Universal Waste Instructional Manual and Quiz

Please review this manual and then click on the link to the quiz at the end, to document your training.

John Jay College has a designated Universal Waste Room in each building for the storage of used mercury-containing bulbs (technical name is lamps) and used batteries in compliance with the DEC: Subpart 374-3: Standards For Universal Wastes. Aerosol cans may be stored in Universal Waste Rooms that are also designated as hazardous waste Satellite Accumulation Area (SAA). Universal waste storage rooms locations are:

1) New Building – Rm. L2.86.1
2) North Hall – Cellar
3) Haaren Hall – Room by loading dock L151
4) BMW Building – Rm. 620
5) Westport – Rm. S125
6) 54th Street Annex – 7th floor, next to Public Safety Desk

Authorized Persons

Besides from EHS, only the following trained John Jay personnel shall have access to the Universal Waste Rooms:

Neil Stewart, Facilities
George Tangredi, Facilities
Joshua Redfearn, Theater
Mohammad Mannan, DoIT

Universal Waste Categories

The only items that are allowed to be stored in John Jay Universal Waste Rooms are:

1) Mercury-containing lamps (the technical name for bulbs), include fluorescent lamps, Black lights, Compact fluorescent lamps (CFLs), Deuterium lamps (box separately from all other lamps; label box “deuterium lamps”), Germicidal UV lamps, High-intensity discharge (HID) lamps (metal halide, ceramic metal halide, high-pressure sodium, mercury vapor), High output (HO) fluorescent lamps, Xenon-mercury lamps, certain Neon lights and
Projector lamps. Most of the lamps found at John Jay are fluorescent.

Mercury containing lamps will contain a label as shown below:

2) Used batteries, (except for AAA, AA, C, D and 9-volt batteries which can be disposed of in the trash)

Satellite Accumulation Area

A 55 gallon container for used aerosol cans may be stored in a Universal Waste Room that is also designated and posted with a Hazardous Waste Satellite Accumulation Areas (SAA) sign. Contact EHS to have a room designated as a Hazardous Waste Satellite Accumulation Area.

Inspection Log

Every time an item is deposited in the Universal Waste Room, it must be accounted for. The John Jay personnel that is dropping off the item must fill out the Inspection Logbook that is posted in each room. Every column in the Inspection Log must be filled out completely.

Containers and Labeling

All universal waste must be placed in a container that is closed, structurally sound, compatible with the contents, and must lack evidence of leakage, spillage, or damage. The container must be clearly labeled in this format – “Universal Waste – Type of product, with the date that items were first put into the container (ACCUMULATION START DATE.)
Storage of Batteries

Batteries are to be stored in separate pails, covered with lids, and labeled with the content and start accumulation date. Notify EHS if additional containers are needed.

Broken Bulbs

The residue from cracked or broken bulbs must be cleaned up. Gloves and eye protection and sanitizer are available in each room. Place the clean-up items in a plastic pail with a tight-fitting lid and label “Universal Waste -Broken Lamps.” Do not use a vacuum. Use a wet cloth or duct tape for hard to access debris.

For larger quantities of lamps broken at the same time (for example, a box of lamps falling from a hand truck) the use of respiratory protection may be necessary for protection against mercury vapor. Phone the Public Safety emergency number, x8888 from a safe location and request that Environmental Health and Safety personnel be notified. Provide a phone number where you can be reached.

Housekeeping

The Universal Waste Room must be kept tidy. Any mess (broken glass pieces from fluorescent lamps, spills, leaks, or residue from waste items, etc.) that John Jay personnel makes or finds must be cleaned up immediately by that person.

a) Lamp Tubes
   - 2 ft. lamps shall not be stored in a 4 ft. lamp tube. There is a 30 gallon fiber drum specifically for storing 2 ft. lamps and U-tubes.
   - 6 and 8 ft. lamps shall not be stored in a 4 ft. lamp tube. Anything over 4 ft. shall be stored in an 8 ft. box.
- The lamp tubes must be covered with a lid that fits over the opening perfectly. If the lid does not fit it is the wrong container.

b) Any storage container (drums, pails, tubes, boxes) shall not be obstructed. The containers shall be moved easily for pickup without having to move any items that may be blocking them.

c) The room shall be kept clean, organized and have no clutter.

Email safety@jjay.cuny.edu if a universal waste pick-up is needed or phone x4625.

**Spill Kit/Spill Containment Supplies**

Each Universal Waste room is equipped with the following supplies for cleaning up broken lamps and containers for containing broken lamp waste. EHS will ensure these supplies are available.

- Broom
- Dustpan
- duct-tape or masking tape (to pick up small shards)
- gloves
- plastic pails with lids
- paper towels
- pen or magic marker
- labels
- safety glasses and sanitizer

**Personal Protective Equipment**

Each Universal Waste room shall have a box of nitrile, vinyl, or latex gloves. EHS is in charge of checking and replenishing the stock.

**Non-compliance**

Failure to comply with any of the requirements in this document may lead to restrictions in who can access the rooms and may lead to costly state and federal violations.

**Universal Waste Quiz** -

http://www.classmarker.com/online-test/start/?quiz=pdy533adae128f51

You must get 100% (10 out of 10) to pass the quiz.