

PROCEDURE

Effective Date: 07-13-06

Approved by: Vice President for Business & Financial Affairs

Authority: WAC 173-303

Reviewed by:

POL U5950.01, Health, Safety & Environmental Management

PRO-U5950.01D Dangerous Waste Management Training

Action by

Action:

Departmental supervisors or personnel

1. **Provides** training in dangerous, hazardous and universal waste procedures as shown in Attachments A and B within 6 months of hire and/or beginning waste activities and annually thereafter as required by Washington Administrative Code (WAC) Part 173-303.

NOTE: Initial training is frequently part of student or new employee orientation.

The Environmental Health and Safety office provides above training, as required.

Environmental Health and Safety director, safety professional II or III

2. **Provides** new or annual training in dangerous, hazardous and/or universal waste procedures and information to departmental hazardous waste representatives.
3. **Provides** new and annual training to Environmental Health and Safety student workers in internal procedures regarding dangerous and universal waste collection, storage, and inspection.

Department of Ecology

4. **Provides** periodic training to Environmental Health and Safety personnel.

PROCEDURE

Attachment A –Dangerous Waste Management Training Elements

Safe Work Practices When Handling Dangerous or Universal Waste

- Minimize hazardous chemical exposures and avoid an underestimation of the risk.
- Refer to the MSDS for specific information. Avoid unnecessary exposure to hazardous chemicals by any route.
- Keep food, beverages, cosmetics and medications outside the area where dangerous waste is immediately present.
- Protect your clothes and exposed skin by wearing lab coats (where applicable). Open-toed shoes, sandals, shorts and other apparel that leave skin exposed are not allowed when handling potentially hazardous chemicals.
- Wear the appropriate gloves and eye/face protection, according to the MSDS, whenever handling hazardous chemicals.
- Wash your gloves, then remove your gloves carefully and thoroughly wash your hands and forearms upon completing your work.
- Ensure you know where there is unimpeded access to safety showers and eyewash stations.
- Avoid the release of toxic substances in your work area
- Keep your work area clean and uncluttered.
- Properly label and store chemicals. **Fill labels out completely.**
- Follow the hazardous material spill procedure immediately in the event of a hazardous spill or contact EHS for assistance if you do not know how or have not been trained.
- Call 911 whenever someone has been injured, contaminated or otherwise been affected by hazardous chemicals.

Personal Protective Equipment

- Eye and face protection
- Hand and body protection
- Foot protection
- Respiratory protection
- Hygiene practices

Engineering Controls

- Ventilation
- Chemical Fume Hoods

Secondary Containment Requirements for Dangerous and Universal Waste

- Transporting
- Storage

Proper Completion of Hazardous Waste and Surplus Chemical Collection Form

- Accessing the form on the Web
- Filling out the form

Waste Labels

- Proper display of labels
- Use of universal waste battery, universal waste lamps, and hazardous waste labels
- Accumulation start dates and dating when full

PROCEDURE**Attachment B Dangerous Waste Management Training for Departments**

Train staff and student workers and students in academic classes in proper waste handling relevant to their duties using the training elements in Attachment A and the syllabus guidance for departments below:

Waste Generator (department personnel generating waste)

- Safe Work Practices When Handling Dangerous or Universal Waste
- Waste designation
- Container selection
- Labeling
- Engineering Controls
- Satellite storage accumulation procedures
- Personal protective equipment
- Hazardous communication
- Material Safety Data Sheet access
- Emergency procedures
- Spill response and reporting
- Release of hazardous chemicals incident reporting
- 90 day storage requirements
- Secondary containment

Facilities Maintenance Personnel

- Safe Work Practices When Handling Dangerous or Universal Waste
- Waste designation
- Container selection
- Labeling
- Satellite storage procedures
- Personal protective equipment
- Engineering Controls
- Hazardous Communication
- Material Safety Data Sheet access
- Spill response reporting
- Release of hazardous chemicals incident reporting
- 90 storage and 180 day storage requirements
- Universal waste
- Secondary containment
- Housekeeping
- Ground-water contamination
- DOT ERG training

University Police Department Officers

- Safe Work Practices When Handling Dangerous or Universal Waste
- Personal protective equipment
- Hazardous Communication
- Engineering Controls
- First responder awareness
- Material Safety Data Sheet access
- Spill response reporting
- Release of hazardous chemicals incident reporting
- Ground water contamination
- DOT ERG training

PROCEDURE**Attachment B Dangerous Waste Management Training for Departments****EHS Staff (Responders)**

Trained in the proper dangerous waste management relevant to their duties including:

- Safe Work Practices When Handling Dangerous or Universal Waste
- Personal protective equipment
- Hazard communication
- First Responder awareness
- Material Safety Data Sheet access
- Spill response clean-up, mitigation and reporting
- Emergency procedures for hazardous chemical releases
- Satellite accumulation procedures
- Labeling requirements
- Laboratory Safety
- Engineering Controls
- PCB leaking and non-leaking storage requirements
- Universal waste requirements
- Electronic waste processing procedures and requirements
- Photographic waste processing procedures and requirements
- Container management requirements
- Secondary containment requirements
- Ground-water contamination prevention measures
- WAC 173-303 training
- U.S. Department of Transportation Emergency Response Guidebook training
- 90 and 180 day storage procedures
- Emergency procedures in the event of fire, explosion, spill, release, or any other situation related to hazardous material incidents
- Waste designation
- Waste reporting and recording procedures
- Sampling and monitoring
- Spill containment procedures
- Transporting hazardous chemicals and dangerous waste regulations
- Manifest requirements for dangerous waste
- Flammable liquid containment requirements
- Storage requirement for incompatibles
- Training requirements of WAC 173-303-330