



**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.

Any 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 the Environmental Health and Safety Office (EHSO) approval. Improper handling and disposal is a violation of regulations and penalties such as jail time can be imposed.



Safety and Environmental Compliance Assessments 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
  - Aerosol Cans
  - 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 personal protective equipment (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:

Hazardous Waste Label	
PI (lab) or Dept. Head (non-lab)	
Bldg./Room #	
Phone #	
<input type="checkbox"/> Ignitable	
<input type="checkbox"/> Corrosive	
<input type="checkbox"/> Toxic	
<input type="checkbox"/> Reactive	
Please list primary constituents and concentrations:	
	%
	%
	%
	%
	%
Environmental Health and Safety Office 404-727-5922 (Rev. 09-01-17)	



- All labels must be filled out completely.
- Applicable GHS pictograms must be added to the waste container.
- Some wastes may require special labeling.
- Request a waste collection online by visiting [www.ehso.emory.edu](http://www.ehso.emory.edu) and selecting “Waste Collection”. Replacement containers can be requested at this time, if needed.
- Refer to the ENV-201 Regulated Waste Guidelines for more information.

## Emergency Response Procedures for Spills

- If there are injuries, contact 911 immediately.
- If there are no injuries:
  - Limit access to the area.

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- Contain the spill, if possible.
- Do not attempt cleanup unless you have been trained to do so.
- If you need assistance, notify your supervisor and contact EHSO's Spill Response Team at 404-727-2888, available 24/7. As an alternative, contact Emory Police at 404-727-6111.
- If you come in contact with the chemical, wash the area for 15 minutes and complete an incident report in Emory PeopleSoft (or incident report if at Yerkes) within 24-48 hours.
- 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 located near a drain and not in secondary containment.



- 2) Where can I find more information about used lamps, ballasts, and batteries?

**Answer:** Visit [www.ehso.emory.edu](http://www.ehso.emory.edu), go to the "Forms / Documents" tab, and search for "Regulated Waste Guidelines". In addition, there are used lamp, used batteries, and used ballasts posters available.

- 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 contaminants going down the storm drain could harm the environment.



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4) How should I request a waste collection?

**Answer:** Request a waste collection online by visiting [www.ehso.emory.edu](http://www.ehso.emory.edu) and selecting “Waste Collection”. Replacement containers can be requested at this time, if needed.

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.