



Recycle!

DATE: February 8, 2010

TO: All LAUSD Administrative Headquarters Staff and Occupants

FROM: Morlin Asset Management, Central Facilities Services

RE: **Recycling Program**
LAUSD Administrative Headquarters

Please help with the District's efforts to recycle at LAUSD Administrative Headquarters.

What is recyclable under our program?

Printer toner cartridges – without the box or packing material. *Copier* cartridges are generally NOT recyclable. When in doubt, go ahead and drop those into the specifically marked bin too – they will be disposed of properly if they cannot be recycled.

CD's and DVD's can be recycled or disposed of properly in the same containers as the printer toner cartridges.

Batteries are not allowed to be disposed of in regular trash. When dropped in the appropriate buckets, the District will dispose of them properly. Please refer to the District policy regarding Hazardous and Universal Waste (see Attachment #2 - *Disposal Procedures for Hazardous Waste and Universal Waste* dated February 26, 2008 from the Office of Environmental Health and Safety).

Paper – paper products will continue to be recycled in accordance with the instructions on the big blue bins located on each floor.

Bottles and Cans – The grey bins with green tops continue to be available for recycling bottles and cans.

Where are the recycling and disposal bins located?

Toner cartridges should be disposed of in the large blue bins with a sign specifically identifying them for "Toner Cartridge Recycling." They may also be used for CD's and DVD's. Please distinguish these from the same colored bins that are used for paper recycling. There is at least one toner recycling bin located on each floor—see Attachment #1 to identify the bin locations on your floor.

Batteries should be dropped into the 5 gallon buckets labeled for “Battery Disposal ONLY” in one designated room on each floor. PLEASE cover the positive (+) end of the battery with tape before depositing it in the bucket.

Bottles and cans should continue to be dropped in the grey bins with green tops located in kitchens and break rooms.

Please see the list attached identifying the locations for the recycling and disposal containers. As moves occur within the building, locations may change.

Signage:

1. Look for this hall sign which will indicate which rooms have recycling containers:



2. Sticker signage will be placed on blue recycle bins for paper only (left sign) and on blue recycle bin for toner cartridges only (right sign). These indicate the proper use for the bin and the room the bins belong in. Similar signs will be placed on the wall above the bins.



3. Battery buckets are black and will have the sign indicated below:



Bins and buckets will be emptied regularly. If a container is full, please contact Morlin at (213) 241-1320. Thank you.

LAUSD Administrative Headquarters
333 South Beaudry Avenue, Los Angeles, CA 90017

Recycle Rooms – Attachment #1

Floor 1

Blue Bin – Paper Recycling

- Board Room
- Blue Room
- Board Room Break Room
- Customer Service Center

Blue Bin – Toner

Battery Recycling Bucket

- Customer Service Center

Floor 2

Blue Bin – Paper

- 2-209
- Engineering
- 4th and Boylston Office

Blue Bin – Toner

Battery Recycling Bucket

- 2-209
- Engineering
- 4th and Boylston Office

Floor 9

Blue Bin – Paper

- 9-952
- 9-914-03
- 9-919-3
- 9-935

Blue Bin – Toner

Battery Recycling Bucket

- 9-914-03
- 9-935
- 9-952

Floor 10

Blue Bin – Paper

- 10-122
- 10-162
- 10-149

Blue Bin – Toner

Battery Recycling Bucket

- 10-162

Floor 11

Blue Bin – Paper

- 11-123
- 11-117
- 11-130

Blue Bin – Toner

Battery Recycling Bucket

- 11-130

Floor 12

Blue Bin – Paper

- 12-162
- 12-140
- 12-129
- 12-118
- 12-108
- 12-212

Blue Bin – Toner

Battery Recycling Bucket

- 12-212

Recycle Rooms – Attachment #1

Floor 14

Blue Bin – Paper

- 14-171
- 14-138
- 14-219

Blue Bin – Toner

Battery Recycling Bucket

- 14-138

Floor 15

Blue Bin – Paper

- 15-111
- 15-130
- 15-122

Blue Bin – Toner

Battery Recycling Bucket

- 15-111

Floor 16

Blue Bin – Paper

- 16-143
- 16-125
- 16-170

Blue Bin – Toner

Battery Recycling Bucket

- 16-143

Floor 17

Blue Bin – Paper

- 17-141
- 17-124
- 17-168

Blue Bin – Toner

Battery Recycling Bucket

- 17-168

Floor 18

Blue Bin – Paper

- 18-165
- 18-135
- 18-195

Blue Bin – Toner

Battery Recycling Bucket

- 18-195

Floor 19

Blue Bin – Paper

- 19-120
- 19-125
- 19-133

Blue Bin – Toner

Battery Recycling Bucket

- 19-125

Floor 20

Blue Bin – Paper

- 20-151
- 20-107
- 20-218

Blue Bin – Toner

Battery Recycling Bucket

- 20-218
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Recycle Rooms – Attachment #1

Floor 21

Blue Bin – Paper

- 21-122
- 21-112
- 21-132

Blue Bin – Toner

Battery Recycling Bucket

- 21-132

Floor 22

Blue Bin – Paper

- 22-113
- 22-144
- 22-170

Blue Bin – Toner

Battery Recycling Bucket

- 22-170

Floor 23

Blue Bin – Paper

- 23-134
- 23-119
- 23-169

Blue Bin – Toner

Battery Recycling Bucket

- 23-119

Floor 24

Blue Bin – Paper

- 24-158
- 24-103
- 24-181
- 24-106
- 24-204

Blue Bin – Toner

Battery Recycling Bucket

- 24-158
- 24-103

Floor 25

Blue Bin – Paper

- 25-137
- 25-118
- 25-156

Blue Bin – Toner

Battery Recycling Bucket

- 25-156

Floor 26

Blue Bin – Paper

- 26-148
- 26-133
- 26-197

Blue Bin – Toner

Battery Recycling Bucket

- 26-197

Floor 27

Blue Bin – Paper

- 27-148
- 27-119
- 27-174

Blue Bin – Toner

Battery Recycling Bucket

- 27-174

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Recycle Rooms – Attachment #1

Floor 28

Blue Bin – Paper

- 28-168
- 28-128
- 28-185

Blue Bin – Toner

Battery Recycling Bucket

- 28-128

Floor 29

Blue Bin – Paper

- 29-126
- 29-106
- 29-115

Blue Bin – Toner

Battery Recycling Bucket

- Located near Freight Elevator



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Disposal Procedures for Hazardous Waste and Universal Waste

NUMBER: REF-4149.0

ISSUER: Yi Hwa Kim, Interim Director, Office of Environmental Health and Safety

DATE: February 26, 2008

ROUTING
All Schools and Offices
Garages
Maintenance and
Operations

PURPOSE: The purpose of this Reference Guide is to specify District requirements for the disposal of “hazardous waste” and “universal waste” (e.g., fluorescent light tubes, mercury thermostats and switches, batteries, cathode ray tubes - see below for a complete list). This document supplements training delivered to garage employees, science center personnel, plant managers, and M&O staff.

MAJOR CHANGES: Not Applicable

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 or toxicity; or inclusion in special United States Environmental Protection Agency lists.

Universal Waste is a category of waste material not designated as hazardous waste, but containing materials that need to be prevented from free release into the environment. Federal regulations specify certain types of each the following as universal waste: batteries, lamps, mercury-containing equipment, and pesticides.

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.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

INSTRUCTIONS: Requirements for 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 hazardous waste was first added to the container; this will be listed on the label as the "accumulation date." Containerized hazardous waste liquids shall be stored within an approved secondary containment area, which provides additional storage capacity in case of leaks.
2. All hazardous waste storage areas are to be posted with a sign indicating "Hazardous Waste Storage Area, Authorized Personnel Only." The area shall be equipped with an eye wash station, telephone or hand-held two way radio, and portable fire extinguisher. Hazardous waste storage areas are to be inspected weekly to identify any leaks or deterioration of containers or containment areas. The inspection should be documented using the attached form, which is to be maintained on site for at least three years.
3. Hazardous waste must be shipped within 90 days of the "accumulation date" unless prior approval is obtained from the Office of Environmental Health and Safety (OEHS). (*Note: Maintenance and Operations [M&O] facilities can store waste up to a period of one year or a quantity of 8800 pounds if an appropriate "Permit By Rule" has been issued.*) A California "registered hauler" must be used to transport waste to a lawfully permitted facility.
4. For waste streams that have not been previously characterized, Site Administrators must ensure representative samples are collected for analysis to determine whether the waste is "hazardous" pursuant to Title 22 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 faxed to OEHS, to the attention of Mr. Soe Aung, Environmental Compliance Manager, at (213) 241-6816. If it is determined that the waste is hazardous waste based on the analysis, OEHS will inform the Site Administrator. If the laboratory results indicate the waste is "non-hazardous," a non-hazardous waste label should be attached, and the Site Administrator can make arrangements for proper pick-up and disposal.
6. Prior to transporting hazardous waste off site, the entity transporting the waste must fill out the *EPA Uniform Hazardous Waste Manifest Form* and fax a copy to OEHS at (213) 241-6816 for review and approval:



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- a. The waste hauler should identify "Los Angeles Unified School District" as the Generator's Name and "333 S. Beaudry Avenue, 20th Floor, Los Angeles, CA 90017" as the Mailing Address (under Number 5 of the form). The actual site name and address where the waste was generated should be indicated under the Generator's Site Address (Number 5). The Site Generator's EPA ID# shall also be indicated under the Generator's ID Number (Number 1).
- b. A Land Disposal Restriction (LDR) form is to be attached with the manifest when the waste is shipped, and a copy should be kept in the site files for three years. Four copies of the manifest and the LDR form are to be provided to the waste hauler. A copy of the manifest and LDR form shall be mailed to OEHS, 333 S Beaudry Avenue, 20th Floor, Los Angeles, CA 90017.
- c. Only LAUSD representatives such as OEHS Staff, Environmental Consultants, Owner Authorized Representatives and Project Managers are allowed to sign the manifest. If there are any questions on manifest signature, call OEHS at (213) 241-3199.

Requirements for Universal Waste

Effective February 8, 2006, universal wastes, such as fluorescent light tubes, batteries, and cathode ray tubes, are not allowed to be disposed of in regular trash. Separate procedures are shown below for schools and for garages and M&O facilities.

Schools

Universal waste shall be collected in 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 OEHS at (213) 241-3199 (see attached example).

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

To request disposal of universal waste from school sites, complete the attached Hazardous Waste Pick-up Request form and e-mail it to OEHS by clicking on the button labeled "Submit by e-mail." If you do not have access to an LAUSD e-mail account, you may fax a copy of the old request form to OEHS at (213) 241-6816 (see attached forms).

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



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BATTERIES

| | |
|--|--|
| Silver button batteries | Mercury batteries |
| Small sealed lead acid batteries (burglar alarm and emergency light batteries) | Rechargeable nickel-cadmium batteries |
| Carbon-zinc batteries | Alkaline batteries (AAA, AA, C, D batteries) |
| Lithium batteries | |

MERCURY-CONTAINING ITEMS

| | |
|---|---|
| Pressure or vacuum gauges that contain mercury, including blood pressure meters | Mercury thermometers, including fever thermometers |
| Mercury gas flow regulators | Novelties that contain mercury or mercury batteries |
| Mercury switches | Rubber flooring that contains mercury |
| Dilators and weighted tubing medical devices that contain mercury | Gauges that contain mercury |
| Dental amalgam | Mercury thermostats |
| | |

MISCELLANEOUS ITEMS

| | |
|-------------------------|--------------------------------|
| Non-empty aerosol cans | High intensity discharge lamps |
| Fluorescent light tubes | Sodium vapor lamps |

Garages and M&O Facilities

M&O staff shall transport the following universal wastes that were generated from maintenance or repair activities at school sites to the M&O facility using DOT-approved containers. The containers are to be labeled with a universal waste label and transported with shipping papers.



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|---|---|
| Mercury thermostats | Fluorescent light tubes |
| Mercury switches | Gauges that contain mercury |
| Pressure or vacuum gauges that contain mercury, including blood pressure meters | Dilators and weighted tubing medical devices that contain mercury |
| Counterweights and dampers, including devices that use pouches of mercury | Rubber flooring that contains mercury |
| Mercury gas flow regulators | Non PCB ballasts with DEHP |

Universal waste from M&O facilities and garages must be shipped with a bill of lading to a “destination facility” that treats, disposes of, or recycles a particular category of universal waste. Copies of the bill of lading must be sent to OEHS at 20th Floor, 333 S. Beaudry Ave., Los Angeles, CA 90017.

Electronic Devices and Appliances

To request disposal of electronic devices and appliances from schools, M&O facilities and garages, follow *Reference Guide No. REF-1293, Business Services, Pick-Up and Transfer of Materials for Salvage* and complete the Transportation Order form. Truck Operations will make arrangements for pick-up and disposition of the following electronic devices and appliances:

| | | |
|------------------|---------------|------------------|
| Computers | Monitors | Laptop computers |
| Televisions | Cell phones | Game consoles |
| Washers | Dryers | Refrigerators |
| Freezers | Water heaters | Space heaters |
| Air-conditioners | Dehumidifiers | Trash compactors |
| Ovens | Stoves | Microwaves |



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RELATED RESOURCES:

Refer to the following documents attached to this Reference Guide for required forms and resources:

- *Hazardous Materials/Waste Pickup Request (E-mail Form)*
Complete this form for hazardous waste pickup and disposal requests. This form must be submitted by e-mail using an LAUSD e-mail account.
- *Hazardous Materials/Waste Pickup Request (Fax Form)*
Users without access to an LAUSD e-mail account should complete this form for hazardous waste pickup and disposal requests. This form must be submitted to OEHS by fax.
- *Universal Waste Label*
This file contains a sample label that must be affixed to all DOT-approved containers used to store universal waste.
- *Hazardous Waste Inspection Checklist for Schools Hazardous Waste Collection, Consolidation, and Accumulation Facility (SHWCCAF) Area*
Permit By Rule facilities, such as M&O, Central Shops, Building Moving Unit, and Asbestos Technical Unit must use this form to conduct weekly inspections of onsite hazardous waste storage areas.
- *Hazardous Waste Inspection Checklist for Garage Hazardous Waste Storage Areas*
District garages, such as Van Nuys, Alameda, Gardena, Sun Valley, Sepulveda and Business Division Garages, must use this form to conduct weekly inspections of onsite hazardous waste storage areas.
- *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 onsite.

ASSISTANCE:

For assistance or further information please contact Soe Aung, Office of Environmental Health and Safety, at (213) 241-3904.