

May 27, 2009



HAZARDOUS WASTE MANUAL

Procedure Cover Sheet

Procedure Title: Investigating Problems

Procedure Number: TSO-07-07-REV 0

Effective Date: 01 September, 2007

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A. INTRODUCTION

While performing routine duties around campus, TSO staff should observe areas where waste might accumulate and areas where waste has begun to accumulate due to an improper handling of waste. By identifying these areas the university can avoid potential waste policy violations and unnecessary fines.

B. PURPOSE

The purpose of this procedure is to describe what situations constitute a problem and how to handle problems when found.

C. PROCEDURE

Whatever the original purpose for a TSO member's visit to a lab or work area on campus, they should always be aware of the activities occurring in that area regarding hazardous waste and make note of any situations that could lead to policy violations. Items that may indicate potential problems include:

- Old bottles
- Bottles labeled with the word "waste"
- Old paints, oils, light bulbs
- Drums

When a questionable situation or actual violation is found, steps must be taken to ensure a that the problem is corrected and will not arise again. First, correct the problem immediately. Second, inform the person who is in charge of the lab or work area, for example the lab manager or foreman, that a potential problem exists (or violation occurred) and offer suggestions as to what the supervisor can do to prevent a further occurrence. Often the supervisor cannot be located at the time; in these cases, contact the manager by e-mail or phone.

If the lab or work area has an SAA, remind the supervisor of the procedures involved in SAA use. If the lab or work area does not have an SAA, it may

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be necessary to establish one, depending on whether waste generation is constant or sporadic. All labs that produce a constant stream of hazardous waste should have an SAA (see the procedure on Satellite Accumulation Areas). Establishing an SAA minimizes potential problems since TSO staff will check the waste generation stream every month. Rare generators of hazardous waste can simply request that the TSO do a one-time pick-up.

Any observed violations should be noted on the SAA checklist.

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REVISION TRACKER

Revision 0	September 1, 2007	Original Procedure
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