

GUIDELINES FOR UNIVERSAL WASTE HANDLING

1. "Universal wastes" include spent **fluorescent bulbs, computer and television monitors, non-alkaline batteries (nickel-cadmium, nickel-metal-hydrate, lithium, zinc, silver, and mercury cells, and commercial lead-acid); PCB-containing light ballasts; and mercury thermostats, automotive switches, and devices**, and are regulated similarly to hazardous waste. Alkaline batteries and "Ewastes" (spent electronics) are not regulated as hazardous, and are collected directly for recycling.
2. Uwastes must be collected for temporary storage only in a specific **satellite accumulation area (SAA)**; these areas must be **designated by a sign** worded "Universal Waste Storage Area", or "Spent Bulb Storage Area", *et al.* The SSA will be kept off-limits to anyone but authorized personnel, and be capable of being secured (locked), such as in a utility closet or maintenance room.
3. The storage **containers** must be:
 - kept in good condition;
 - stored such that they are readily visible for inspection;
 - kept closed when not being accessed; and
 - situated such that they will not fall (stacked less than 5-feet high), or be damaged by foot traffic, other work activities, water seepage, heat, *etc.*
4. The storage containers must be properly **labeled** with the:
 - Name/type of universal waste;
 - Generator name (Bowdoin College, Department name), address (College Station #), and storage location (building name and room #);
 - Start- and full-dates.
5. Uwaste containers are allowed to remain in the SAA for up to 365-days, if not yet full. **Full containers are subject to a 90-day storage limit, and must be transferred to the central accumulation area (CAA)** for disposal within that period. Containers not yet full but approaching 1-year old must also be removed for disposal, with the start-date anniversary acting as the "full" date. Housekeeping, Buildings & Grounds, or Shop staff may transfer full containers, as appropriate to the location and size of the containers; **containers to be moved must be properly sealed, labeled and dated.** The CAA supervisor will log in the containers upon arrival, and maintain an inventory of same until disposed, using the forms provided.
6. The SAA's and CAA must be **inspected weekly** by an authorized person for physical condition of the container(s) and signs of any release. Inspections will be logged on the form provided, and these forms kept in or immediately adjacent to the SAA location (ring binder, clipboard, or file folder) for documentation purposes. Any evidence of a release must be reported to Security (x3500) or the EHS Office (x3763) immediately.
7. Disposals from the CAA must be conducted within **90-days of the earliest full-date** on the containers stored. The wastes must be segregated by type, properly packaged and labeled, and manifested by the vendor on a form acceptable to the ME DEP.
8. The **EHS Manager** (x3763) will supply signs, labels, and log forms, and be responsible for the manifest tracking, annual waste reporting, vendor billing, and annual training of employees engaged in Uwaste handling.
9. Specific handling requirements are also outlined in the Bowdoin College *Universal Waste Management Plan*.