

## Universal Waste Handling Requirements for a Solid Waste Facility

This section of the solid waste facility "Operations Manual" describes the requirements for safely handling Universal Wastes at this facility. These operating requirements are intended to prevent the release of hazardous chemicals to the environment.

### 1.0 Purpose

\_\_\_\_\_(Name). TOWN OF WATERBORO a (Recycling Center/ Transfer Station), is considered a central accumulation facility for the purposes of the collection and management of Universal Wastes.

A Central Accumulation Facility is a facility where universal wastes from households and businesses are collected for shipment to a universal waste consolidation facility or to a universal waste recycling facility.

### 2.0 Responsibilities

The **MANAGER** is responsible for the implementation of the Universal Waste Rules at the facility. The **MANAGER** has ultimate authority for all universal wastes accepted and managed at the facility.

### 3.0 Acceptable Universal Wastes

Universal wastes that will be accepted at the facility are:

- A. **Batteries.** Batteries contain heavy metals, such as lead, cadmium and mercury. Battery types include Nickel Cadmium, Metal Hydride, small sealed lead acid, Lithium, Mercuric Oxide and Silver Oxide button batteries.

Note: The battery types listed above may be managed in accordance with the Universal Waste rules or in accordance with a Department-sanctioned manufacturer take back program, such as the Rechargeable Battery Recycling Corporation (RBRC) program.

Vehicle batteries are NOT considered universal waste; these batteries should be handled through the battery deposit system managed by auto shops and auto parts stores.

- B. **Cathode ray tubes (CRTs) (TV screens and computer monitors).** CRTs have very high lead content. These include video display components of televisions, computer monitors, and other display devices. All computer components, including keyboards, will be accepted.
- C. **Lamps.** Some lamps contain mercury and lead which are hazardous to humans and the environment. These include fluorescent, high intensity discharge, neon, mercury vapor, high-pressure sodium and metal halide bulbs.
- D. **Thermostats with a mercury ampule.** Some thermostats (temperature control devices) contain mercury in a sealed glass bulb.

- D. Each container must be labeled with the date universal waste is first put in it, or the date the universal waste is received at the facility, whichever is the earlier date. This date is called the accumulation start date.
- E. Universal waste containers must be marked with the type of waste they contain i.e. "Waste Cathode Ray Tubes", "Waste Lamps", "Waste Mercury Devices", "Waste PCB Ballasts", "Waste Motor Vehicle Switches".
- F. Universal waste will not be stored for more than **365** days from the date the waste is first received at the transfer station.
- G. Universal waste must be stored inside so it is protected from the weather.
- H. Universal waste shall be packed in containers with packing materials adequate to prevent breakage during storage, handling and transportation.
- I. Full universal waste containers shall be sealed securely around box openings. Universal waste containers shall immediately be sealed if breakage occurs.
- J. Boxes containing universal waste shall not be stacked more than 5 feet high.
- K. The solid waste facility operator must perform weekly inspections of universal waste storage areas and maintain a written inspection log to document the inspections. The log must include the following items:
  - 1) Name of the inspector.
  - 2) Date of the inspection.
  - 3) Condition of all waste containers.
  - 4) Description of any problem noted during the inspection and action taken to fix it.
  - 5) Number and type of universal waste on site.

A sample log sheet is included at the end of this section.

- L. Universal waste containers shall be arranged to make inspection easy. The inspector shall be able to see the accumulation start date (i.e., the date waste was first put in the container) or the date of receipt of the container, and the container's condition.
- M. All releases of waste and residues resulting from spills or leaks of universal waste shall be immediately contained and transferred into a container that meets the requirements of the Maine Hazardous Waste Management Rules except for incidental releases as explained in Section 6 below.

- B. Documentation of the training shall be kept at the facility for a minimum of three years or for the length of employment, whichever is longer
- C. This documentation must include the name of the employee or contractor receiving the training, the date of the training and the information covered during the training. An agenda will satisfy the last requirement.

**8.0 Universal Waste Record Keeping Requirements**

The following records must be maintained by the facility:

A. Central Accumulation Facility Waste Notification Form or EPA ID Number

If handling less than 5000 kg of universal waste at any one time; then the solid waste facility must submit a Department Notification form (a blank form is attached as Appendix A) instead of obtaining an EPA identification number. Solid waste facilities must maintain a copy of this completed notification form as part of the facility "Operations Manual".

or

If handling more than 5000 kg of universal waste at any one time; then the solid waste facility must obtain an EPA identification number allowing for the handling of more than 5000 kg of universal wastes at any one time. This facility has the following EPA identification number: MEX6183

- B. Weekly Inspection Logs will be kept for **one year** from the date of shipment or receipt of universal waste.
- C. Documentation of Training must be kept for at least **three years** or length of employment, whichever is longer.
- D. A Bill of Lading or manifest is required if the waste is not shipped to an in state consolidator or an out-of state consolidator under contract with the State at the time of shipment; a copy of the bill of lading or manifest must be kept for at least **three years** from the date of shipment from the transfer station.
- E. A Certificate of Recycling must be kept for at least **three years** from the date of shipment of the universal waste except for ballasts or residues from mercury spill kits. These two wastes may be sent for treatment or disposal.

The Certificate of Recycling shall be dated and signed by the recycling facility confirming that all hazardous waste components of the universal waste have been recycled, used, reused or reclaimed within thirty-five (35) days of receipt.

- In lieu of maintaining training documentation and a Certificate of Recycling**, this facility has records (C) and (E) above maintained by the instate consolidator. (Check box if this is how this facility meets this record keeping requirement.)

Name of Instate Consolidator \_\_\_\_\_



**WEEKLY CHECKLIST FOR  
UNIVERSAL WASTE STORAGE AREAS**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

OBSERVATION	YES	NO
ARE ANY CONTAINERS OF WASTE OPEN?		
DO ALL CONTAINERS HAVE A UNIVERSAL WASTE LABEL?		
DO YOU HAVE ACCESS TO EACH CONTAINER AND CAN YOU READ THE LABEL?		
IS EACH CONTAINER MARKED WITH THE FIRST DATE THE WASTE WAS PLACED IN THAT CONTAINER OR RECEIPT OF WASTE?		
ARE ANY OF THE DATES ON THE CONTAINERS OVER 365 DAYS OLD?		
ARE THE CONTAINERS IN GOOD CONDITION AND INTACT?		
WAS THE STORAGE AREA LOCKED WHEN YOU ARRIVED?		
WHAT IS THE TOTAL NUMBER OF UNIVERSAL WASTE ITEMS IN THE STORAGE AREA?		

**PROBLEMS OBSERVED:**


REFERRAL TO:	
FOLLOW UP:	
ALL PROBLEMS CORRECTED	DATE-