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.
Fill-out this form and fax to OEHS at (213) 241-6816
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 DATE EPA WASTE NO. CA WASTE NO.

DATE INSTRUMENT NO. 001 001

D.O.T. PROPER SHIPPING NAME Waste Paint Related Material

AND 3 UN 1269 PGI

U.N. OR N.A. NO.

GENERATOR'S NAME INSERT YOUR SITE NAME

ADDRESS INSERT YOUR SITE ADDRESS

CITY STATE

EPA ID. YOUR SITE EPA ID # MANIFEST

NO. TRACKING NO.

CONTENTS Paint and Solvent With Paint

COMPOSITION

PHYSICAL STATE HAZARDOUS PROPERTIES

☐ SOLID ☑ LIQUID ☐ CORROSIVE ☐ REACTIVE OTHER

☐ FLAMMABLE ☐ TOXIC

HAZARDOUS WASTE HANDLE WITH CARE

© Copyright 2004 and Published by J. A. KELSEY & ASSOCIATES, INC. Name: M.T. USA - (800) 627-8555 180-HML S 11/01

11/17/2008
## Reference: DOT descriptions on shipping papers

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

*11/17/2008*
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</tr>
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<tbody>
<tr>
<td>Waste Batteries, Wet, Filled with Acid 8 UN2794 PGIII</td>
<td>Automobile lead acid batteries</td>
<td>D002, D008</td>
<td>181,791</td>
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<td>Waste Mercury 8 UN2809 PGIII</td>
<td>Broken mercury switches</td>
<td>D009</td>
<td>725</td>
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<tr>
<td>Waste Paint 3 UN1263 PGII</td>
<td>Solvent based paint</td>
<td>D001</td>
<td>331</td>
<td></td>
</tr>
<tr>
<td>Hazardous Waste, Liquid, N.O.S. 9 NA3082 PGIII</td>
<td>Refrigerant oil</td>
<td>F002</td>
<td>341</td>
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<tr>
<td>Waste Polychlorinated Biphenyls, Solid 9 UN2315 PGII</td>
<td>PCBs ballasts</td>
<td>None</td>
<td>261</td>
<td></td>
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<tr>
<td>RQ, Waste Asbestos 9 NA2212 PGIII</td>
<td>Friable asbestos containing materials and debris</td>
<td>None</td>
<td>151</td>
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<tr>
<td>Non-RCRA Hazardous Waste, Liquid (Latex paint)</td>
<td>Latex paint / water based paint</td>
<td>None</td>
<td>291</td>
<td></td>
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<tr>
<td>Waste Flammable Solids, Organic, N.O.S. 4.1 UN1325 PGII</td>
<td>Paint booth filters with solvent based paint</td>
<td>D001</td>
<td>352</td>
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11/17/2008
Example of shipping papers

Shipping papers are required by state and federal regulations
## LOS ANGELES UNIFIED SCHOOL DISTRICT (LAUSD) PBR SHIPPING PAPER

**From:**
- School/site: ________________
- Date: __________

**To:**
- M&O Location: Hazardous Waste Collection Consolidation & Accumulation Facility (SHWCCAF):
- Address: ____________________________
- M&O EPA ID no: ______________________
- Name of M&O person receiving waste: ________________
- Title: ________________
- Signature: __________________________

### Proper DOT shipping name, Hazard class, ID#, Packing group

<table>
<thead>
<tr>
<th>Job Ticket No./ IFS Project No. (see foot-note #1)</th>
<th>Waste code</th>
<th>Waste quantity (in pound recommended)</th>
<th>Waste physical state (see footnote #2)</th>
<th>No of container</th>
<th>Type of container used for transporting (see footnote #3)</th>
<th>Size of container used for transporting (see footnote #4)</th>
<th>Manifest number (to be completed by the haz waste coordinator at M&amp;O)</th>
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### 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

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Example of a hazardous waste manifest

These manifests are required by state and federal regulations
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
# Hazardous Materials/Waste Pick-up Request

- All fields are required.
- Check with other staff members to ensure chemicals may not still be used.
- List all items.
- Store all chemicals in a secure accessible area. Keep incompatibles separate. Materials should be ready to go.
- Complete form and mail/fax to OEHS. Specify number of pages at bottom right of request.
- If confirmation of request is not received within 5 working days please contact OEHS at (213) 241-3199.

## Facility Information

<table>
<thead>
<tr>
<th>School/Site:</th>
<th>Location Code:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Address:</td>
<td>Phone:</td>
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<tr>
<td>City, Zip:</td>
<td>Fax:</td>
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<tr>
<td>Contact Title:</td>
<td>Storage Building:</td>
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<tr>
<td>Contact Name:</td>
<td>Storage Room:</td>
<td></td>
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<tr>
<td>Employee # (CSCs Only):</td>
<td>Time Spent² (CSCs Only):</td>
<td></td>
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</tbody>
</table>

## Material/Waste

<table>
<thead>
<tr>
<th>Material/Waste Name</th>
<th>Amount (ea.)</th>
<th>Container Type</th>
<th>Container Condition (Good, Fair, Poor)</th>
<th>Liquid/Solid (L or S)</th>
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**Number of Replacement Containers Needed:**

1Chemical Safety Coordinator

2Time spent includes: Segregating chemicals for removal; separating incompatibles; preparing chemicals for disposal; itemizing all waste for disposal.

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**To be completed by OEHS**

<table>
<thead>
<tr>
<th>CONTRACTOR:</th>
<th>DATE LAB PACKED:</th>
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<tr>
<th>DATE REQUESTED:</th>
<th>DATE OF PICK-UP:</th>
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Hazardous Materials/Waste Pick-Up Request

Revised August 1, 2004

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<tr>
<th>Material/Waste Name</th>
<th>Amount (ea.) lb., oz., gal.</th>
<th>Container Type</th>
<th>Container Condition (Good, Fair, Poor)</th>
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