



Office of Environmental Health & Safety
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SAFETY ALERT

No. 19-02

Procedure for Handling and Disposing of
 Vaping Devices

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Los Angeles Unified prohibits the use of Electronic Nicotine Delivery Systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products on all District sites including District vehicles, at all times. For more information on this policy, please refer to [BUL-6488.1 Drug, Alcohol and Tobacco Free Work Place](#).

There are no specific regulations regarding the storage of these devices before they are disposed of, so confiscated equipment may be stored in a locked desk, for instance, until such time that it is deemed ready for disposal. Disposal requirements are in place due to the threat vaping devices and the associated liquids knowns as E-juices have on the environment once they are disposed.



The Office of Environmental Health and Safety (OEHS) is providing this Safety Alert to assist administrators with procedures to safely dispose of these materials if this becomes necessary. Vaping devices and E-juices shall not be disposed of in the regular trash containers. The following process outlines the handling and disposing of vaping devices and E-juices as well as the equipment needed to safely do so.

To appropriately store and dispose of confiscated vaping devices and E-juices, purchase the following materials through the Los Angeles Unified Materiel Management Branch’s General Stores Distribution 2019-2020 Supplies and Equipment Catalog at <https://storescatalog.lausd.net/>.

- Heavy-duty plastic buckets with lids (Material #345-32-48353) under Sanitary Supplies
- Nitrile gloves (Material #475-41-48382), under Emergency Supplies & Equipment
- Bag of absorbent material (Material #485-56-05000) under Cleaning Solution



Material # 345-32-48353



Material # 475-41-48382



Material # 485-56-05000

The plastic buckets are used to store vaping devices and E-juice containers once confiscated. The number of buckets can be determined based on the number of vaping devices that need to be disposed. Extra buckets should always be available in case additional devices are confiscated.

To appropriately store and dispose confiscated vaping devices and E-juices, follow the steps below:

- Wear nitrile gloves while handling vaping device(s) or E-juice containers.
- Fill the bottom of the bucket with absorbent material and then place the vaping device(s) and E-juice container(s) inside the bucket. **Do not dismantle the vaping device.**
- Multiple devices may be placed in one bucket.
- Discard the used nitrile gloves in the bucket.
- Place the lid securely on the bucket taking care not to overfill.
- Completely fill out the required information on a Hazardous Waste Label then affix the label on the bucket.
- [Hazardous Waste Labels](https://achieve.lausd.net/Page/2798) are available on the OEHS website at <https://achieve.lausd.net/Page/2798>.
- Store the bucket at the designated Hazardous Waste Storage Area that is not accessible to students (consult with Plant Manager for exact location).
- Do not remove vaping devices or E-Juices once placed in the Hazardous Material bucket.
- Do not store other wastes in the bucket. For example, vaping device chargers should not be disposed in the bucket, but handled the same as other E-waste.

HAZARDOUS WASTE

Accumulation Start Date: _____

Content: _____

Generator's (School) Name: _____

Generator's (School) Address: _____

To place a Hazardous Waste Pick-Up Request for the disposal of vaping devices and E-Juices, follow the direction below:

- Do not store the waste containers more than 90 days from the start date of waste accumulation.
- Plant Manager must place a Work Order for Hazardous Waste Pick up Request through the Plant Manager's Kiosk Application. The web address for Kiosk is <http://facapps.lausd.net/mwkiosk/>
- OEHS will typically pick up the waste containers within 14 working days.

If you have any questions, please call us at (213) 241-3199.