


Pittsburg State University

Work Instruction: Hazardous Waste Management-Containers and Labeling	PSU-0002	Rev. No. 06
Originator's Approval: 		1/15/2025

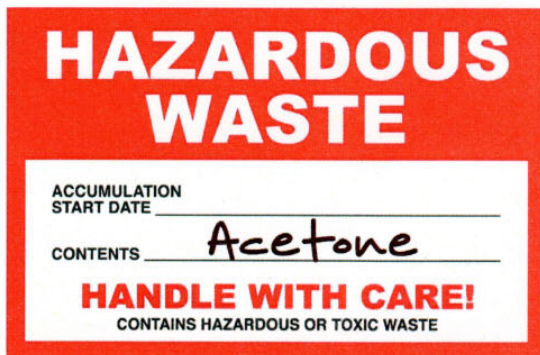
Proper Hazardous Waste Management

I. Containers and Labeling

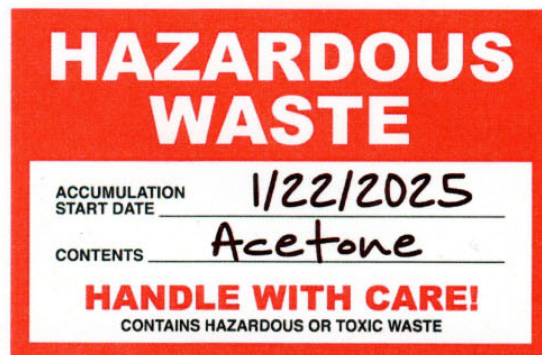
- A. Hazardous-waste containers must be in good condition and must be compatible with their contents.
- B. The designated hazardous-waste containers used at PSU are Satellite Accumulation Container (SAC), Day Accumulation Container (DAC), and 180-day Storage Container (SC).
- C. Containers must be labeled with the phrase "HAZARDOUS WASTE" and must have the common name or chemical classification of the waste clearly printed on the label before the first drop of waste enters the container.
- D. The hazardous-waste container should be under-filled by at least five (5) percent. This will allow for expansion and help prevent spill hazards during transport and storage.
- E. Containers must have a good seal to prevent seepage, leaks, or spills.
- F. An "ACCUMULATION START DATE" must be printed on the label when the container becomes full or is taken to the 180-day Hazardous Waste storage Area (HWSA).

NOTE: *You have 72 hours from the time the container is filled to place it within the 180-day HWSA.*

The following are examples of properly filled-out labels for SACs, DACs, and SCs.



The label above is filled out for a container to be used as a SAC or DAC.



The label above is filled out for a container that must be placed, within 72 hours of the "ACCUMULATION START DATE", into the 180-day HWSA.

This document is maintained on electronic media. The current revision is located on the PSU website at <https://www.pittstate.edu/president/policies/index.html>. It is the responsibility of the user to ensure that any paper copies are of the latest revision.

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II. Satellite Accumulation Points

- A. A Satellite Accumulation Point (SAP) is a hazardous-waste collection location that is at or near the point of generation of the hazardous waste (e.g. a workstation, fume hood, or laboratory). There may be no more than one (1) container of each type of hazardous waste at each SAP.
- B. Waste containers must be labeled with both the phrase "HAZARDOUS WASTE" and with the common name or chemical classification of the waste (e.g. acetone, nitric acid, paint-related waste, halogenated waste, aqueous waste, gasoline mixed with water, brake fluid, etc.). Please contact the PSU Environmental Services Officer for proper labels at (620) 235 - 4702.
- C. No more than 55 gallons of hazardous waste may be accumulated at each SAP. Containers should be safeguarded to ensure no unknown contaminants are added, and containers should be safely stored in accordance with their hazard type (e.g., flammable materials should be kept in flammable cabinets, acids should be stored away from bases, etc.).
- D. **DO NOT** use food containers for hazardous-material or hazardous-waste storage.
- E. Any full waste containers must immediately be dated with the "ACCUMULATION START DATE" and transferred within 72 hours to the 180-day HWSA.

III. Day Accumulation Containers

- A. A Day Accumulation Container (DAC) is any container with a capacity of no more than six (6) gallons that is used to accumulate hazardous waste at a work area or work station, and that is under the direct control of the operator of the work area of station. KDHE allows the use of day accumulation containers only under the following conditions.
 - 1. Each container must be labeled or marked with the words "Hazardous Waste."
 - 2. Each container must be kept securely closed when waste is not being actively added or removed.
 - 3. Each container must be in good condition and compatible with the waste placed in the container.
 - 4. Each container must be emptied into an appropriate satellite-accumulation container or storage container at the end of each work day, or each shift for continuous operations, regardless of whether the container is full or not.

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IV. 180-Day Hazardous Waste Storage Area (HWSA)

- A. A 180-Day Hazardous Waste Storage Area (HWSA) is an area designed and designated for the safe storage of hazardous wastes for up to 180 day, the maximum allowed by State law, to await contracted removal and disposal.
- B. Pittsburg State University has HWSAs located at Tyler Research Center, Heckert-Wells Hall, and Crossland Technology Center.
- C. These rooms are equipped with proper secondary containment and grounding clamps for large drums as well as acid and flammable storage cabinets to accommodate hazardous wastes.

V. Authorized State Hazardous Waste Disposal Contractor

- A. State-authorized contractors are the **only** contractors allowed to handle and remove hazardous waste from PSU. The PSU Environmental Services Officer, or appointed representative, is the only PSU official authorized to sign hazardous-waste manifests.
- B. Scheduled pick-ups occur at least every 180 days in accordance with State and federal laws.
- C. **NEVER** sign a hazardous-waste manifest. The document is legal and binding and can hold you personally responsible for the safe transit, storage, and proper disposal of the waste being removed. Contact the PSU Environmental Services Officer for assistance at (620) 235 - 4702.

	<i>DOCUMENT APPROVAL</i>	
Facilities Management Supervisor		1-15-2025
Environmental Services Officer		1-15-2025

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