



DISPOSAL OF HAZARDOUS WASTES FROM MATERIALS LABORATORIES

GENERAL

This Instructional Memorandum details disposal procedures for hazardous wastes that are generated within **Districts** and Central Materials Laboratories. It is essential that disposal of hazardous wastes be done in compliance with the following procedures.

EMERGENCY COORDINATOR

Each laboratory shall designate an emergency coordinator, and an alternate, one of which will be available to respond to an emergency. The emergency coordinator or alternate shall be responsible for coordinating all emergency response measures for such things as fires, explosions, leaks and spills.

The following information shall be posted by the phone in each laboratory:

1. Name and telephone number of emergency coordinator and the alternate
2. Location of fire extinguishers
3. Location of spill control materials
4. Telephone number of the fire department

Posters with blanks for the above information are available from the Central Materials Laboratory.

DETERMINATION OF HAZARDOUS WASTES

Wastes generated are classified as hazardous wastes if they are specifically listed or meet other criteria as outlined in 40 CFR Part 261. The following are hazardous wastes normally generated by our laboratories:

1. Waste Trichloroethylene - This is the asphalt and Trichloroethylene mixture resulting from reflux extractions and viscosity tube cleaning or other miscellaneous cleaning purposes.
2. Waste Petroleum Naphtha - This is the parts cleaning solution that is used in the parts washers.

EPA IDENTIFICATION NUMBERS

Each Materials Laboratory has been assigned a U.S. Environmental Protection Agency Small Quantity Generator Identification Number exclusive to them. The Central Laboratory has a Large Quantity Generator Identification Number. This number is to be used as required on such things as the Uniform Hazardous Waste Manifest. The following is a list of each laboratory number:

<u>Materials Laboratory</u>	<u>EPA Identification Number</u>
District 1 Materials Office	IAD981500150
District 2 Materials Office	IAD981500333
District 3 Materials Office	IAD981500051
District 4 Materials Office	IAD981500135
District 5 Materials Office	IAD981500143
District 6 Materials Office	IAD981500655
Central Materials Laboratory	IAD107375263

GENERATOR REQUIREMENTS

1. **Storage Containers.** All hazardous wastes shall be accumulated in new drums. The drums shall meet specifications for U.S. DOT 17H drums. The drums will have a sticker or stenciled letters showing inspection compliance. Drums are available at the Central Warehouse as stock number 004-444950.
2. **Labeling.** Trichloroethylene waste shall have a hazardous waste label affixed when waste is first placed in the container. An example label is shown in [Appendix A](#). Labeling for the parts washer fluid is taken care of by the recycling company servicing the washers. Positioning of the label is shown in [Appendix B](#). check to make sure there are no other conflicting or confusing labels on the drum.
3. **Positioning & Filling.** Storage container(s) shall be arranged so there is a clear, unobstructed aisle space between them so that inspection for leakage and spillage can be readily accomplished. Storage containers shall be sealed at all times except when filling is taking place. Do not leave containers open all day for intermittent filling.
4. **Full Storage Containers.** When the storage container is full, contact the Office of Location & Environment at 515-239-1741 for removal to waste storage area or to schedule pick-up. Full containers may be stored temporarily inside the laboratory. Each laboratory should consider the health and safety of its employees and the public and provide the security necessary to protect against spills or leakage.
5. **Documentation.** For the District Laboratories, the emergency coordinator or the alternate shall sign the manifest. Copy #6 of the manifest is retained. Copy #1 of the manifest will be returned to the District Laboratory after the waste has been delivered to a designated disposal facility. The emergency coordinator shall watch for lost or late returned manifests. Manifests should be returned in approximately 30 days.

After copy #1 is returned, a photocopy of the manifest should be sent to the Office of Location & Environment at 800 Lincoln Way, Ames, Iowa 50010. The original copy should be filed and kept indefinitely.

For the Central Laboratory, the emergency coordinator or the alternate shall sign the manifest. Copy #6 of the manifest is retained. Copy #1 of the manifest will be returned to the Central Laboratory after the waste has been delivered to a designated disposal facility. The emergency coordinator shall watch for lost or late returned manifests. After Copy #1 is returned, the emergency coordinator shall file, and keep indefinitely, a photocopy. The original shall be sent to the Office of Location & Environment.