



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Disposal Procedures for Hazardous Waste and Universal Waste

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PURPOSE: The purpose of this Reference Guide is to specify Los Angeles Unified’s requirements for the disposal of hazardous and universal waste. This document supplements training provided to garage employees, science center personnel, plant managers, and Maintenance & Operations (M&O) staff in the management of waste.

MAJOR CHANGES: This Reference Guide replaces Reference Guide 4149.1, Disposal Procedures for Hazardous Waste and Universal Waste, February 10, 2014. Updated information is provided, including a link to procedures for the handling and disposing of vaping devices and E-juices.

DEFINITIONS: *Hazardous Waste* refers to waste substances that can pose a substantial or potential hazard to human health or the environment when improperly managed. Hazardous waste possesses at least one of four characteristics: ignitability, corrosivity, reactivity, toxicity, or inclusion in special United States Environmental Protection Agency lists. Examples are lead contaminated soil, E-juices, spent solvent waste, and paints containing solvents.

Universal Waste is a category of waste material designated as hazardous waste but containing materials that need to be prevented from being released into the environment. Examples include fluorescent light tubes (lamps), batteries, pesticides and mercury containing equipment such as thermostats, and thermometers.

Non-Hazardous Waste includes all waste that does not meet the definition of hazardous waste or universal waste.

Waste Stream refers to the total flow of solid waste from homes, businesses, institutions, and manufacturing plants that are recycled, burned, or disposed of in landfills.

Department of Transportation (DOT)-approved containers include cardboard boxes, plastic containers, drums, bins, and other containers that feature a United Nations (UN) approval marking.

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INSTRUCTIONS: Requirements for Managing Hazardous Waste

1. Hazardous waste shall be stored in properly sealed DOT-approved containers, each affixed with an appropriate hazardous waste label. The label must indicate the date on which the hazardous waste was first added to the container; this will be listed on the label as the “accumulation date.” Containerized hazardous waste liquid shall be stored within an approved secondary containment area, which provides additional storage capacity in case of leaks. Hazardous Waste labels are available from the Office of Environmental Health and Safety (OEHS), Environmental Compliance Group at (213) 241-3199.
2. All hazardous waste storage areas are required to be posted with a sign that reads “Hazardous Waste Storage Area, Authorized Personnel Only.” The area shall be equipped with an eyewash station, telephone or hand-held two-way radio, and a portable fire extinguisher. Hazardous waste storage areas are to be inspected weekly to identify any leaks or deterioration of containers or containment areas. Refer to the Related Resources section to obtain a copy of the inspection checklist. Inspection documents must be maintained on-site for at least three years.
3. All hazardous waste must be shipped for disposal within 90 days of the “accumulation date” unless the facility has obtained a “Permit By Rule” (PBR) from the Certified Unified Program Agency (CUPA). Generally, these permits are issued to Maintenance and Operations (M&O) facilities. With a PBR, a facility may store waste up to a period of one year or a quantity of 8,800 pounds. A Department of Toxic Substance Control (DTSC) “registered hauler” must be used to transport hazardous waste to a lawfully permitted disposal facility.
4. For waste streams that have not been characterized, the Facilities/M&O Project Manager or the Owner Authorized Representative (OAR) must ensure representative samples are collected for analysis to determine whether the waste is “hazardous” pursuant to Title 22 California Code of Regulations (CCR) Section 66261.20. Samples shall be sent to a State-certified laboratory and analyzed per Title 22 CCR Sections 66261.21 to 66261.24. Pending laboratory results, the waste shall be stored in drums or roll-off bins covered with plastic sheeting and labeled or posted with the words, “Waiting for Lab Results.”
5. Upon completion of laboratory analyses, copies of all laboratory results are to be emailed to Office of Environmental Health and Safety (OEHS), to the attention of the Environmental Compliance Group, at hazwaste@lausd.net. Based on the analytical results, OEHS will classify the waste as either hazardous or non-hazardous and inform the Project Manager/OAR accordingly. The Project Manager/OAR is responsible for the proper pick-up and disposal of the waste, contingent to it being hazardous or non-hazardous.



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6. Prior to transporting hazardous waste off site, the waste hauler must fill out the *EPA Uniform Hazardous Waste Manifest Form* and email a copy to OEHS at hazwaste@lausd.net for review and approval.
See link for a [Sample of manifest](#).
 - a. The waste hauler shall identify “Los Angeles Unified School District” as the Generator’s Name and “333 South Beaudry Avenue, 21st Floor, Los Angeles, CA 90017” as the Mailing Address (Number 5 on the manifest form). The actual site name and address where the waste was generated shall be indicated under the Generator’s Site Address, also under Number 5 on the manifest form. The Site Generator’s EPA ID# shall also be indicated under the Generator’s ID Number (Number 1 on the manifest form). Requests for current EPA ID numbers should be directed to OEHS at (213) 241-3199 or hazwaste@lausd.net.
 - b. Only Los Angeles Unified representatives such as OEHS staff, Environmental Consultants, OARs and Project Managers are allowed to sign manifests. Questions regarding the signing of manifests should be directed to OEHS at (213) 241-3199 or hazwaste@lausd.net.

Requirements for Managing Universal Waste

Universal wastes, such as fluorescent light tubes, batteries, and cathode ray tubes, are not allowed to be disposed of in the regular trash. Separate procedures are presented below for schools, garages, and M&O facilities.

Schools

Universal waste shall be collected in a separate, properly sealed, DOT-approved containers, each affixed with a “universal waste” label and stored in an area designated by the Plant Manager. These labels can be obtained from the OEHS website or at the following link, [Universal Waste Label](#).

Fluorescent light tubes can be stored in their original boxes or in DOT-approved cardboard boxes. Other universal wastes can be stored in DOT-approved containers such as metal or plastic drums, cans, buckets, or cardboard boxes.

To request disposal of universal waste from school sites, complete the Hazardous Waste Pick-up Request form and submit it through the Maximo Kiosk Application. For sites that do not have access to Kiosk, email the form to OEHS at hazwaste@lausd.net. Please see the Related Resources section of this document for additional instructions on how to obtain the required forms.



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OEHS will pick up the following universal wastes from school sites:

Batteries	Mercury-containing items	Miscellaneous Items
<ul style="list-style-type: none">• Silver button batteries• Carbon-zinc batteries• Lithium batteries• Mercury batteries• Rechargeable nickel cadmium batteries• Alkaline batteries (AA, AAA, C, D)• Small sealed lead acid batteries, (burglar alarm and emergency light batteries)	<ul style="list-style-type: none">• Mercury switches• Dental amalgam• Mercury thermostat• Mercury gas flow regulators• Gauges that contain mercury• Mercury thermometers, including fever thermometers• Pressure or vacuum gauges that contain mercury, including blood pressure meters• Dilator and weighted tubing medical devices that contain mercury• Novelties that contain mercury or mercury batteries	<ul style="list-style-type: none">• Non-empty aerosol cans• Fluorescent light tubes• Sodium vapor lamps• High intensity discharge lamps

For items not listed, please call OEHS at (213) 211-3199 or email hazwaste@lausd.net.

Garages and M&O Facilities

M&O staff that have received DOT training may transport the universal waste, listed above, that were generated from maintenance or repair activities at school sites, to an M&O facility using DOT-approved containers. The containers are to be labeled with a universal waste label and transported with pre-printed shipping papers that each facility carries in stock unique to its locale.

Universal waste from M&O facilities and garages must be shipped with a bill of lading to a “designated facility” that treats, disposes of, or recycles a particular category of universal waste. Copies of all bill of lading(s) must be sent to OEHS at 333 South Beaudry Avenue, 21st Floor, Los Angeles, CA 90017.



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Electronic Devices and Appliances

To request disposal of electronic devices and appliances from schools, M&O facilities and garages, download the Truck Operations' instructions and Transportation Order form at [Surplus \(Salvage\) Pick-up request form](#). Truck Operations will make arrangements for pick-up and disposition of the following electronic devices and appliances:

Computers	Computer monitors	Laptop computers
Computer Peripherals (keyboard/mouse)	Cell phones and chargers	Electronic game consoles
Televisions with cathode ray tubes	Televisions without cathode ray tubes	Printers
Fax machines	Telephones	Answering machines
Videocassette recorders	Stereo equipment	Personal electronics such as personal digital assistants and music players
Digital versatile disc players	Digital converter boxes	Power supply cords (as used to charge electronic devices)
Washers	Dryers	Refrigerators
Freezers	Water heaters	Space heaters
Air-conditioners	Dehumidifiers	Trash compactors
Ovens	Stoves	Microwaves

For questions regarding pick-up requests, please call (562) 654-9000 or email truckop@lausd.net.

RELATED

RESOURCES: To obtain the required forms referenced in this document, please see:

- *Hazardous Materials/Waste Pickup Request*
Complete this form for hazardous waste pickup and disposal requests. This form must be submitted through the Maximo Kiosk Application. For sites with no access to Kiosk or a Plant Manager, submit the form to OEHS at hazwaste@lausd.net. This form can be obtained at: [Hazardous Waste Pick up Request Form](#).
- *Universal Waste Label*
An example of the label that must be affixed to all DOT-approved containers



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can be accessed at [Sample of Universal Waste Label](#).

- *Hazardous Waste Inspection Checklist for Garage Hazardous Waste Storage Areas*
Transportation Services Division garages, such as Van Nuys, Gardena, San Julian, Sun Valley, Sepulveda and Business Division, must use this form to conduct weekly inspections of on-site hazardous waste storage areas. This form can be obtained at [Hazardous Waste Inspection Checklist for garages](#).
- *Hazardous Waste Inspection Checklist for Schools*
Schools must use this form to conduct weekly inspections of hazardous waste storage areas if 90-day storage areas are maintained on-site. This form can be obtained at [Hazardous Waste Inspection Checklist for Schools](#).
- *Hazardous Waste Label for Vaping Devices*
An example of the label that must be affixed to all DOT-approved containers can be accessed at [Sample of Hazardous Waste Label for Vaping Devices](#).
- *Safety Alert No. 19-02, "Procedure for Handling and Dispose of Vaping Devices"* can be obtained at [Safety Alert 19-02](#).

ASSISTANCE: For assistance or further information, please contact the Office of Environmental Health and Safety (OEHS), at (213) 241-3199 or visit the OEHS website at <https://achieve.lausd.net/oehs>.