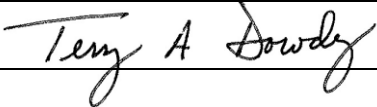


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Reviewed By Lisa Arceneaux	Approved By 	

1. PURPOSE

This procedure defines the methods used to ensure that hazardous and non-hazardous waste are collected, transported and labeled in accordance with hazardous waste regulations 40CFR264 Subpart I (use and management of containers) and 40CFR262.34 (less than 90-day storage).

2. SCOPE

This procedure applies to Texas State University – San Marcos (TxState) Environmental Health, Safety and Risk Management employees involved in the management of hazardous and non-hazardous waste. This procedure includes contacting departments for pickups, identifying properly labeled and safe containers to transport; additional labeling and documentation for completion at the Container Accumulation Area 007, coding and storing the waste at the CAA and completing and distributing the updated inventory of wastes.

3. TERMS

- CAA (Container Accumulation Area): Designated area on campus used to store waste. Container storage building as noted on TxState Notice of Registration (NOR 007) located in the Roy F. Mitte building service yard and Chemistry Room 205 (NOR 008).
- EHS: Environmental Health and Safety
- SAA (Satellite Accumulation Area): Designated areas on campus used to store up to 54 gallons of hazardous waste with no time limit restrictions.
- SAA Contact: Person or persons designated as the point-of-contact for matters regarding a specified SAA (see [Attachment A](#)).
- RCRA: Resource Conservation Recovery Act

4. LIMITATIONS

- 4.1 This procedure does not apply to:
- Universal lamp waste
 - Biohazardous waste
 - Radioactive waste
- 4.2 A maximum of 54 gallons of hazardous waste may be stored in the SAA with no time limit.
- 4.3 TxState is considered a large quantity generator of hazardous waste based on records showing greater than 2,200 pounds of hazardous waste generated in any one month.
- 4.4 The white Ford pickup truck at the EHS Office, equipped with secondary containment and spill response equipment, is used for transporting waste. Do not use any other vehicle (golf cart, van, personal vehicle).

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- 4.5 Waste is picked up using the “buddy system” by at least two people. Normally, the EHS person in charge of the Hazardous Waste Program or alternate and a second helper.
- 4.6 Carry at least one cell phone during waste pickups.
- 4.7 Pickup personnel are required to sign out at the office.
- 4.8 In an emergency, contact Campus Police (911) then the EHS office 245-3616.

5. PROCEDURE

- 5.1 Contact each SAA Contact to determine the following:
 - Waste to be picked up
 - Supplies needed (containers, labels)
- 5.2 Check supplies in truck (gloves, markers, emergency response equipment).
- 5.3 Obtain replacement waste containers and labels as necessary. New containers are stored in the garage next to the office or the caged area behind the Physical Plant garage.
- 5.4 Take Lab set or Master set keys.
- 5.5 During transport of chemicals, wear the following PPE:
 - Closed toed shoes
 - Long pants
 - Disposable gloves
- 5.6 Drive to the designated SAA to retrieve chemical waste. (See locations listed on [Attachment A](#).)
- 5.7 Observe the condition of the containers to be picked up. The containers should be:
 - In good condition
 - Lid screwed on tight
 - Labeled with contents (Hazardous Waste Tag in [Attachment B](#))
 - Clean (i.e. no outside drips and spills)

!WARNING!

Do not pick up loose chemicals that require special storage conditions (cool, dark) or have high numbers 3 or 4 in two of more of the NFPA diamond label. This will be picked up by the outside contractor (PSC or current contractor).

- 5.8 Pack loose containerized chemicals in a plastic tub or box with paper towels or other packing material to keep them secure.
- 5.9 Put the 5-gallon carboys and/or containerized chemicals on a cart and transport them to the truck.
- 5.10 If not already present, attach a Hazardous Waste Code tag to the container and enter the date of pickup in the Accumulation Start Time line.
- 5.11 Place the 5-gallon carboys in the secondary containment tray of the truck.

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- 5.12 Record the waste picked up on the Hazardous Waste Pickup/Transport Record (HWPTR) (Attachment C). Leave the content section blank for Waste Code to be added.
- 5.13 Repeat Steps 5.6 through 5.12 for each SAA requiring pickup.
- 5.14 Transport waste to the CAA.
- 5.15 Prior to entering the CAA for the first time that day, perform the following checks:
 - Turn on the lights to the CAA at the switch on the south end of the building.
 - Verify that the exhaust fan is left on at all times (switch next to the light switch).
- 5.16 Unload the containers to an empty black secondary containment.
- 5.17 On each 5-gallon carboy that does not have a waste code, perform a field test for pH and oxidizer potential.
- 5.18 Using this information, the label information and the Notice of Registration, determine the most appropriate Texas Waste Code, and record it on the Hazardous Waste code tag and the HWPTR.
- 5.19 Place the coded waste on the waste shelves or below the shelves in containment trays in the area designated for that code.
- 5.20 Enter the information from the HWPTR onto the current waste inventory sheet for the CAA (Excel spreadsheet at R:\Environmental\TransporterRecord).
- 5.21 EHS Specialist over Hazardous Waste will review transport record.xls.
- 5.22 Email inventory to the Emergency Coordinator (UPD).

6. PERFORMANCE METRICS

Performance metrics will be measured by: Zero (0) violations during external regulatory audits and inspections.

7. ATTACHMENTS

- 7.1 [Attachment A – Contact List](#)
- 7.2 [Attachment B – Hazardous Waste Tag and Container Instructions](#)
- 7.3 [Attachment C – Hazardous Waste Pickup/Transport Record](#)

Environmental Health Safety & Risk Management Standard Operating Procedure
Attachment A

**Contact List: Hazardous and Non Hazardous Waste Pickup
Texas State University**

Department	Building	Contact	Phone Number	Special Requests
1. Aquatic Biology	Freeman – Room 104 Freeman - Room 208 Freeman - Room 216 Freeman - Room 220 Freeman – Room 258 Freeman - Room 260	Chad Thomas	245-7991	
2. Biology	Supple - Room 331 Supple - Room 352 Supple – Room 313 Supple – Room 270/283	Charles Laffere Dr. McLean Dr. Upchurch Dr. Forstner	245-3313 245-3365 245-3751 245-2178	
3. Chemistry	Chemistry/Centennial Stock Room 249 (SAA is 205A)	David Fehlis	245-3118	
4. EARDC	Freeman - Room 256	Joe Guerrero Victor Castillo III	245-2329 245-3546	

Environmental Health Safety & Risk Management Standard Operating Procedure
Attachment A

**Contact List: Hazardous and Non Hazardous Waste Pickup
Texas State University**

Department	Building	Contact	Phone Number	Special Requests
5. Physical Plant Shops	Physical Plant - Facility Operations HVAC Shop Paint Shop West Campus Paint	Michael Burkepile Joe Pacheco Mayo Sierra Jesse Diaz	245-2830 245-2135/738-2280 245-2186/738-0967 (cell) 245-2186	
6. Art-Mitte	JC Mitte - Room 4105 JC Mitte - Room 4112B JC Mitte - Room 4107G JC Mitte - Room 1126D JC Mitte - Room 1124	Neal Wilson Jeff Dell Eric Weller Beverly Penn (or Tom Springer) Dr. Jean Laman	245-3767 618-7519 (cell) 245-3775 (cell) 393-9113 245-2611 (metals) 245-3763	
7. Technology-Mitte	RF Mitte 1225B (Paint Shop) Outside Cage	Eric Merrill Ray Cook	245-7778 395-2183 (pager)	
8. Physics	RF Mitte - Room 2234	Nelson Koeck	245-3642	
9. Print Shop	RR 12 Location	Robert Espinoza	245-2601	


Environmental Health Safety & Risk Management Standard Operating Procedure
Attachment A

**Contact List: Hazardous and Non Hazardous Waste Pickup
Texas State University**

Department	Building	Contact	Phone Number	Special Requests
10. Custodial	Physical Plant	Mary Pardo	245-9276	
11. Photo	Sabinal - room 221 CODE 1222	Burt Pritzker Nine Francois	(512) 912-9354 (512) 554-2066, 245-1692 214-384-8302	
12. Family and Consumer Science	Room 205	Dr. Jene Laman	245-2419	(acrylic or latex paint, dyes)
	Room 173/Office 182	Dr. Raj Vatteen	245-7655	(very small quantity)

Waste Containers

- Should be in good condition, clean on the outside, and have a lid on.
- Should have a waste tag with contents listed.

 TEXAS STATE UNIVERSITY SAN MARCOS	
245-3616	
Hazardous/Class 1 Waste	
Texas Waste Code: _____	
Chemical Name	%
CHEMICAL 1	5
CHEMICAL 2	10
CHEMICAL 3	15
CHEMICAL 4	70
Building: _____	Rm. _____
Accumulation Start Date: _____ (Pickup Date)	

EXAMPLE

