



Berry College Universal Waste Management Policy

This document meets the requirements outlined in 40 CFR Part 273 (EPA Standards Applicable to Generators of Hazardous Waste) for the development, implementation, and maintenance of a written universal waste management plan.

Purpose

In an effort to better manage our universal wastes, Berry College has developed and implemented a Universal Waste Management Program. The purpose of the Universal Waste Management Plan is to provide information to the employees of Berry College regarding the identification, handling, storage, and disposal of universal wastes generated in the workplace.

Universal wastes, which include fluorescent light tubes, sodium vapor lamps, batteries, and computer monitors, are regulated by the federal and state environmental agencies and are no longer disposed of in the regular waste stream. They are instead disposed of separately by Berry College.

Applicability

The Universal Waste Management Plan applies to all employees of Berry College who generate and/or handle universal wastes in the course of their work. While the Berry College Universal Waste Management Program applies to the entire campus community, the control of the program and the proper handling of the Universal Waste is primarily the responsibility of the Environmental Compliance and Sustainability office, with joint efforts from the Physical Plant, Housekeeping, and the Office of Information

Technology. These offices identify, package and relocate universal wastes to a centralized location for pick up by the appropriate vendor.

Program Overview

- 1. Generator Status.** Berry College is classified as a Large Universal Waste Generator because it generates more than 200 items of universal waste on average in a given month.
- 2. Responsibility.** The Office of Environmental Compliance and Sustainability is responsible for organizing and overseeing offsite disposal of universal wastes by the appropriate vendor. All records and manifests of inspections, inventories, and disposals will be maintained by the Office of Compliance and Sustainability. Appropriate materials, labels, and training will also be provided and coordinated through the Office of Environmental Health and Safety.
- 3. Universal Waste Determination.** Universal wastes include the following:
 - Fluorescent, Mercury, and Sodium Vapor Light Bulbs and Tubes
 - Batteries
 - Electronic Waste

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 Electrical and other applicable shops when they are being replaced.
2. Unwanted bulbs that are no longer being used can only be located in designated areas determined by the Environmental Health and Safety office.
3. Spent bulbs 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.

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

1. Have a label affixed to the box that indicates the information related to the contents of the box (see below).



A purple rectangular label with the text "UNIVERSAL WASTE" in white, bold, uppercase letters at the top. Below this, there are four white rectangular boxes with black text and horizontal lines for input: "CONTENTS", "ACCUMULATION START DATE", "SHIPPER", and "ADDRESS". Below the "SHIPPER" box is a line for "CITY, STATE, ZIP".

2. Be completely closed and taped at all times.

The office of Environmental Health and Safety will ensure that the spent bulbs are picked up with other waste in a timely fashion, according to the rate of generation.

B. Batteries

Batteries, including automobile, alkaline, nickel-cadmium and lead acid are also handled and disposed of as universal wastes by electrical and other Physical Plant personnel.

Batteries no longer in use shall be placed in designated areas determined by the Environmental Compliance and Sustainability office for pickup by the appropriate vendor.

The Office of Environmental Compliance and Sustainability will ensure that the unused batteries are picked up with other waste in a timely fashion, according to the rate of generation.

C. Electronic Waste

Computer monitors, printers, networking and other electronic equipment are handled and disposed of as universal wastes by the Office for Information Technology.

Electronics no longer in use shall be returned to the Office for Information Technology to be recycled or disposed of appropriately.

The Office of Environmental Compliance and Sustainability, along with the Office for Information Technology will ensure that the unused electronics are picked up in a timely fashion in accordance with their generation as waste.

Emergency Procedures

Any release of universal wastes or accident involving universal wastes should be addressed as follows:

- Notify the Office of Compliance and Sustainability
- Wear disposable protective equipment, including gloves and safety glasses
- Use tape to clean up small particles, and wash the area thoroughly when all solids have been recovered.
- Place all recovered materials and items in an appropriate container, seal it, and label it with the type of universal waste and note the spill date, placing it in the designated area for pickup.