



Office of Environmental Health & Safety
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SAFETY ALERT

No. 05-11

DISPOSAL PROCEDURES FOR
HAZARDOUS WASTE & UNIVERSAL WASTE

Rev. August 2015

This Safety Alert specifies District requirements for the disposal of “hazardous waste” and “universal waste”.

Hazardous Waste are consumed materials that can pose a substantial or potential hazard to human health or the environment when improperly managed. Hazardous wastes possess at least one of four characteristics: ignitability, corrosivity, reactivity or toxicity.

Universal Wastes are consumed materials such as fluorescent light tubes, mercury thermostats and switches, batteries, and cathode ray tubes. These materials are not considered hazardous waste, but still require proper disposal to ensure they do not pose a risk to the environment.

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 or spills.
2. All designated hazardous waste storage areas must 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) Branch 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.

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4. For waste streams that have not been previously characterized, the generators (e.g., Site Administrators, Project Managers, Owner Authorized Representatives (OARs) and contractors) 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 emailed to environmental_compliance@lausd_oehs.org at Office of Environmental Health and Safety (OEHS). If the waste is determined to be “hazardous waste” based on the analysis, OEHS will inform the generator. If the laboratory results indicate the waste is “non-hazardous,” a non-hazardous waste label shall be attached, and the generator shall make arrangements for proper pick-up and disposal.
6. Prior to transporting hazardous waste off-site, the hazardous waste transporter must complete the *EPA Uniform Hazardous Waste Manifest Form* and email it to the Office of Environmental Health and Safety (OEHS) at environmental_compliance@lausd_oehs.org. The waste transporter must identify “Los Angeles Unified School District” as the Generator’s Name and “333 S. Beaudry Avenue, 21st Floor- OEHS, 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 (Line Number 5). The Site Generator’s EPA ID# shall also be indicated under the Generator’s ID Number (Line Number 1).
 - a. A Land Disposal Restriction (LDR) form is to be attached with the manifest when the waste is shipped, and a copy shall be maintained by the transporter in the site file for three years. Copies of the manifest and the LDR form must accompany the waste during transport. A copy of the manifest and LDR form shall be mailed to OEHS, 333 S. Beaudry Avenue, 21st Floor, Los Angeles, CA 90017.
 - b. Only LAUSD representatives authorized by OEHS are allowed to sign the manifest. If there are any questions regarding manifests, call OEHS at (213) 241-3199.

Requirements for “Universal Waste”

Universal wastes, such as fluorescent light tubes, batteries, and cathode ray tubes, are not allowed to be disposed in regular trash. Detailed procedures for schools, M&O Areas and Transportation Services Division garages are outlined below.

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).

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 or hazardous waste from school sites, download the Hazardous Materials/ Waste Pick up Request form at:

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Complete the form and click submit to E-mail or print 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	
Empty aerosol cans	High intensity discharge lamps
Fluorescent light tubes	Sodium vapor lamps

A Non-empty aerosol can may be considered hazardous. If the aerosol can contains pressurized contents that may explode when heated, if the propellant is ignitable or toxic, or the product itself is ignitable, corrosive, or toxic, then the non-empty aerosol can is a hazardous waste. Aerosol cans containing paint, pesticides and degreasers are examples of materials that are likely to be hazardous when discarded.

M&O Areas and Transportation Garages

Universal Waste generated from maintenance activities from school sites or garages must be stored in DOT Approved containers and labeled as Universal Waste. The labeled containers are to be transported with shipping paper and 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 21st Floor, 333 S. Beaudry Ave, Los Angeles, CA 90017.

Examples of Universal Waste generated from M&O Activities	
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	Batteries

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Electronic Devices

To request disposal of electronic devices from schools, M&O facilities and garages, the Surplus Property and Recycling Annex accepts used and obsolete furniture and equipment. Truck Operations provide services for the pickup and transfer of salvage furniture and equipment to the Annex.

Download the instructions on how to arrange for Surplus Property (salvage) pickup at http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/95/mmb/How_To_Surplus_Pick_Up.pdf. The Transportation Order can be downloaded from <http://achieve.lausd.net/Page/8694> and e-mail to truckop@lausd.net:

Examples of Electronic Waste	
Computers	Monitors
Televisions	Cell phones
Game consoles	

Any questions regarding these procedures may be directed to Environmental Compliance Program Administrator at (213) 241-3199.

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Submit by E-mail



Download the Form and Click Submit by Email

Hazardous Materials/Waste Pick-up Request

1. Identify hazardous materials for pick-up.
2. Check with other staff members to ensure that chemicals are not still used.
3. Complete all fields in the form. Be sure to list all items for pick-up.
4. Click on the Submit form by E-mail button. Note: You must be logged into your email account. The data from the form will be attached to an e-mail that is sent to OEHS.
5. If you do not receive a confirmation e-mail from OEHS within 5 working days, please contact the duty officer at (213) 241-3199.

Facility Information

School/Site: _____ Site Phone: _____
 Location Code: _____ Fax: _____
 Date: _____ Storage Building: _____
 Contact First Name: _____ Phone: _____ Storage Room: _____
 Contact Last Name: _____ E-mail: _____
 Contact Title: _____ Number of Replacement Containers Needed _____

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

X

Add Item

UNIVERSAL WASTE

CONTENTS _____

ACCUMULATION START DATE _____

SHIPPER _____

ADDRESS _____

CITY, STATE, ZIP _____