

## REMOVAL OF HAZARDOUS WASTE

The removal of hazardous waste material shall be conducted according to the Waste Management Program, for the handling and removal of hazardous waste. The Waste Management Program and related forms are located on District SharePoint, under Business Services, Risk Management.

1. Each division/school through the office of Facilities, will report a quarterly inventory of all hazardous wastes requiring removal to the Director of College Facilities on Form Hazardous Waste Removal Requisition by the following days:
  - a. The last regular day of instruction in May for removal in June.
  - b. The last regular day of instruction in August for removal in September.
  - c. The last regular day of instruction in November for removal in December.
  - d. The last regular day of instruction in February for removal in March.
2. The Director of College Facilities or designee shall coordinate the disposal of all hazardous waste at each college and District office upon receipt of Form Hazardous Waste Removal Requisition, issued by the appropriate college or district administrator. The form shall indicate the type of waste material, the container size, and where the hazardous waste is located.
3. The appropriate administrator will be given the hazardous waste pick up date by the Director of College Facilities or designee at least ten (10) days before the scheduled pick up date. Each college and the District offices shall have all hazardous waste, scheduled for removal, clearly labeled and identified as hazardous waste at least three (3) days before the scheduled pick up date.
4. The Director of College Facilities or his designee shall accompany the disposal contractor to each of the sites where hazardous materials are to be removed and will insure that all hazardous waste identified for removal is removed.
5. The Director of College Facilities or his designee shall sign all waste manifests. The original of all hazardous waste manifests shall be maintained in the district Office of Facilities at each college. A copy of all hazardous waste manifests shall be given to District Risk Management within three (3) days following a waste removal.
6. In the case of an accidental spill or release of a hazardous material and upon conclusion of the implementation of evacuation measures, , the responsible campus administrator shall immediately notify the Director of College Facilities and the District Office of Risk Management of the incident, informing them of:
  - a. The nature of the release.
  - b. The location of the release.
  - c. The type and amount of material released.

- d. The recommended action taken for handling a chemical spill or release for the particular chemical as found on the Safety Data Sheet (SDS).
  - e. If appropriate, the Director of College Facilities shall make arrangements for the hazardous waste removal contractor to abate the spill.
  - f. Risk Management will assist with coordinating hazardous materials major spills clean-up and contacting the District insurance carrier.
7. The District Waste Management Program will be updated regularly and at minimum every two years.