

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: Hazardous Waste Disposal

Administrative Procedure Number: 525.03

Date adopted: 09/16/2014 Reviewed 3/20/2020

The college is responsible for the proper disposal of all hazardous materials generated by any college department. The college works with licensed vendors to appropriately and responsibly recycle (when possible) and safely and legally dispose of hazardous materials in accordance with local, state, and federal regulations. The office maintains the necessary chain of custody and paper documentation and files all required reports.

NEVER take hazardous materials home for use or disposal. Contact Safety and Security or Campus Operations for assistance, questions or special concerns.

When you have a Hazardous Waste to dispose of:

- **First identify the waste:** Ascertain the complete product name, the manufacturer's name and contact information and the quantity, size and type of container. Determine if the product is a liquid, solid, aerosol, gas or other.
- **Locate the MSDS** -- It will have more information than the label. The MSDS needs to be copied and given to whoever picks up your product.
- If you no longer have/use this product, remember to mark it off your HazCom inventory list.
- If the waste is a compound, such as a chemistry experiment, rather than a product; the components and characteristics need to be identified and listed.

Example of some products you might need to dispose of:

Example #1: Gold Eagle Air Brake Antifreeze & Rust Inhibitor
1 pt. liquid in 1-gal. plastic jug
Poison – unidentified

Example #2: Mixed halogenated organic liquid waste
~ 1 kg. in 8" tall glass bottle
Contains chloroform, bromoform

Example #3: Barium hydroxide octahydrate.
~ 1 lb. in pint glass jar.
Solid
Manufacturer is Mallinckrodt

Next, contact Safety and Security, to notify that you have hazardous waste to dispose of. We will work with you to set a time for pick-up of the material. Hazardous materials, products or waste may not be delivered to Campus Operations unless Safety and Security or Campus Operations staff is present. It is never received in the Safety and Security Office.