

## Universal Hazardous Waste Procedure

Universal hazardous wastes include the following universally generated hazardous wastes:

- Cathode Ray Tubes (CRT)(*e.g.*, Computer Monitors and TV's)
- Mercury-containing or Lead-containing lamps (*e.g.*, Fluorescent lamps and HID lamps)
- Mercury-containing thermostats
- Mercury-containing devices (*e.g.*, Mercury switches, relays, manometers, etc.)
- Non-leaking intact PCB containing ballasts
- Batteries that contain toxic metals (unless returned through a DEP approved Manufacturer Takeback Program)

*NOTE: Vehicle Lead Acid Batteries are Hazardous Waste unless intact and returned via the Battery Deposit System.*

Training is required for all employees or contractors who handle universal waste. Training may be completed by reviewing this policy with the employee/contractor and completing the training record at the end of the document.

- Training records must be maintained for the length of employment/service plus five years.

Containers of Universal Waste must be managed as follows:

- Universal wastes must be packaged and handled in a manner that prevents breakage.
- Containers may not be stored over five feet high.
- Each container of universal hazardous waste **must be labeled** with the following:
  - A universal waste label
  - The accumulation start date (date waste is first placed in the container), and
  - The container full date (date the container becomes full)
- All universal waste containers must be **securely closed** unless waste is being added or removed.
- When the container becomes full (or if waste items are broken) the container must be **sealed** around all openings/seams using wide waterproof tape (NOTE: duct tape should not be used).

Universal Waste Storage Areas must be managed as follows:

- Under no circumstances should universal wastes be stored outside (not even temporarily).
- The area must be **clearly marked with a sign** reading "Universal Hazardous Waste Storage".
- Door(s) must be **kept locked** when not in use.
- Aisle space must be maintained to view container, labels, and dates.
- A current tally of the numbers of waste items within the area must be maintained.

A) For Large Universal Waste Generators (*e.g.*, Orono Campus, Witter Farm & Darling Marine Center)

- Wastes may not be stored for more than 6 months in a storage area.
- The area must be **inspected weekly** and the following recorded on the log (MF11052):
  - Date of the inspection,
  - Name of inspector, and
  - Condition of containers and actions taken to address problems discovered
  - Number of universal waste items stored in the area
- Send a copy of the log to SEM monthly; and keep the originals in the area for two years.

B) For Remote Small Quantity (SQG) Universal Waste Generator Sites (*e.g.*, Farms other than Witter, CCAR, Hutchinson Center, and Extension Offices, etc.) with fewer than 200 items on site at any time.

- The area should be inspected whenever universal waste items are added to or removed from the storage area and the following recorded in the log (MF11052s):
  - Date of the inspection,
  - Name of inspector, and
  - Condition of containers and actions taken to address problems discovered
  - Number of universal waste items stored in the area
- Keep copies of the log on-site for two years.

If the tally of all Universal Waste Items approaches 200 for the entire Remote Small Quantity Generator Site – contact SEM (581-4055) to arrange for a waste pickup.

#### Alternative CRT Containers:

The Department of Environmental Protection has approved alternative acceptable containers for the storage of Universal Waste CRTs (available on their website). The following is a summary of the requirements.

CRTs may be packaged in Gaylords provided that:

- CRT's packaged to prevent shifting (use cardboard if needed to minimize breakage).
- Cover, seal and label each Gaylord when full (do not fill higher than the Gaylord sides).

Unbroken and unboxed CRTs may be stored on shelves provided that:

- Shelving must be of adequate size and construction to support the load.
- Label each CRT on the shelving (Universal Waste Cathode Ray Tube)
- Shelves used to store CRTs may be no higher than five feet off the floor.

Unbroken and unboxed CRTs may be placed on pallets for shipping following DEP Guidance.

Console TVs may be stored and shipped on pallets.

***Any of these methods may be used provided UWaste Personnel Training includes a review of the most current DEP Alternate Acceptable Container Guidance and the guidance is strictly followed.***

#### Incidental Breakage:

- Clean up all spill residues immediately. Broken material should be placed into the box, which must be immediately sealed by taping all seams and holes to seal in the contents. Call SEM (581-4055) to have wastes removed.
- Broken CRTs must be individually boxed using heavy cardboard boxes with a sealed plastic liner.

#### To arrange for pickup of universal hazardous waste call:

- For CRT's & Batteries - Resource Recovery Program of Facilities Management (561-3076)
- For all other Universal Wastes - Department of Safety & Environmental Management (581-4055)

#### The following Documentation should be also used for Universal Waste Areas:

- Universal Waste Storage Area Inspection Log – MF11052
- Universal Waste Storage Area Inspection Log – Remote Small Quantity Generator Sites – MF11052s
- Universal Waste Annual Self-Inspection Checklist – MF04221



**Universal Waste Lamps**  
(Caution Contain Mercury)

Accumulation Start Date: \_\_\_\_\_

Container Full Date: \_\_\_\_\_

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Container Full Date: \_\_\_\_\_

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Container Full Date: \_\_\_\_\_

**Universal Waste Lamps**

Accumulation Start Date: \_\_\_\_\_

Container Full Date: \_\_\_\_\_

**Universal Waste  
Cathode Ray Tube**

Container Date: \_\_\_\_\_

**Universal Waste  
Cathode Ray Tubes**

Accumulation Start Date: \_\_\_\_\_

Container Full Date: \_\_\_\_\_

**Universal Waste  
PCB Ballasts**

Accumulation Start Date: \_\_\_\_\_

Container Full Date: \_\_\_\_\_

**Universal Waste  
Mercury Devices**

Accumulation Start Date: \_\_\_\_\_

Container Full Date: \_\_\_\_\_

**Universal Waste  
Mercury Thermostats**

Accumulation Start Date: \_\_\_\_\_

Container Full Date: \_\_\_\_\_

**Universal Waste  
Motor Vehicle Switches**

Accumulation Start Date: \_\_\_\_\_

Container Full Date: \_\_\_\_\_

**Universal Waste  
Mercury Thermostats**

Accumulation Start Date: \_\_\_\_\_

Container Full Date: \_\_\_\_\_

**Universal Waste  
PCB Ballasts**

Accumulation Start Date: \_\_\_\_\_

Container Full Date: \_\_\_\_\_

**Universal Hazardous Waste**

**Storage Area**

**Authorized Personnel Only**

**(Keep area locked when waste is present)**