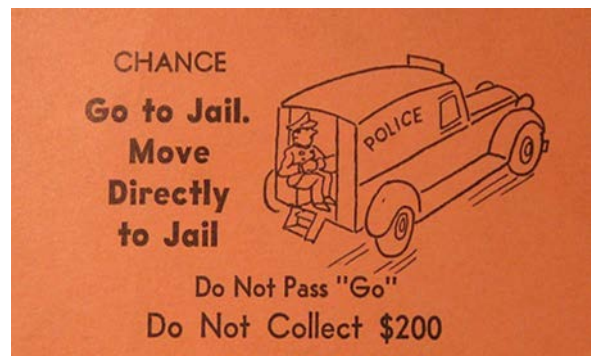




**SUPERVISOR INSTRUCTIONS:**

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

**A**ny used, contaminated or unwanted material becomes a waste when it has no further economic value. Here at Emory both hazardous and non-hazardous wastes are produced. Waste identification and disposal are regulated by the Environmental Protection Agency (EPA). Regardless if a material is considered non-hazardous, it must not go in the regular trash or down the drain without EHSO approval. Improper handling and disposal is a violation of regulations and penalties such as jail time can be imposed.



Environmental and Safety Inspections are conducted by Emory's Environmental Health and Safety Office. Proper waste disposal practices are audited as a part of these inspections to ensure that Emory is in compliance with environmental regulations and that Emory is audit ready in the event we are inspected by the United States Environmental Protection Agency (EPA) or the Georgia Environmental Protection Division (GA EPD).

**Common Types of Waste**

- Hazardous Waste
  - Paint
  - Fuel
  - Aerosols
  - Degreasers
  - Solvent Soaked Rags
  - Spill Debris
  - Water treatment chemicals
  - Mineral spirits



**NOTE: Hazardous waste storage limits cannot exceed 55 gallons.**

- Universal Waste
  - Lamps
  - Pesticides
  - Batteries
  - Mercury containing articles

**NOTE: Universal Wastes require specific wording and accumulation start dates.**



## SAFETY/ENVIRONMENTAL TOOLBOX TALKS – REGULATED WASTE MANAGEMENT

### Requirements

- ALWAYS wear proper PPE when handling waste
- Waste containers must be compatible with contents, closed tightly at all times (except when adding or removing waste), and stored away from drains or in secondary containers.
- EHSO will provide appropriate waste containers
  - Solid: 55 gallon, 5 gallon, 2.5 gallon and 0.6 gallon
  - Liquid: 55 gallon, 5 gallon, 2.5 gallon, 1 gallon and 1 liter



- All labeling must be legible and in English.
- Waste containers also must be labeled with the contents and the words “waste” or “used”.
- EHSO will provide waste labels:

Chemical Waste Label	
PI (lab) or Dept. Head (non-lab)	_____
Bldg./Room #	_____
Phone #	_____
Please list primary constituents and concentrations:	
_____	%
_____	%
_____	%
_____	%
_____	%
_____	%
_____	%
_____	%
_____	%
_____	%
Environmental Health and Safety Office 404-727-5922 (Rev. 11-11-09)	

HAZARDOUS WASTE	
FEDERAL LAW PROHIBITS IMPROPER DISPOSAL IF FOUND CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY, OR THE U.S. ENVIRONMENTAL PROTECTION AGENCY.	
ACCUMULATOR	E.P.A. WASTE NO.
DATE	
GEN. NAME	
AND	
U.S. OR	
E.P.A. NO.	
GENERATOR'S	
NAME	
ADDRESS	
CITY	STATE
E.P.A.	
U.S. NO.	
HAZARDOUS WASTE TRACKING NO.	
HAZARDOUS WASTE – HANDLE WITH CARE	

- Some wastes may require special labeling.
- Request a waste collection by emailing [chemwaste@emory.edu](mailto:chemwaste@emory.edu). Include your location, the type and approximate quantity of waste and if any replacement containers are needed.
- Complete the Chemical Disposal Inventory form (found on EHSO’s website at [www.ehso.emory.edu](http://www.ehso.emory.edu), under the tab “Forms”) and place it with your waste.

### Emergency Response Procedures for Spills

- If there are injuries, contact 911 immediately.
- If there are no injuries:
  - Limit access to the area.
  - Contain the spill, if possible.
  - Do not attempt cleanup unless you have been trained to do so.

## SAFETY/ENVIRONMENTAL TOOLBOX TALKS – REGULATED WASTE MANAGEMENT

- If assistance is needed, inform your supervisor and contact EHSO at 404-727-5922.
  - After hours, contact Emory Police at 911 from any campus phone or 404-727-6111.
- If you come in contact with the chemical, wash the area for 15 minutes and complete a STARS report (or incident report at Yerkes).
- Dispose of cleanup material through EHSO.



### Questions for Discussion

- 1) What is wrong with this picture (located on the right)?  
**Answer:** The container is open, when it should be closed when you are not adding waste. Also, the container is not in secondary containment. Finally, the container is located near a drain.
- 2) Where can I find more information about used lamps, ballasts, and batteries?  
**Answer:** Go to EHSO's website at [www.ehso.emory.edu](http://www.ehso.emory.edu). Then click on the Toolbox Training tab. Here you will find a variety of topics including used lamps, ballasts and batteries.
- 3) True or False. You can pour dirty mop water down into a storm drain.  
**Answer:** False. Dirty mop water should be disposed through the sanitary sewer. Drains located off loading docks go directly to local creeks. Any contaminates going down the storm drain could harm the environment.





## SAFETY/ENVIRONMENTAL TOOLBOX TALKS – REGULATED WASTE MANAGEMENT

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4) How should I request a waste collection?

**Answer:** E-mail request to [chemwaste@emory.edu](mailto:chemwaste@emory.edu) and include the location, type and approximate quantity of waste, and if any replacement containers are needed. Make sure the Chemical Disposal Inventory form is filled out and placed with your waste.

5) Can I collect my used oil in a juice bottle?

**Answer:** No. Waste should be collected in EHSO's standardized containers, properly labeled with a chemical waste label, and segregated by compatibility.