

I. PROGRAM DESCRIPTION

It is the policy of California State University, Sacramento, to promote activities that protect the natural environment. To assist in accomplishing this, the University has a campus-wide Universal Waste Management Program that facilitates compliance with campus policy and applicable federal, state, and local environmental regulations. It is the responsibility of every employee to assist in ensuring that universal wastes are properly collected and disposed.

II. PURPOSE

The purpose of this Program is to provide a management program to collect and properly dispose of universal waste. An effective program will reduce the potential for environmental damage and facilitate compliance with environmental laws.

III. SCOPE

The scope of this Program encompasses all campus locations where batteries, thermostats, cathode ray tubes and lamps are found, including, but not limited to, offices, classrooms, parking areas and laboratories.

IV. DEFINITIONS

- **Batteries** – A device consisting of one or more electrically-connected electrochemical cells designed to receive, store and deliver electric energy. This category includes nickel/cadmium, lithium, lead/acid, and alkaline batteries.
- **Cathode Ray Tubes (CRTs)** – A picture tube or vacuum tube used to convert an electronic signal into a visual image. These CRTs provide the “display” in most computer monitors, televisions and oscilloscopes. According to the EPA Waste Wise Program, the glass in these CRTs can contain as much as 27 percent lead.
- **Thermostats** – A temperature control device that contains metallic mercury in an ampule.
- **Lamps** – Bulbs, or tube portion, of an electric lighting device. Examples of waste lamps that are regulated as universal wastes are fluorescent, high

intensity discharge, neon, mercury vapor, high-pressure sodium, and metal halide lamps.

- **Universal wastes** – Discarded lamps, thermostats and batteries as described above. These materials become a waste on the day they are discarded.

V. RESPONSIBILITIES

All Campus Employees

- Ensure that waste batteries (with the exception of automotive type) are sent to the Office of Environmental Health and Safety via Campus Mail. The appropriate Mail Stop number is 6085.
- Ensure that the Recycling Coordinator is contacted for recycling of cathode ray tubes.

Environmental Health and Safety Office (EH&S)

- Schedule disposal of batteries, lamps and thermostats.
- Provide information to staff on universal waste requirements.
- Select and manage universal waste disposal contractor.
- Coordinate universal waste pick up with contractor.
- Maintain universal waste disposal records.
- Update Universal Waste Management Program as needed.

Recycling Coordinator

- Select and manage electronic scrap recycling contractor.
- Collect and store electronic scrap pending pick ups.
- Coordinate electronic scrap pick up with contractor.
- Maintain CRT recycling records.

Deans/Department Chairs/Managers/Supervisors

- Ensure that universal wastes under their control are routed to the Office of Environmental Health and Safety and/or Recycling Coordinator as indicated above.

VI. UNIVERSAL WASTE COLLECTION PROCEDURE - LAMPS

1. Campus employees request that burned-out lamps are replaced by notifying Work Control and stating location where lamp(s) are located and number of fixtures.

2. Facilities Management will dispatch a technician to remove the old lamp and install a new lamp.
3. The Facilities technician will take the old lamp to the Facilities Corp Yard and place it into a bulb carton in the Electric Shop.
4. The technician will notify EH&S when the carton is full and will transport the full carton to the hazardous materials storage location.
5. EH&S will ensure that the hazardous waste contractor picks up universal waste from the hazardous materials storage location.

VII. UNIVERSAL WASTE COLLECTION PROCEDURE - *BATTERIES*

1. Spent batteries, with the exception of automotive types, shall be sent to the Office of Environmental Health and Safety by each department. The packaging materials shall be sturdy envelopes that prohibit the batteries from spilling out. For lead-acid automotive batteries, employees shall contact EH&S for pickup.
2. Envelopes must be labeled with sender's name and mail stop. Accumulation time may not exceed 6 months.
3. The Office of Environmental Health and Safety will take envelopes to the hazardous materials storage location and hold them at the storage facility until the next scheduled waste pick up date.

VIII. UNIVERSAL WASTE COLLECTION PROCEDURE-*THERMOSTATS*

1. Either a campus electrician, or building service engineer (BSE), will remove inoperable thermostats.
2. The electrician, or BSE, who removes a thermostat is responsible for sealing the thermostat in two plastic bags, protecting the mercury ampule from breakage, and transporting the thermostat to the Office of Environmental Health and Safety immediately after removal.
3. EH&S will place the thermostat in the hazardous materials storage area and arrange for proper disposal.

**IX. UNIVERSAL WASTE COLLECTION PROCEDURE – CATHODE RAY
TUBES (CRTS)**

1. When replacing any monitor, or other electronic equipment, contact the Information Technology Consultant (ITC) for your college or program center. They will coordinate the repair, redistribution or disposal of any monitors or computer equipment within your college or program center.
2. Once your monitor, computer or other electronic item is ready to be redistributed, the ITC, or employee, should contact the CSUS Property Office at 8-6015. The Property Office will survey the item to make sure it is properly changed or removed from the University inventory.
3. Once a computer, or electronic item, has been cleared for disposal by the Property Office, the ITC, or employee, should contact the Recycling Coordinator at 8-5801 to make arrangements to have this item recycled. This will require the college or program center to transport this item to a central storage trailer near the Facilities Management yard. If unable to transport the item(s) themselves, the college or program center should contact the Facilities Management Customer Service Center to have a work order created for Facilities Management staff to transport this item(s).
4. Once the CRT-containing device, or other computer equipment, has been brought to the central storage trailer, the Recycling Coordinator, in conjunction with EH&S, will make arrangements with a computer recycling vendor for the proper pick up and recycling of any CRTs and other computer and recycling equipment.

X. UNIVERSAL WASTE DISPOSAL PROCEDURES

1. EH&S will contact the CSUS hazardous waste disposal contractor to arrange for waste pick up at least every three months.
2. EHS will notify all departments of the next scheduled pick up date.
3. Departments that require a pick up from their accumulation point will contact EH&S and request a pick up of their universal wastes.
4. EH&S will pick up universal waste from all departments and deliver it to the hazardous materials storage location.

5. The hazardous waste contractor will pick up universal waste from the hazardous materials storage location and dispose of it in accordance with local, state and federal law.

XI. RECORDKEEPING

EH&S will be responsible for maintaining records of universal waste collection and disposal.

XII. REFERENCE

California Code of Regulations, Title 22, Section 66261.9

40 Code of Federal Regulations, Section 261.9



SACRAMENTO STATE
Environmental Health and Safety

Campus Universal Waste Management Program
