reference);
  o The location of injured or contaminated persons;
  o The need to shut down mechanical and electrical systems; and
  o Potential for environmental contamination.
• Determine if fire department or clean up contractor response will be needed;
• If time permits, relay hazard assessment information to police dispatch for use by responding fire units and EMS units.

If the Director for Safety & Risk Management is unavailable, the University police officer acting as the Incident Commander will assist the Fire Department with the hazard assessment.

f. The Fire Department will:
• Assume incident command or unified command depending on the situation;
• Identify hazards and mitigate immediate threats to life, environment and property; and
• Remain on scene until satisfied that the cleanup is proceeding in a safe and effective manner.

The Turlock Fire Department has trained personnel for initial response to hazardous materials releases. They are also able to obtain mutual aid assistance from the Stanislaus
County Department of Environmental Resources (DER) for larger releases. The Stanislaus County phone number is (209) 525-4150. Stanislaus State University, not the Turlock Fire Department, is responsible for providing contract clean up services.

10.0 Contract Services

10.1 Chemical Spill Response

In the event of a situation where hazardous waste, either chemical or biological, is generated the Turlock Fire Department will assist in its containment and control, but will not remove this material from the campus.

The following companies will remove hazardous chemical and biological waste and need to be contacted directly for assistance:

- Belfor Property Restoration
  24 hours: 877-339-4301
- Clean Harbors
  24 hours: 800-645-8265
- CHEMTREC
  24 hours: 800-424-9300

11.0 Campus Notifications

The Director for Safety & Risk Management is responsible for notifying appropriate University executives of hazardous materials incidents that involve major injuries, property damage, the need for contract remediation services, or media involvement. Procurement should be advised of activation of contract services. The Incident Commander or designee will be responsible for making these notifications in the absence of the Director of Safety & Risk Management. The Public Information Officer or designee will manage public information and media notifications.

12.0 Regulatory Notifications

Safety & Risk Management will make the required regulatory notifications after consultation with the President or Executive Designee(s), when time permits. If Safety & Risk Management is unavailable, notifications will be made by a police supervisor. Failure to report major incidents can result in significant penalties. Required notifications should be made as soon as possible following initiation of the emergency response. All notifications must be documented.

a. Report hazardous materials releases equal to or in excess of 55 gallons of a liquid, 200 cubic feet of a gas or 500 pounds of a solid to the required regulatory agencies.

**Contacts:**

Stanislaus County Department of Environmental Resources, Hazardous Materials Division, (209) 525-6700 or (209) 525-6727 (after hours)

CalEMA
(800) 852-7550 or (916) 845-8911

b. If spill results in contamination of ground, water, or air or is above the Reportable Quantity (RQ) then notify the following agencies:
1. Notify the Office of Emergency Services (OES) at 1-800-852-7550 and obtain a control number for the incident.
2. Notify the National Response Center at 1-800-424-8802 to comply with CERCLA requirements.
3. Notify California Hazardous Material Incident Reporting System (CHMIRS) 1-916-427-4287. Except for:
   - Petroleum spills less than 2 gallons from vehicular fuel tanks.
   - Sewage overflows.
4. Fill out CHMIRS Form.

13.0 Hazardous Materials Storage Locations

There are two main accumulation sites at Stanislaus State University.

- **Corporation Yard (Building #4)** - Main temporary hazardous waste storage located along the west edge of the Corporation Yard (north side of campus).
- **Naraghi Hall (Building #35)** - Satellite temporary hazardous waste storage located on the first floor of Naraghi Hall room N135 for use by the College of Science (south central campus).

A map that shows the greatest known NFPA hazard levels for various buildings on campus is on file with the Safety & Risk Management department, the Stanislaus County Department of Environmental Resources and City of Turlock Fire Department.

14.0 Hazardous Materials Inventory

14.1 Department Inventories

a. University department supervisors are responsible for monitoring the existence of hazardous substances in the workplace.
b. Departments that use hazardous materials should maintain a comprehensive inventory of all hazardous substances that workers may be exposed to.
c. All inventoried materials should have a corresponding SDS on file and readily accessible for emergency access.
d. Departments should submit updated copies of the hazardous materials inventory to S&RM annually.

14.2 Inventory Minimization

a. Chemicals and hazardous substances should be purchased in minimal quantities.
b. Inventories should be kept to limited quantities and only what is needed for the semester.
c. Unused chemicals and hazardous substances should be labeled as waste and removed within 90 days.
15.0 Safety Data Sheets (SDSs) [T8 CCR §5194 (g)]

SDSs provide information such as health hazards, special chemical and physical characteristics, protective measures, precautions for safe handling, use and storage of each chemical. The information contained in SDSs should be used to educate employees and students on hazards associated with chemicals found in campus labs and workspaces.

- All SDS information shall be forwarded to the department that ordered it when delivered to campus from the manufacturer or supplier of the hazardous substances.
- Each SDS shall be in English and shall contain specific information.
- S&RM shall maintain an inventory of SDSs for known hazardous substances on campus.
- Departments shall obtain the most current SDS from the manufacturer or distributor for each hazardous substance used in the department.
- Departments shall ensure that this information is readily accessible during each work shift to employees when they are in their work area(s).

If a SDS is not provided by a manufacturer, the department can, with assistance from S&RM:

- Obtain a SDS from the MSDSOnline electronic database.
- Send a written request to the manufacturer within seven (7) working days from the date of the employee request.
- Provide a copy of the written request to the employee requesting the SDS.
- Notify the employee within 15 days of receipt of the SDS.
- Notify the Director of the State Department of Industrial Relations if a response has not been received from the manufacturer within 25 working days from the date of the request.

The University subscribes to a web-based SDS database that is freely accessible from any University computer. See the University Hazard Communication Program, Annex D for detailed instructions.

16.0 Labeling and Storage Requirements [8 CCR §5164, §5194(f)]

16.1 Waste Labeling

A correct hazardous waste label must contain the following six (6) pieces of information:

1. The label must bear the words *HAZARDOUS WASTE*
2. The label must contain a *SPECIFIC DESCRIPTION OF THE WASTE*:
   a. Chemical name or common name (no formulas or abbreviations)
   b. Proportions of constituents or chemical mix (percent, parts per million, molarity, etc.)
3. The label must contain a *STATEMENT OF WHAT THE HAZARD IS*:
   a. toxic, reactive, flammable, and/or combustible
   b. corrosive (please specify acid or alkaline)
   c. radioactive
4. The label must say whether the waste in the container is *SOLID, LIQUID OR GAS*
5. The label must list the **START DATE** for that container of waste (when first amount was added to empty container).

6. The label must state the **NAME AND ADDRESS OF THE GENERATOR**. At Stanislaus State this means: “Stanislaus State, One University Circle, Turlock, CA 95382.”

### 16.2 Waste Storage

Hazardous waste may be relocated to a temporary storage site for up to 90 days prior to removal from campus. All waste must be inventoried and logged by S&RM prior to relocation to one of the temporary storage sites. Please follow the procedures for Hazardous Waste Disposal in Section 12.0.

### 16.3 Waste Minimization

Every effort should be made to minimize hazardous waste. By reduction of quantity ordered and reusing or recycling when safe, the University can minimize impact to the environment and drastically reduce cost. Waste minimization can further be realized through efficient material management, when possible substitution of less hazardous materials, good laboratory procedures and the migration to micro techniques (i.e., microchemistry) when performing research or classroom laboratory experiments.

The University community should adhere to the following guidelines for hazardous waste minimization whenever possible:

- Order only the amount of chemical you need for your job, project or experiment; the cost for regulated disposal outweighs the saving from bulk orders.
- Plan a procedure for waste disposal before you start on a project.
- Use only the amount of chemical that are needed for conclusive results.
- Avoid long term storage; items unused for > 1 year should be removed as waste to avoid container breakdown or other safety issues.
- Use caution when mixing waste; never mix incompatible chemicals.
- Always label waste properly (see Section 11.1 above for proper labeling instructions).
- Hazardous materials labeled as waste must be removed within 90 days of accumulation as waste (see Section 12.1 below for waste removal instructions).

### 17.0 Hazardous Waste Disposal Procedures

Once a waste container is ready to be disposed of:

1. Complete a hazardous waste collection form (see Appendix A).
2. Contact S&RM at (209) 667-3035 or email the Director of S&RM at althomas@csustan.edu.
3. Once approved by S&RM, then transport the properly labeled waste containers to the nearest temporary hazardous waste storage site:
   a. On the first floor of Naraghi Hall (N135).
   b. In the Corporation Yard hazardous waste shed.
Biological waste handling procedures can be found in Appendix B.

### 18.0 Universal Waste Disposal Procedures

All universal wastes are hazardous wastes and, without the new rules, would have to be managed under the same stringent standards as other hazardous wastes. Storage times allowed are much longer than for normal hazardous wastes, but should never be longer than 270 days (approximately nine months) prior to disposal.

If you think you have generated a universal waste:

1. Complete a Hazardous Waste Collection form (Appendix A), then contact S&RM at (209) 667-3035 for relocation instructions.

The following items are classified as universal waste when they are no longer serviceable, needed, and are to be discarded (NOTE: items that are functional and are sent to surplus are not considered wastes):

- **Aerosol Cans**: Non-empty must be disposed of as hazardous waste.
- **Antifreeze/Glycol Ether Based Coolants**: Located in some equipment with cooling radiators. Consolidate in waste antifreeze container in Auto Shop.
- **Batteries**: Include rechargeable nickel-cadmium batteries, silver button batteries, mercury batteries, small sealed lead acid batteries, most alkaline batteries, and carbon-zinc batteries. NOTE: Spent automotive-type lead acid storage batteries are not universal waste. They are hazardous wastes.
- **Cathode Ray Tubes**: Waste cathode ray tubes (CRT’s) such as television picture tubes and non-flat panel computer monitors, are universal wastes with special management standards.
- **Computer Hard Drives and Monitors**: Computer hard drives, monitors, and other scrap electronics with printed circuit boards should be returned to Recycling; this does not include microwaves, lamps, or other electronics without printed circuit boards.
- **Consumer Electronic Devices**: Electronics that exhibit hazardous characteristics such as some flat panel monitors, cell phones, games consoles, calculators, fax machines, and computers. NOTE: These do not include major appliances like washing machines, clothes dryer, hot water heaters, dehumidifier, conventional oven, microwave oven, stove, refrigerator, freezer, air conditioner, and trash compactors.
- **Counterweights and Dampers**: Including devices that use pouches of high density mercury.
- **Dental Amalgam**
- **Dilators and Weighted Tubing**: These medical devices contain mercury.
- **Empty Container**: Containers that previously held hazardous materials, contain less than 3% of their contents, and do not release any material when held in any orientation (top open), should be crushed and managed as non-hazardous solid waste (trash). Empty containers over 5 gallons should be disposed of as hazardous waste.
- **Lamps**: Universal waste lamps include fluorescent tubes, high intensity discharge lamps, sodium vapor lamps, and any other lamps that exhibit a characteristic of a hazardous waste.
- **Mercury Gas Flow Regulators**
• **Mercury Switches**: Motor vehicle light switches that contain mercury and non-automotive mercury switches and products that contain them, when they are recycled as scrap metal.

• **Mercury Thermometers** including fever thermometers.

• **Mercury Thermostats**: These thermostats contain small glass capsules of mercury, a shiny liquid metal, to make electrical contact. (Modern electronic thermostats do not contain mercury.)

• **Novelties** that contains mercury or mercury batteries such as some singing greeting cards, flashing athletic shoes, jewelry, and other devices.

• **Oil**: (automotive, lubricating, hydraulic, etc.) – Consolidate w/ waste oil in Corp Yard.

• **Paint**: (Latex and hydrocarbon solvent based) – Disposed of as hazardous waste.

• **PCB light ballasts or PCB fluid capacitors**: Check all fluorescent light fixtures for PCB light ballasts and all electronic equipment for fluid capacitors. Shake capacitors to detect fluid.

• **Pressure or vacuum gauges**: Gauges that contain mercury such as U tube manometers, barometers, and blood pressure meters.

• **Rubber Flooring**: Any flooring, such as some gymnasium floors, that contains mercury.

### 19.0 Recordkeeping

The following table contains an excerpt from the larger Stanislaus State Records Retention Schedule. Only documents relevant to hazardous materials management are included below.

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<td>3.3</td>
<td>Hazardous Waste Shipping papers</td>
<td>Director of Safety &amp; Risk Management</td>
<td>CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)</td>
<td>3 years per 22 CCR 66262.40(9), 66264.71 (b) (6) (CSUF)</td>
<td></td>
</tr>
<tr>
<td>3.4</td>
<td>Hazardous Waste Facility Inspections</td>
<td>Director of Safety &amp; Risk Management</td>
<td>CCR 66364.15 (d) (CSUF)</td>
<td>3 years</td>
<td></td>
</tr>
<tr>
<td>3.5</td>
<td><strong>Hazardous Waste Manifests</strong></td>
<td>Director of Safety &amp; Risk Management</td>
<td>CCR Title 22 §66262.40(a) and 66264.71(b)(6)</td>
<td>3 Years</td>
<td></td>
</tr>
<tr>
<td>3.6</td>
<td><strong>Medical Waste Generator Records - Small Quantity Generators</strong></td>
<td>Director of Safety &amp; Risk Management</td>
<td>CA HSC 117975</td>
<td>2 years</td>
<td></td>
</tr>
<tr>
<td>3.7</td>
<td><strong>Medical Waste Generator Records - Large Quantity Generators</strong></td>
<td>N/A</td>
<td>CA HSC 117975</td>
<td>3 years</td>
<td></td>
</tr>
<tr>
<td>3.23</td>
<td><strong>Hazardous waste training records</strong></td>
<td>Director of Safety &amp; Risk Management</td>
<td>CCR Title 22 §66264.16 (e)</td>
<td>As long as employee remains at the facility or for three years following departure.</td>
<td></td>
</tr>
<tr>
<td>3.24</td>
<td><strong>Employee training records, excluding hazardous waste training records</strong></td>
<td>Director of Safety &amp; Risk Management, DEPARTMENT SUPERVISORS, HUMAN RESOURCES</td>
<td>CCR Title 8</td>
<td>3 years</td>
<td></td>
</tr>
<tr>
<td>3.25</td>
<td><strong>Student training records</strong></td>
<td>ACADEMIC DEPARTMENTS</td>
<td>CSU Best Practice</td>
<td>3 years</td>
<td></td>
</tr>
<tr>
<td>3.37</td>
<td><strong>Regulatory Agency required plans</strong></td>
<td>Director of Safety &amp; Risk Management</td>
<td>CFR, CCR Title 22, 23, 25, 27 (CSUF)</td>
<td>3 years</td>
<td></td>
</tr>
<tr>
<td>3.38</td>
<td><strong>Regulatory Agency permits</strong></td>
<td>Director of Safety &amp; Risk Management, FACILITIES SERVICES</td>
<td>Title 25: 40510 &amp; 44344; Title 22, 23, 27 (CSUF)</td>
<td>3 years</td>
<td></td>
</tr>
</tbody>
</table>
APPENDICES

Appendix A – Request for Hazardous Waste Collection Form
Appendix B - Biological Waste Disposal Guide
Appendix C – Evacuation Location Map
Appendix A – Request for Hazardous Waste Collection Form

If you have any questions, please contact S&RM, (209) 667-3035. Once they have received your completed form, you will be contacted regarding collection of your waste.

Complete a Request for Hazardous Waste Collection form and forward to the S&RM office, Attn: Amy Thomas. Forms may also be faxed to 667-3350 or forwarded electronically to althomas@csustan.edu. See page 2 for instructions.

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Container No.</th>
<th>Waste Name</th>
<th>Physical State*</th>
<th>Quantity</th>
<th>Container Size</th>
<th>Container Type*</th>
<th>Manufacturer</th>
<th>Age of Waste</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>
Instructions for completing the Request for Hazardous Waste Collection Form

If you are completing this form electronically, some columns may have a drop down menu with choices (indicated with an * asterisk).

Container No.: You should write a number on each container of waste so that individual containers can be identified. In the space titled “Container Number” on the form, enter the number that you have written on the individual container of waste. The number can be as simple as “#1, #2.”

Waste Name: Record the type of waste. Please be as specific as possible. If this information is not listed, the waste may be to undergo costly analysis prior to packing and shipping.

*Physical State: Enter a one-letter code for the physical state of the waste. “L” for liquid; “S” for solid waste; “G” for gaseous waste. If the physical state is difficult to determine (such as sludge), please use the best description possible for the waste.

Quantity: Enter the quantity of waste that is contained in the container. The quantity of waste may be different from the container size if the container is only partially filled.

Container Size: Enter the size of the container (such as 5 gallon can, 55 gallon drum, etc.).

*Container Type: Enter a letter code for the type of container holding the waste. “M” for metal container; “G” for glass container; “P” for plastic; “CB” for cardboard; or “CL” for cloth.

Manufacturer: Enter the name of the manufacturer of the material that is now being declared a waste.

Age of Waste: It is helpful to know the age of a waste when determining how to handle or dispose of it. The age of the waste should be based upon when the material was first purchased or formulated.

Remarks: In this area please enter any additional information that may be helpful to the packaging or shipping party. This could include: PH, components of the waste, container integrity, or anything else that may help in the safe handling of the waste.

If you have any questions please contact Amy Thomas at 667-3035. Once Safety & Risk Management has received your completed form, you will be contacted regarding collection of your waste.
Appendix B – Biological Waste Disposal Guide

The chart below provides information on how to handle most, if not all, of the items that frequently are collectively referred to as “biohazardous waste”. Biohazardous waste is a term that encompasses a number of distinctly different waste streams, including biological waste, infectious waste, and medical waste. To make it easier for departments & laboratories to understand how these wastes must be handled in the laboratories and disposed of as waste, the chart below gives clear information on specific items that are likely to be in your biohazardous waste stream. Please adhere to this chart and do not dispose of any material in any manner other than as described in this chart. Improper release of this waste into regular trash, dumpsters and landfills can expose the University and potentially your laboratory and department to substantial financial penalties by regulatory authorities and jeopardize funding from granting agencies. For Biohazardous waste items not identified in any of the charts in this reference, please contact the S&RM for guidance, (209) 667-3035.

### Syringes and Needles

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>To remove waste from your department.</th>
<th>Obtaining “sharps” waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red plastic sharps containers ONLY</td>
<td>NONE</td>
<td>Complete a Request Hazardous Waste Collection form, then call S&amp;RM at x3035</td>
<td>Departments will obtain their own containers from a vendor.</td>
<td>All syringes and needles are considered medical waste. NEVER manually detach a needle from the syringe, discard the entire system.</td>
</tr>
</tbody>
</table>

### Broken glass contaminated with potentially infectious materials (human blood, body fluids, culture)

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining sharps waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red plastic sharps containers ONLY</td>
<td>NONE</td>
<td>Complete a Request for Hazardous Waste Collection form, then call S&amp;RM at x3035</td>
<td>Departments will obtain their own containers from a vendor.</td>
<td>Use extreme care when picking up contaminated broken glass. Use tongs or forceps. Never use your fingers.</td>
</tr>
</tbody>
</table>
Cloth contaminated with potentially infectious materials (human blood, body fluids, culture)

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining sharps waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red plastic Biohazard bags ONLY</td>
<td>NONE</td>
<td>Complete a Request for Hazardous Waste Collection form, then call S&amp;RM at x3035</td>
<td>Departments will obtain their own containers from a vendor.</td>
<td>Use extreme care; always handle with latex gloves and dispose of gloves along with cloth into red bag.</td>
</tr>
</tbody>
</table>

Scalpels

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your department.</th>
<th>Obtaining sharps waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red plastic sharps containers ONLY</td>
<td>NONE</td>
<td>Complete a Request for Hazardous Waste Collection form, then call S&amp;RM at x3035</td>
<td>Departments will obtain own containers from a vendor.</td>
<td>Scalpels are considered medical waste. Never place these in the regular trash.</td>
</tr>
</tbody>
</table>

Glass slides and cover slips

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining sharps waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red plastic sharps containers</td>
<td>NONE</td>
<td>Complete a Request for Hazardous Waste Collection form, then call S&amp;RM at x3035</td>
<td>Departments will obtain own containers from a vendor.</td>
<td>Do Not place these items in the broken glass container. Never place these in the regular trash.</td>
</tr>
<tr>
<td>OR Use a recycled cardboard box with sides and top labeled Broken Glass.</td>
<td>NONE</td>
<td>Complete a Request for Hazardous Waste Collection form, then call S&amp;RM at x3035</td>
<td>Departments will obtain own containers from a vendor.</td>
<td>Do Not place these items in the broken glass container. Never place these in the regular trash.</td>
</tr>
</tbody>
</table>
## Razor Blades

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining sharps waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red plastic sharps containers ONLY</td>
<td>NONE</td>
<td>Complete a Request for Hazardous Waste Collection form,</td>
<td>Departments will obtain own</td>
<td>Do not leave razor blades out in the open and uncovered. Never place these in the regular trash.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>then call S&amp;RM at x3035</td>
<td>containers from a vendor.</td>
<td></td>
</tr>
</tbody>
</table>

## Glass Pasteur Pipettes

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining sharps waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red plastic sharps container ONLY</td>
<td>AUTOCLAVE 121</td>
<td>Complete a Request for Hazardous Waste Collection form,</td>
<td>Departments will obtain own</td>
<td>Do Not place in regular trash. Do not place in broken glass container.</td>
</tr>
<tr>
<td></td>
<td>degrees C for 60</td>
<td>then call S&amp;RM at x3035</td>
<td>containers from a vendor.</td>
<td></td>
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<td>minutes</td>
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</tr>
</tbody>
</table>

## Broken and Unbroken Glass with No Contamination

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining sharps waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broken Glass box supplied by vendor.</td>
<td>All glass must be clean and uncontaminated by any biologicals, body fluids, radioactive, or visible chemicals. No liquids can be present in any pipettes or vials, etc.</td>
<td>When box is full, securely tape the box closed; make sure it is labeled broken glass and leave outside door for custodial staff.</td>
<td>Broken Glass containers may be purchased from approved vendors. Or you may use any durable cardboard box and prominent label sides and top Broken Glass. Put Room Number on the container.</td>
<td>Never fill the box so that glass objects protrude from the open end. If you use a large box it will be very heavy once filled with glass, keep the box size modest. Ensure that the box used is in good shape and can handle the weight of the glass. Use durable tape when sealing the box.</td>
</tr>
</tbody>
</table>
Non-Pasteur plastic pipettes and tips contaminated with potentially infectious materials (human blood, body fluids, culture)

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining appropriate waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red plastic Biohazard Bag OR clear plastic Biohazard bag</td>
<td>AUTOCLAVE 121 degrees C for 60 minutes</td>
<td>After autoclaving, place the sterilized bag inside of the building dumpster.</td>
<td>The Biology Instructional Support Tech. has correctly labeled bags, contact x3486.</td>
<td>Individuals responsible for autoclaving waste must follow appropriate autoclave safety protocols. All autoclave waste must have autoclave tape affixed to the bag. Waste sterilization must be entered into the autoclave log.</td>
</tr>
</tbody>
</table>

Plastic ware or other items contaminated with potentially infectious material (blood, body fluids, cultures)

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining appropriate waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red, plastic autoclavable Biohazard bag OR Clear, plastic autoclavable biohazard bag</td>
<td>AUTOCLAVE 121 degrees C 60 minutes</td>
<td>After autoclaving place the sterilized bag inside of the building’s dumpster as regular trash.</td>
<td>The Biology Instructional Support Tech. has correctly labeled bags, contact x3486.</td>
<td>Individuals responsible for autoclaving waste must follow appropriate autoclave safety protocols. All autoclaved waste must have autoclave tape affixed to the bag. Waste sterilization must be entered into the autoclave log.</td>
</tr>
</tbody>
</table>
### Glass test tubes contaminated with potentially infectious materials (blood, body fluids, culture)

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining appropriate waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red, plastic autoclavable biohazard bag</td>
<td>AUTOCLAVE 121 degrees C 60 minutes</td>
<td>After autoclaving, place the sterilized bag inside of the building’s dumpster as regular trash</td>
<td>The Biology Instructional Support Tech. has correctly labeled bags, contact x3486.</td>
<td>Individuals responsible for autoclaving waste must follow appropriate autoclave safety protocols. All autoclaved waste must have autoclave tape affixed to the bag. Waste sterilization must be entered into the autoclave log.</td>
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<tr>
<td>OR</td>
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<tr>
<td>Clear, plastic autoclavable biohazard bag</td>
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</table>

### All other lab glass *Not Contaminated* with Infectious Material

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining appropriate waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardboard glass disposal box, pre labeled by vendor</td>
<td>All glass items MUST be empty, no liquid volumes allowed.</td>
<td>Seal the box closed with durable tape, duct tape works well. Ensure box is marked Broken Glass</td>
<td>Obtain pre-labeled boxes from University approved vendors</td>
<td>Be mindful that these boxes are very heavy when full. No glass objects may protrude beyond the box. Place for custodial pick-up when 2/3 full.</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td>OR</td>
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</tr>
<tr>
<td>Ordinary cardboard box With each side prominently marked Broken Glass</td>
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<td></td>
<td>Recycle cardboard boxes from your building.</td>
<td></td>
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</tbody>
</table>
### Capillary Tubes

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Sharps container</td>
<td>NONE</td>
<td>Complete a Request for Hazardous Waste Collection form</td>
<td>Departments will obtain own containers from a vendor.</td>
<td>Capillary tubes break easily and pierce all bags used for collection of waste. Never place these in the ordinary trash</td>
</tr>
</tbody>
</table>

### Contaminated and Uncontaminated Serological Pipettes (Plastic, long pipettes)

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining appropriate containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contaminated:</strong> Pipette autoclave boxes</td>
<td><strong>Contaminated:</strong> Autoclave at 121 degrees C for 60 minutes. Be sure autoclave tape is on the container!</td>
<td><strong>Contaminated:</strong> after autoclaving, dispose in dumpster</td>
<td><strong>Contaminated:</strong> Pipette autoclave boxes are available from the Biology Instructional Support Tech, x3486.</td>
<td>Custodians do not like to see these items in regular trash. The pipettes puncture regular trash bags. Red and clear autoclave bags shrink when autoclaved, serological pipettes will puncture those bags if they are autoclaved. Use pipette containers!</td>
</tr>
<tr>
<td><strong>Uncontaminated:</strong> regular cardboard boxes</td>
<td><strong>Uncontaminated:</strong> when cardboard box is full, dispose in dumpster.</td>
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</tr>
<tr>
<td><strong>Uncontaminated:</strong> None, dispose in dumpster.</td>
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</table>

### All Culture Plates

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<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining appropriate waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red, plastic autoclave bag</td>
<td>AUTOCLAVE 121 degrees C for 60 minutes Be sure autoclave indicator tape is on the bag.</td>
<td>After autoclaving, place the sterilized bag inside of the building’s dumpster.</td>
<td>The Biology Instructional Support Tech. has correctly labeled bags, contact x3486.</td>
<td>Individuals responsible for autoclaving waste must follow appropriate autoclave safety protocols. All autoclaved waste must have autoclave tape affixed to the bag. Waste sterilization must be entered into the autoclave log</td>
</tr>
<tr>
<td>Clear, plastic autoclave bag</td>
<td></td>
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</tbody>
</table>
### Tissue Culture Media

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining appropriate waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place in liquid container, Preferably non-breakable</td>
<td>NONE</td>
<td>Place containers in the Science Building temporary hazardous waste room.</td>
<td>The Biology Instructional Support Tech. has correct containers, contact x3486.</td>
<td>These items are not decontaminated on campus.</td>
</tr>
</tbody>
</table>

### Animal Carcasses

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining appropriate waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not place animals inside red biohazard bags unless the animals are infectious, diseased, or have been inoculated with a pathogen contagious to humans or other animal populations. Animals may be consolidated in five-gallon plastic buckets with screw-top lids closures.</td>
<td>NONE</td>
<td>Double-bagged animals shall be stored in laboratory freezers. Do not store in refrigerators or in open room. The Biology Instructional Support Tech. removes these items to a local incinerator facility.</td>
<td>The Biology Instructional Support Tech. is the only person who will handle this waste, contact x3486.</td>
<td>Animals shall mean mammals, birds, reptiles, amphibians, etc. Crustaceans, shellfish, small fish, insects, etc., shall not be included in this category. These items may be placed in dark ordinary trash bags and disposed of in the building’s dumpster. Animals that have been kept in preservatives must have all preservatives drained from the container by laboratory staff. The preservative must be identified. Preservatives shall be treated as chemical wastes and should be removed from the lab following safety procedures.</td>
</tr>
</tbody>
</table>
Plastic Ware, Gloves, and other items that are *not contaminated* with Infectious Materials or only used for media preparation

<table>
<thead>
<tr>
<th>Disposal Container</th>
<th>On-Campus Treatment</th>
<th>Requesting waste removal from your lab</th>
<th>Obtaining appropriate waste containers</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular trash container</td>
<td>No treatment required</td>
<td>Ordinary trash for routine custodial pick-up</td>
<td>Ordinary trash receptacle, obtained by lab.</td>
<td>Be mindful of heavy objects and long plastic pipettes that may puncture or tear the trash bag.</td>
</tr>
</tbody>
</table>
Appendix C – Evacuation Location Map