

Computing Waste Disposal Procedure

Objective

At various times, the Computing Division generates waste that cannot be disposed of in the regular trash. This procedure has been written to give guidance in the proper disposal of waste other than ordinary trash.

Definitions

Generator means a person directly involved in the activity or process that generates a waste.

Hazardous waste means a waste material that exhibits the *characteristics* of hazardous waste in:

- [40 CFR 261.21](#) - Ignitability
- [40 CFR 261.22](#) - Corrosively
- [40 CFR 261.23](#) - Reactivity or
- [40 CFR 261.24](#) - Toxicity characteristic

Or a waste material that is *listed* in:

- [40 CFR 261.31](#)- non-specific sources
- [40 CFR 261.32](#) - specific sources
- [40 CFR 261.33](#) - discarded commercial chemical products, off-specification species, container residues, and spill residues thereof.

Satellite Accumulation Area (SAA) means an area at or near the point of waste generation where waste is temporarily stored and is under the control of the waste generator.

Universal waste means hazardous wastes that are managed under the universal waste requirements of [40 CFR 273](#) including certain batteries, pesticides, thermostats and lamps.

Waste Coordinator means a person(s) appointed by the division/section head with the responsibilities as outlined by the Special Responsibilities section (below).

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Responsibilities

Division Head:

- Responsible for implementing the Laboratory's waste minimization program set forth in FESHM Chapter 8021

Division Safety Officer (DSO):

- Provide and document training for waste generators. This training should be commensurate with the types and frequency of waste generated.
- Conduct and document inspections of satellite accumulation areas (SAAs) to ensure wastes are being managed in compliance with applicable requirements.
See Attachment A.
- Approve and forward [Universal Waste Batteries Form](#) and the [Chemical Waste Certification and Pickup Form](#) completed by waste generators and forward them to the HCT Team.
- Provide assistance in the characterization, packaging, labeling, and temporary storage of waste generated by subcontractors under their division/section's management as requested by the Task Manager/Construction Coordinator whenever such waste is ultimately to be transferred to the HCT Team for disposal.
- Act as liaison with the HCT Team on chemical waste related issues.
- In the event that chemical waste is shipped directly offsite from the point of generation, coordinate that shipment with the HCT Team.

Waste Generator:

- Characterize waste accordingly
- If necessary, fill out the proper form for pickup (ask the Division Safety Officer for help, if needed) and give to the DSO.

Procedure

Lead Scrap Metal (including Printed Circuit Boards [PCBs], and other computing equipment) and Non-leaded Scrap Metals (including cables) are recyclable, and shall be placed in the 35 gallon, metal cans, located on the FCC west dock or bins near the roll-up door on the east dock of WH. Lead solder scrap should be collected and labeled as "Scrap Lead Solder" in a separate, smaller container and placed in with the printed circuit boards. PCBs shall not be disposed of in the trash. If these boards are found in the dumpster, it will be locked down until the boards are removed. Every effort should be made to separate lead scrap from non-lead scrap. Computing equipment containing a PCB board such as keyboards and printers should be placed in the same can as lead scrap. Cables should be scrapped separately. If the cans are full,

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do not overload them or mix the scrap. At the FCC Building, call the Prep. Counter at x3447. At WH, call the building manager.

A scrap bin for non-lead metals is also located in the FCC West Dock. Building management should be contacted when this bin is full.

Batteries- Spent Lead Acid, NiCad, Mercury and Lithium batteries are all Universal Wastes, and shall be labeled as such. Labels can be obtained from the Division's Safety Officer. Once labeled, a [Universal Waste Batteries Form](#) must be filled out and given to the Division Safety Officer. Waste awaiting pickup should be placed in the Satellite Accumulation Area (SAA) containment bin located in the FCC 362. Anyone not having access to the room should contact the Division Safety Officer, (x8493).

Mercury Containing Devices (Thermometers, Thermostats) – Also need to be labeled as Universal Waste. Labels can be obtained from the Division's Safety Officer. Once labeled, a [Chemical Waste and Certification Pickup Form](#) must be filled out and given to the Division Safety Officer. Waste awaiting pickup should be placed in the Satellite Accumulation Area (SAA) containment bin located in the FCC 362. Anyone not having access to this room should contact the Division Safety Officer (x8493).

Dumpster Rules – Generally, waste materials acceptable for disposal in a dumpster include paper, plastic, wood (no pallets), and other non-hazardous solid materials. No free liquids are allowed. Single broken wooden pallets/skids may only be placed in a 20 yd³ dumpster. If a large dumpster isn't available for disposing of skids, contact the Shipping and Receiving Department @ ext. 4225.

Fluorescent Bulbs – FESS Operations will pick up any fluorescent bulbs as they change them out. However, if you have a fluorescent bulb from a desk lamp, you can bring it to Site 38 for disposal. Do not throw fluorescent bulbs in the garbage.

Attachment A
Satellite Accumulation Area (SAA)
Inspection Form

Date:	Yes	No	Comments
Are there any waste items in the SAA?			
Do waste items have a waste label properly filled out?			
Are the start dates of accumulation within 90 days?			
Is the containment in good condition?			
Are waste containers in good condition?			
Any visible leaks?			

Signature of inspector: _____

Date of Inspection: _____