# De Anza College Chemistry Department

## Hazardous Waste Standard Operating Procedures

1. **Waste Labels:** Waste labels for most experiments can be found in the Chemistry stock room.
	1. Select the one for your experiment and fill in:
		1. **Your name**
		2. **The Date**
		3. If using organic solvents, be sure to use pencil as it will not run.
	2. **\*\*Note that some experiments have multiple waste labels depending on the pH of the waste. pH your waste at the end of lab and make sure the correct label is attached.\*\***
	3. If your experiment does not have a preprinted waste label, there are blank ones available in the stockroom. Fill them out as above and also include
		1. **Contents (**no more than 5 items**)**. Pick the most important/hazardous five.
			1. Strong acids/bases, oxidizers/reducers, organic compounds, heavy metals
		2. Select **solid or liquid** (if any liquid would be isolated by pouring the waste through filter paper, it may be classified as a liquid)
		3. **Check the appropriate hazardous properties (**no more than 2 properties**)**Guidelines:
			1. **Toxic:** don’t eat it. It’s poison
			2. **Corrosive:** Its pH is above 8 or below 6
			3. **Flammable:** It could catch fire.
			4. **Reactive:** Strongly reactive. Usually oxidizing/reducing agents
			5. **Waste Name:** Based on state and properties.
				1. A liquid if “toxic” and “corrosive” checked would be:
				**“Liquid, Toxic, Corrosive”**
			6. **Do NOT** list incompatible waste types on the same waste label. No more than one can be present on any single waste label. These must go in separate containers. (see below)
			7. **Acids**, **Bases**, and **Organics** are **incompatible** with one another
	4. Affix the Waste Label to the waste bottle securely.
	5. Make sure cap is closed and remains so at all times when not actively in use.
2. **Secondary containment**
	1. All waste containers must be in secondary containment bins within a fume hood or other designated area.
	2. Waste containers with incompatible waste types may not be stored in the same secondary container
3. **Personal Responsibility and Oversight**
	1. A Full-Time Faculty member will be assigned as the overseer for each lab room and will:
		1. Perform weekly inspections to insure proper waste handling. An inspection log will be posted in each lab room to facilitate this.
		2. Inform other instructors using that space of any errors found and instruct them on corrections as needed.
		3. The name of the overseer will be posted in the lab room with contact info.
	2. It is every instructor’s responsibility to instruct their students in proper waste handling and to insure at the end of their lab that the **ENTIRE** waste area is properly labeled and divided. At the end of your lab make sure that:
		1. All waste containers selected are of an appropriate size relative to the expected volume of generated waste
		2. All waste containers are tightly closed.
		3. All waste labels have instructor name, date and hazard class (acid/base/organic)
		4. If any waste labels are illegible, place a new matching waste label next to the old one, filled out in a manner as close as possible to the original.
		5. Incompatible waste is not stored in the same secondary containment.
		6. The waste collection area is generally clean and tidy
		7. You have fixed any of the above which are incorrect and notified the room overseer
	3. Any violations discovered are considered to be the responsibility of the instructor with the class immediately preceding its discovery.

i. **If a faculty member finds a violation of the waste handling procedures he or she is expected to take steps to mitigate any immediate hazards to address the problem until such time as the originator of the problem can fully correct it. This may include the application of temporary waste labels, cleaning of chemical spills, or restricting access to contaminated areas, etc.**

1. **Waste Violations**
	1. Room overseers will contact the instructor or instructors involved with any error.
	2. Violations will be photographed and emailed to the department for instruction and reminder
	3. Instructors who repeatedly fail to manage the waste areas consistently will be referred to the Department Coordinator and Dean for appropriate action
	4. Overseers failing in their duties will treat the other overseers to lunch