

# SHEPHERD UNIVERSITY

## Policy/Procedural Statement

Title: **Universal Waste Mercury-Containing Equipment Management**

Created: 01.30.2017 (DRAFT)

Created By: Dustin Robbins

Revised:

Most Recent Revision By:

Policy/Procedure Number: EHS-010

### PURPOSE

To ensure the safe and proper management of universal waste mercury-containing equipment (MCE) at Shepherd University.

### SCOPE

These procedures apply to Shepherd University employees who handle or have responsibility for managing universal waste MCE (e.g. unbroken/sealed manometers, thermostats, thermometers, barometers, etc.). These procedures also apply to contractors who, as part of their construction scope of work, handle or have responsibility for managing universal waste MCE generated on Shepherd property that will be turned over to the University for disposal.

### PROCEDURES

1. Inspect MCE to ensure that it is not broken or leaking. (If broken or leaking, it must be managed as hazardous waste.)
2. Remove/handle MCE over a containment device, such as a bucket, tray or pan.
3. Place unbroken, sealed MCE in a sturdy, leak-proof container.
  - a. Pack MCE with material to prevent breakage if necessary.
  - b. In many instances, small MCE can be placed in a small bag for added protection, such as a Ziploc® bag, and sealed before placing in a container.
4. Clearly label the container.
  - a. Place a pre-printed Shepherd University “Universal Waste” label (see page 2) on the container.
    - i. Check the “**Mercury-Containing Equipment**” box to indicate the appropriate universal waste stream.
    - ii. Clearly write the **date** on which the first lamp was placed in the container.
  - b. If no pre-printed labels are available, clearly label each container with the following information:
    - i. The words “**Used Mercury-Containing Equipment.**”
    - ii. The **date** on which the first lamp was placed in the container.
5. Seal/Close the container.
6. Wash hands with soap and water.
7. Notify Campus Environmental Safety Coordinator of accumulated waste.

## Universal Waste Mercury-Containing Equipment Management (EHS-010)

### IMPORTANT SAFETY NOTES

- Leaking, broken or damaged MCE must be managed as hazardous waste.
- Notify the Campus Environmental Safety Coordinator immediately if MCE is leaking, broken or damaged. Mercury released in quantities larger than what is found in a thermometer may require an emergency spill response.
- Precautions should always be taken to prevent damage to or breakage of MCE.
- Unlabeled and improperly labeled containers are EPA/WVDEP violations.
- Universal MCE is not to be accumulated longer than one year.
- Notify supervisor immediately if containers, labels or other supplies are needed in order to properly manage MCE.

### UNIVERSAL WASTE LABELS

<b>UNIVERSAL WASTE</b> Shepherd University 301 N King Street, Shepherdstown, WV 25443
Check the correct waste and record the accumulation start date. <input type="checkbox"/> Battery(ies) <input type="checkbox"/> Lamp(s) <input type="checkbox"/> Mercury-Containing Equipment <input type="checkbox"/> Pesticide(s)
<b>Accumulation Start Date:</b> _____
<i>Waste must be disposed of within one year of the accumulation start date.</i>

<b>UNIVERSAL WASTE</b> Shepherd University, 301 N King Street, Shepherdstown, WV 25443
Check the correct waste and record the accumulation start date. <input type="checkbox"/> Battery(ies) <input type="checkbox"/> Mercury-Containing Equipment <input type="checkbox"/> Lamp(s) <input type="checkbox"/> Pesticide(s)
<b>Accumulation Start Date:</b> _____ <i>Waste must be disposed of within one year of the accumulation start date.</i>