
Hazardous Waste Management Policy



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Directions:

This document provides project teams with a policy that can be used as a template and adopted in full to comply with requirements of the Fitwel Hazardous Waste Management Policy. Project teams can either use the exact content of this document to establish new policies, or update existing policies by adding any missing components from the below. Official policies must include policy duration dates and be on company letterhead.

A qualifying Construction Safety Policy must include all of the following:

SECTION 1: Implementation

A qualifying Hazardous Waste Management Policy must apply to the following:

Use only the below implementation section relevant to the specific project:

MULTI-TENANT BASE BUILDING

Applies to all waste generated by the project.

SINGLE TENANT BUILDING

Applies to all waste generated by the project.

COMMERCIAL INTERIOR

Applies to all waste generated by the project.

SINGLE TENANT RETAIL

Applies to all waste generated by the project.

MULTI-TENANT RETAIL

Applies to all waste generated by the project.

MULTIFAMILY RESIDENTIAL

Applies to all waste generated by the project.

SENIOR HOUSING

Applies to all waste generated by the project.

COMMERCIAL AND INDUSTRIAL SITE

Applies to all waste generated by the project.

COMMUNITY SITE

Applies to all waste generated by the project.

SECTION 2: Universal Waste Definitions

Universal Waste is commonly generated waste that displays any of the following characteristics or is contained in one of the types of listed universal wastes identified below:

- E-waste, including:
 - all electronics, including computers, monitors, and TVs
 - batteries
- Sharps, including:
 - all glass and breakable items
 - knives, scissors and sharp utensils
- Tanks and Cylinders
- Chemicals and Solvents, including:
 - pesticides
 - cleaning products and solvents
 - lawn and garden care products
 - oil-based paint
 - latex-based paint
 - antifreeze
- Automotive, including:
 - tires
 - motor oil and transmission fluid
 - gasoline

- Flammables
- Aerosol cans
- Mercury-containing equipment, including:
 - lamps
 - thermometers and thermostats
- Fluorescent Tubes and CFLs
- Appliances, including:
 - microwaves
 - fans
 - irons
 - air conditioning units
 - refrigerators
 - all appliances containing CFCs (such as some older refrigerators or air conditioners)

SECTION 3: Universal Waste Management

- Waste Minimization
 - Implement practices to minimize the accumulation of waste, such as:
 - Selecting products that have a manufacturer's lifecycle assessment.
 - Inventory and track end of life products.
 - Purchasing electronics with universal chargers.
 - Purchasing electronic products with manufacturer take back programs.
 - Implement a formal recycling process.
- Waste Collection and Storage
 - Universal waste must be collected, managed, and/or stored in a way that prevents releases to the environment. Implement all of the following waste collection and storage practices:
 - Store universal waste for a maximum of one year.
 - Clearly label all products and group waste materials of similar type.
 - Package and contain waste in leak-proof containers that are tightly sealed.
 - Place all containers upright.
 - Package all "sharps" in labeled, puncture-resistant containers.
 - Utilize separate sealed bags or boxes for all broken glass waste.
 - Ensure that all aerosol cans are empty prior to recycling.
 - Inventory and track end of life products.
 - Provide a storage and collection area specifically for e-waste and batteries.
 - Donate electronics in working order.

- Provide educational materials to tenants and/or occupants on e-waste that includes information on any of the following:
 - electronic donation programs
 - manufacturer take back programs
 - local municipality disposal guidance
 - third party e-waste collection vendors.
- Safe Waste Disposal
 - Implement all of the following safe waste disposal practices:
 - Provide PPE to all occupants handling waste.
 - Utilize a pickup and collection log that clearly identifies the dates and times of waste pickup and collection.
 - Ensure scheduled pickups for e-waste and batteries.
 - E-waste includes all electronics, including computers, monitors, TVs, and batteries

SECTION 4: Hazardous Chemical Waste Definitions

(Include this section if applicable to the project)

Hazardous Chemical Waste is any solid, liquid, or gaseous material that displays any of the following characteristics or is contained in one of the four separate types of "listed hazardous chemical waste" identified below.

- Hazardous Waste Characteristics
 - Ignitability: liquids with a flash point of 140°F or below, oxidizers, or spontaneously combustible materials (D-Codes)
 - Corrosivity: $\text{pH} \leq 2$ or ≥ 12.5 , (D-Codes)
 - Reactivity: materials that readily explode or undergo violent reactions (D-Codes)
 - Toxicity: wastes likely to leach dangerous concentrations of toxic chemicals into groundwater (D-Codes)
- Listed Hazardous Chemical Waste
 - Listed Hazardous Wastes from Nonspecific Sources (F-Codes)
 - Listed Hazardous Wastes from Specific Sources (K-Codes)
 - Listed "Acutely Hazardous" Waste, from discarded commercial chemical products (P-Codes)
 - Listed "Toxic" Waste from discarded commercial chemical products (U-Codes)

SECTION 5: Management of Hazardous Chemical Waste

(Include this section if applicable to the project)

- Hazardous Chemical Waste Minimization
 - Implement strategies to minimize the amount of hazardous waste generated, such as the

following:

- Centralizing purchasing of chemicals through a single entity
 - Ordering the smallest quantity of chemical materials required
 - Purchasing mercury-free instruments
 - Substituting hazardous chemicals with non-hazardous chemicals whenever possible
- Hazardous Chemical Waste Management
- Implement all of the following strategies to manage hazardous chemical waste:
 - Provide training and PPE to those handling hazardous waste
 - Provide relevant safety information to all occupants
 - Label all hazardous waste in containers with material, date, and safety information
 - Log pickup, collection, and storage dates
- Hazardous Chemical Waste Generation + Storage
- Provide access to a 'Satellite Accumulation Area' (SAA) where up to 55 gallons of non-acutely hazardous waste (non P-waste) or up to one quart of P-waste may accumulate and be stored.
 - Hazardous chemical wastes below the maximum limits (55 gallons or 1 quart) may be stored in SAAs for up to one year, if the following guidelines on container use, management, and labeling are met:
 - Hazardous wastes must be placed in containers that are washed and in good condition, where leaking is not possible.
 - Hazardous wastes must be compatible with their containers, i.e., containers storing hazardous waste must be made of, or lined with, materials that will not react with and are otherwise compatible with the hazardous waste being stored.
 - The containers holding the waste must always be closed securely during storage, except when it is necessary to add or remove waste.
 - Chemical wastes must be segregated by general waste type and arranged so that incompatible substances will not mix. The following principles must be followed for safe hazardous waste storage:
 - Store acids and bases separately.
 - Keep acids apart from cyanides or sulfides
 - Acids should never be put into steel containers.
 - Water-reactive, strong acids such as organic acid halides, organic acid anhydrides, inorganic acid anhydrides, and strong acidic salts must be kept apart from both alkalis and water.
 - Oxidizing agents must be kept apart from reducing agents and organic compounds.
 - Water-reactive agents must be stored apart from water, aqueous solutions, and acids.
 - Air-reactive materials must be packed in containers that are sealed off from the atmosphere.
 - Containers must be marked with the words "Hazardous Waste" and with information identifying the contents of the containers.

- Containers must be arranged so that identification is readily visible.
- Satellite accumulation start dates (the date the container first started holding hazardous waste) are marked on all containers.
- If the amount of waste exceeds the maximum limits (55 gallons or 1 quart), the following guidelines must be met:
 - The generator must mark the container with the date that limit was reached.
 - The excess waste must be removed from the SAA within three days.
- Hazardous Chemical Waste Disposal
 - Disposal of hazardous chemical waste into sinks, drains, commodes, or other sewage disposal channels is prohibited.
 - Hazardous chemical waste must be safely shipped to a certified Hazardous Waste Management Facility for disposal

SECTION 6: Biohazardous Waste Definitions

(Include this section if applicable to the project)

Biohazardous Waste is any product contaminated with potentially infectious materials, such as medical or healthcare waste, that falls under any of the following categories must be handled in compliance with the guidelines found in the Biohazardous Waste Generation + Storage and the Hazardous Biohazardous Waste Disposal sections.

- Sharps waste: needles, syringes with needles and IV tubing with needles attached, lancets, scalpel blades, all glass vials and "breakable" waste items, etc.
- Solid Biohazardous Waste: non-sharp items and devices that came in contact with human (or animal) specimen materials (such as tissues or body fluids), such as gloves, plasticware, towels and benchpaper, culture or sample containers, IV tubing without needles attached, plastic vials or syringes without needles attached.
- Liquid Biohazardous Waste: body fluids or blood that may contain an infectious agent.
- Pathological Waste: removed human (or animal) organs, tissues and body parts that have been exposed to infectious agents.

SECTION 7: Management of Biohazardous Waste

(Include this section if applicable to the project)

- Packaging Biohazardous Waste
 - All types of biohazardous waste must be packaged according to the relevant guidelines below:
 - Packaging Sharps Waste
 - Place sharps waste in red plastic sharps containers labeled with the biohazard symbol.
 - Choose a container size that fits your work space; do not use a container that is too large.

- When the container is no more than two-thirds full, close the lid and place autoclave tape over the lid and sides without blocking the vent holes.
- Label with generator/principal investigator name and room number.
- Packaging Solid Biohazardous Waste
 - Collect in plastic autoclavable waste bags with a biohazard symbol; double bagging is recommended for petri dishes.
 - Contain the bag inside a rigid, leak-proof container that has a biohazard symbol itself or allows the bag's biohazard symbol to be visible.
 - Loosely tie bags before autoclaving to allow steam to penetrate.
- Packaging Liquid Biohazardous Waste
 - Collect in leak-proof, rigid containers labeled with a biohazard symbol.
 - If transporting, close and seal containers, and place in a leak-proof secondary container.
- Packaging Pathological Waste
 - Sufficiently drain all material before placement into a red bag. If red-bag material is "saturated" with blood or other fluids, double or triple-bagging or use of absorbents is recommended.
 - Place collected pathological waste into a red bag. Properly close all red bags when full or at the end of each day.
 - Ensure that the following guidelines are followed when packaging the regulated medical waste box:
 - Line the fiberboard box with a WCM labeled red bag.
 - Place initial sealed red bags into a labeled red bag lining the RMW fiberboard box.
 - Do not exceed the maximum weight rating marked on the package.
 - Seal closed all box flaps with 2-inch wide pressure sensitive tape or equivalent by taping all edges on the top and bottom flaps.
 - Close and seal each box according to manufacturer's specifications.
 - Each box must not be crushed, torn, saturated, or compromised.
 - Store the box in a secured regulated medical waste storage area equipped with refrigeration, and label the box with, at a minimum, the universal biohazard symbol or the word "biohazard".
- Biohazardous Waste Disposal
 - Disposal of biohazardous waste into sinks, drains, commodes, or other sewage disposal channels is prohibited.
 - If the project has access to an autoclave biohazardous materials can be treated and disposed of on-site.
 - If the project does not have access to an autoclave biohazardous waste must be safely picked up by a certified Hazardous Waste Management Facility for disposal.

Sources:

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