



ENVIRONMENTAL GUIDANCE MANUAL for PLANT MANAGERS

Presented by the
Environmental Compliance Group

Office of Environmental Health & Safety
Los Angeles Unified School District

Presentation Outline

- How is Waste Handled at LAUSD?
 - Recycling
 - Universal waste
 - Hazardous waste
- What is your role in each?

Goals of LAUSD/City of LA Recycling Program

- Reduce the amount of waste the District disposes in landfills by 70 percent during the period 1990 to 2020
- Implement a District-wide joint recycling program with the City of Los Angeles
- Reduce disposal and recycling costs

Responsibilities

OEHS

- Provide training to students and staff
- Provide individual boxes for classrooms and small plastic (12-gallon) recycling containers for each site

City of Los Angeles

- Provide outreach to students and staff
- Provide large (60-gallon) recycling containers for each site
- Provide pick-up services

Responsibilities

M&O (Plant Managers)

- Place large recycling containers by the curbside once per week and return emptied recycling containers to collection stations

Teachers and Students

- Collect paper in individual boxes inside the classrooms and transfer to large (60-gallon) recycling containers
- Collect bottles and cans in small (12-gallon) recycling containers

Recyclable Materials in Joint LAUSD / City of Los Angeles Program

- Homework paper
- Notebook paper
- Computer paper
- Construction paper
- White and colored paper
- Phone books
- Copier paper
- Sticky notes
- Ads and junk mail
- Envelopes
- Letters
- Newspaper
- Cereal boxes
- Plastic containers (water bottles and milk cartons)
- Glass bottles
- Aluminum, metal, steel and tin cans
- Cardboard
- Magazines
- Catalogs
- NCR paper
- Flyers
- Paper bags
- Aluminum trays

RECYCLING CONTAINER

To request recycling containers contact Douglas Santos
of OEHS at (213) 241-3199



RECYCLING BIN

To request recycling bins contact Douglas Santos of OEHS
at (213) 241-3199



BEVERAGE CONTAINERS RECYCLING BIN

Contact Robert Skillman of LOS ANGELES CONSERVATION CORPS (LACC) at 213-749-3601 (rskillman@lacorps.org) or OEHS at 213-241-3199



TONER & INKJET CARTRIDGES RECYCLING

Contact Coastal Inkjets at (866) 410-9600



UNIVERSAL WASTE

- Fluorescent light bulbs
- Lamps with mercury
- Computers
- Televisions
- Mercury thermostats
- Mercury switches
- Batteries (nickel-cadmium batteries, small sealed lead acid batteries, alkaline batteries)

NOTE: Automotive-type lead acid batteries are not universal waste.

DISPOSAL of UNIVERSAL WASTE

COMPLETE HAZARDOUS WASTE PICK-UP
REQUEST FORM & FAX TO OEHS AT (213) 241-
6816 TO DISPOSE FLUORESCENT LIGHT BULBS
AND LAMPS WITH MERCURY



RECYCLING of ELECTRONIC DEVICES

Do not dispose of in trash!



Contact Truck Operations at
(562) 654-9000

to arrange for collection of Computer Monitors, Televisions
and Other Electronic Devices

HAZARDOUS WASTE

Highly regulated waste that may harm people or the environment.

Hazardous Waste at School Sites

Examples of some hazardous wastes include:

- Duplicating fluid (flammable, non flammable)
- Laboratory chemicals (organics, acids/bases)
- Flammable solvents
- Used motor oil
- Car batteries
- Solvent based paint

Hazardous Waste at School Sites

- Contaminated gasoline or Diesel
- Asbestos containing materials
- Lead containing materials
- PCBs ballasts
- Old cleaning products
- Old maintenance and repair compounds

Segregating of Hazardous wastes

- Different hazardous waste materials may not be stored in the same container or area without separate containments

Example: Corrosive ammonia cleaning fluid must not be stored in the fuel (Gasoline/Diesel) storage area.

Labeling Hazardous Waste

- Contact OEHS (213-241-3199) if the hazardous waste label is missing from a container containing hazardous waste.
- Example: drum containing used oil, drum containing spent photographic developer and fixer solutions.

HAZARDOUS WASTE

STATE AND FEDERAL LAW PROHIBITS IMPROPER DISPOSAL
IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY AUTHORITY,
THE U.S. ENVIRONMENTAL PROTECTION AGENCY OR THE CALIFORNIA
DEPARTMENT OF TOXIC SUBSTANCES CONTROL.

ACCUMULATION START DATE EPA WASTE NO. 0001 CA WASTE NO. 001, 014

D.O.T. PROPER

SHIPPING NAME Waste Paint Related Material

AND 3 UN1263 PGII

U.N. OR

N.A. NO.

GENERATOR'S
NAME

INSERT YOUR SITE NAME

ADDRESS
INSERT YOUR SITE ADDRESS

CITY STATE

EPA ID. NO. YOUR SITE EPA ID # MANIFEST

NO. TRACKING NO.






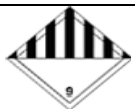
CONTENTS
COMPOSITION Paint and Solvent With Paint

PHYSICAL STATE HAZARDOUS PROPERTIES
 SOLID LIQUID CORROSIVE REACTIVE FLAMMABLE TOXIC
OTHER








HAZARDOUS WASTE

HANDLE WITH CARE

Reference: DOT descriptions on shipping papers

Department of Transportation (DOT) Shipping Names	Common Names	Environmental Protection Agency (EPA) Waste Codes	California Waste Codes	DOT Labels
Waste Aerosols 2.1 UN1950	Aerosols	D001	331	
Waste Paint Related Material 3 UN1263 PGII	Paint thinner, solvents	D001	331, 214	
Waste Flammable Liquid, N.O.S. 3 UN1993 PGII	Contaminated gasoline	D001	331	
Waste Combustible Liquid, N.O.S. 3 UN1993 PGII	Contaminated diesel	D001	331	
Non-RCRA Hazardous Waste, Solid (Absorbent with Oil)	Debris / absorbent with oil	None	223, 352	
RQ, Hazardous Waste Solid, N.O.S. 9 NA3077 PGIII	Construction debris including doors and windows containing lead, lead contaminated debris	D008	181	
Non-RCRA Hazardous Waste, Liquid (Clarifier Sludge)	Oil & water, clarifier sludge	None	221, 135	
Environmentally Hazardous Substances, Liquid, N.O.S. 9 UN3082 PGIII	Ethylene glycol, antifreeze coolant	None	343	
Non-RCRA Hazardous Waste, Liquid (Used oil)	Used oil	None	221	

Reference: DOT descriptions on shipping papers

Department of Transportation (DOT) Shipping Names	Common Names	Environmental Protection Agency (EPA) Waste Codes	California Waste Codes	DOT Labels
Waste Batteries, Wet, Filled with Acid 8 UN2794 PGIII	Automobile lead acid batteries	D002, D008	181,791	
Waste Mercury 8 UN2809 PGIII	Broken mercury switches	D009	725	
Waste Paint 3 UN1263 PGII	Solvent based paint	D001	331	
Hazardous Waste, Liquid, N.O.S. 9 NA3082 PGIII	Refrigerant oil	F002	341	
Waste Polychlorinated Biphenyls, Solid 9 UN2315 PGII	PCBs ballasts	None	261	
RQ, Waste Asbestos 9 NA2212 PGIII	Friable asbestos containing materials and debris	None	151	
Non-RCRA Hazardous Waste, Liquid (Latex paint)	Latex paint / water based paint	None	291	
Waste Flammable Solids, Organic, N.O.S. 4.1 UN1325 PGII	Paint booth filters with solvent based paint	D001	352	

11/17/2008

Example of shipping papers

Shipping papers are required by state and federal regulations

From:
School/site _____ Date: _____

To:

M&O Location .Hazardous Waste Collection Consolidation & Accumulation Facility
(SHWCCAF): _____

School EPA ID Number: _____

Address: _____

Address: _____

M&O EPA ID no: _____

Contact Person: _____ Title: _____

Name of M&O person receiving waste _____ Title _____

Signature: _____

Proper DOT shipping name, Hazard class, ID#, Packing group	Job Ticket No./ IFS Project No. (see foot-note # 1)	Waste code	Waste quantity (in pound recommended)	Waste physical state (see foot-note # 2)	No of container	Type of container used for transporting (see footnote # 3)	Size of container used for transporting (see footnote # 4)	Manifest number (to be completed by the haz waste coordinator at M&O)

24 HOUR EMERGENCY CONTACT: CWI (800) 788-2167

Contributing School Representative Name: _____ Signature: _____ Date: _____

District Transporter (i.e. M&O representative) Name: _____ Signature: _____ Date: _____

Footnotes:

- (1) Project number is required and applicable only to M&Os
- (2) Hazardous waste physical state may be solid, powder, liquid, semi-solid, or gas.
- (3) Container type (container used for transporting): Container may be metal or poly or approved cardboard box
- (4) Container (container used for transporting) size: 5- gallon, 30 gallon, or 55 gallon or 30 gallon DOT approved cardboard box

Example of a hazardous waste manifest

These manifests are required by state and federal regulations

1. Generator Hazardous Waste Manifest		2. Generator ID Number PUT IN YOUR SITE EPA ID #		3. Page 1 of 1		4. Manifest Tracking Number 000963501 JJK	
5. Generator's Name and Mailing Address Los Angeles United School District 444 S. Broadway Los Angeles, CA 90017				6. Generator's Site Address (if different from mailing address) LOS ANGELES SCHOOL DISTRICT			
7. Generator's Phone: (213) 241-3199				8. U.S. EPA ID Number CA0982030173		9. U.S. EPA ID Number CA000646117	
10. Transporter's Name Ecology Control Industries, Inc.				11. U.S. EPA ID Number		12. U.S. EPA ID Number	
13. Designated Facility Name and Site Address CHRYSLER WASTE MANAGEMENT CENTER (TRIAN) TITLE FACILITY 5551 OLD SKYLINE ROAD SCOTTSDALE, CA 91139				14. U.S. EPA ID Number		15. U.S. EPA ID Number	
16. Facility's Phone: 155913869711				17. U.S. EPA ID Number		18. U.S. EPA ID Number	
GENERATOR	19. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number and Packing Group if any)		20. Containers		21. Total Quantity	22. Unit, Wt. Vol.	23. Waste Codes
			No.	Type			D008 181
	1. Hazardous Waste Solid, N.O.S. 9. NA 3077, PG III (D008) (Lead contaminated debris)		1	DM	500	P	
	2.						
	3.						
14. Special Handling Instructions and Additional Information WEAR APPROPRIATE SAFETY EQUIPMENT LEAD CONTAMINATED DEBRIS (PG III)							
15. GENERATOR/SIGNER'S CERTIFICATION: I hereby declare that the contents of this container are fully and accurately described above in the proper shipping name, and are classified, packaged, marked and labeled, packaged, and are in all respects in proper condition for transport according to applicable international and/or governmental regulations. I accept shipment and I am the Primary Responsible Party for the contents of this container and I confirm to the terms of the subject EPA Acknowledgment of Consent. I certify that the waste material is classified as listed in 49 CFR 262.22(a) (if it is a large quantity generator) or in 49 CFR 262.22(b) (if it is a small quantity generator) as true.							
Generator/Owner's Printed Name YOUR NAME				Signature YOUR SIGNATURE		Month Day Year	
16. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S. Port of Embarkation: _____ Date leaving U.S.: _____							
17. Transporter's Acknowledgment of Receipt of Manifest Transporter 1's Printed Name _____ Signature _____ Month Day Year							
Transporter 2's Printed Name _____ Signature _____ Month Day Year							
18. Delivery <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Partial Receipt <input type="checkbox"/> Full Receipt							
19. U.S. DOT Hazardous Material Code <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Partial Receipt <input type="checkbox"/> Full Receipt							
20. U.S. DOT Hazardous Material Code <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Partial Receipt <input type="checkbox"/> Full Receipt							
21. Alternative Facility (if Generator) _____ U.S. DOT ID Number _____							
22. Alternative Facility (if Transporter) _____ U.S. DOT ID Number _____							
23. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)							
24. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)							
25. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)							
26. Receiver's Name, Address, and City/State/Zip Signature _____ Month Day Year							

Conclusion

- You have completed the training on Waste Management for Plant Managers. You now know how to arrange for recycling, universal waste, and hazardous waste disposal.
- If you have any further questions please call the Environmental Compliance group of OEHS at 213-241-3199

Appendix I

Hazardous Waste Pick-Up Request Form

