



Policy Title:	Waste Management
Policy Number:	UNIV-429
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Policies Superseded:	FINA-717
Policy Management Area(s):	Environmental Health and Safety

SUMMARY:

The Waste Management Policy describes the procedures used to properly collect, store and dispose of waste materials generated at Coastal Carolina University (CCU).

POLICY:

The following applicable regulations, policies and ordinances have been utilized to develop the Waste Management policy for CCU:

- South Carolina Department of Health and Environmental Control (SC-DHEC) Regulations: R.61-79.260, R.61-105, and R.61-107)
- South Carolina Code of Law 48-60-05 (SC Manufacturer Responsibility and Consumer Convenience Information Technology Equipment Collection and Recovery Act) United States Environmental Protection Agency (US-EPA) Regulations 40 CFR 260 United States Department of Transportation (US-DOT) Regulations 49 CFR Part 172 United States Occupational Health and Safety Administration (OSHA) 29 CFR 1910 Coastal Carolina University: Chemical Hygiene Plan
- Conway City Ordinance: Garbage and Waste Disposal- Title 6 Chapter 3 Horry County Ordinance: Garbage, Trash and Refuse - Chapter 10

I. WASTE DETERMINATION

A waste product is a material that has no further use or value. Determination of waste materials generated at CCU will be characterized into one of several categories for proper handling, storage, transport and disposal as dictated by regulations. The Environmental Health and Safety (EHS) Department will be responsible for waste determination and for ensuring that proper collection, storage transportation and disposal of waste are in regulatory compliance. The EHS Director will coordinate compliance issues with this policy.

- A. Solid Waste (EPA Definition): General waste materials that are not characterized as a hazardous substance such as refuse (trash) from residential housing and food wastes from food service operations. Solid waste can have a physical state of either solid or liquid.
- B. Hazardous Waste: Materials deemed hazardous by regulation because of certain characteristics such as toxic chemicals, flammable solvents or corrosive liquids. There are very stringent SC-DHEC and US-EPA regulations on collection, storage, transportation and disposal of hazardous wastes.
- C. Biological Hazardous Waste (Bio-Haz): Any waste containing body fluids (i.e. blood, saliva, other secretions) must be collected, stored and disposed of properly. Currently there are two facilities that deal with bio-haz waste: the Student Health Center and the Athletic Training Department. Wastes from human pathogen research should either be properly autoclaved or collected for transport and disposal. The EHS Department should be contacted for more information.
- D. Universal Waste: Waste items requiring special collection and disposal by regulations including waste lamps (fluorescence bulbs, etc.) and batteries. Universal wastes must not be placed into the regular solid waste (trash) collection.
- E. E-Waste (Electronic): This category includes outdated or broken electronic devices, especially Cathode Ray Tube (CRT) monitors and TV sets. Contact the ITS Department for guidance on e-waste disposal.
- F. Construction and Demolition (C&D) Waste: Debris material generated through construction or demolition of buildings.
- G. Radioactive Waste: Waste from research using radioactive materials must be collected, stored, transported and disposed of per CCU Radioactive Materials License. Contact EHS for Guidance regarding radioactive waste handling.
- H. Recyclables: Materials no longer useful that can be processed, recovered or reclaimed for beneficial reuse, including cardboard, paper, metal cans, glass bottles, plastic bottles and jugs, and used ink cartridges. Contact the Sustainability Initiative Office for further information.
- G. Improper waste characterization, waste collection, storage, transport and disposal would result in violation of federal, state and local laws, regulations and codes. This could subject CCU to a civil or criminal penalty and monetary fine. Any questions on waste characterization should be directed to EHS Department.

II. WASTE HANDLING PROCEDURE

A. Solid Waste

The solid waste disposal at CCU is generally through collection of refuse from offices, classrooms and residential housing. The refuse is accumulated and stored in collection bins (dumpsters). The City of Conway transports the waste to the Horry County Landfill operated by the Solid Waste Authority. All faculty, staff and students should exercise diligence to reduce waste generation.

B. Hazardous Waste

1. CCU is characterized under US-EPA regulations as a Very Small Quantity Generator (VSQG) because of generation of less than 100 Kilograms (220 pounds) per month of hazardous waste and has been issued Generator's I.D. Number SCD982166761. Generation of hazardous waste is routinely from the laboratories and maintenance activities on campus.
2. Hazardous Waste Management:
Regulations require hazardous waste be collected and stored in containers compatible with the material stored in them. The container must be capable of being closed and preventing spillage and leakage. The container must be closed at all times except when filling with more waste. The container must be marked with a label stating the contents of the container and the statement "HAZARDOUS WASTE" or "CHEMICAL WASTE." Labels are available from the EHS Department (see Appendix B).
3. Hazardous Waste Pickup:
Removal of hazardous waste container(s) from an area is through completion and submittal of a CCU Waste Collection Request (see Appendix A). A completed request form must be submitted to the EHS Department either by campus mail or by email to the EHS Safety Compliance Manager. Prior to final disposal, these wastes are stored in the hazardous waste storage sites on campus; the storage facility at 1550 Elvington Road, Science II, Swain Hall and Coastal Science Center hazardous waste storage rooms. The hazardous waste storage sites maintain restricted access to comply with training and regulatory requirements.

C. Recyclables

Recyclable materials include cardboard, paper, plastic bottles and jugs, metal cans, glass bottles, used ink cartridges, used batteries, and cell phones. Faculty, staff, students and visitors should recycle all appropriate materials. Receptacles for collection of recyclable materials are placed in convenient locations throughout campus to encourage recycling. Management of the recycling program is through the Sustainability Initiative Office.

D. Universal Waste

Universal wastes generated at CCU would include batteries, mercury containing devices (thermostats), and all illumination lighting lamps (fluorescent, CFL, HID and metal halide lamps) except incandescent bulbs. These wastes must be collected, stored, transported and disposed of per regulations. Contact the EHS Department for guidance on handling of universal wastes.

E. University-Owned E-Waste (Electronic Waste)

Contact your IRC or the ITS Department for guidance on e-waste disposal.

F. Construction and Demolition Waste

A demolition permit from either the City of Conway or Horry County must be obtained and an asbestos survey implemented on the building prior to demolition. Any asbestos materials identified in the survey must be properly abated. All other demolition and construction debris should be collected and transported to a site authorized to accept wastes.

Appendix A: CCU Waste Collection Request

Download form to your computer to fill out and email to cho@coastal.edu

Environmental Health Safety Coastal Carolina University		Chemical Waste Collection Request						Tracking No.		Collection Date	
		Initials									
Department			Building			Room No.			PAGE ____ OF ____	Date	
Contact Name (first) _____ (last) _____			Phone No. _____			Email _____			Supervisor _____		
Instructions: List all chemical components (including solvents) and their percentages (must = 100%) Use full chemical names. Type or print legibly in ink											
Chemical Name and Concentration (Do Not Abbreviate.) <small><u>Skip line between chemicals</u></small>	Container Size	Number of Containers	Net Amount in Container	Physical State (S, L, G,)	Type of Container	For EHS Use Only				Storage Location	
Submittal of this form certifies that materials referenced are accurately described and are packaged and labeled in accordance with CCU policies.										Email to cho@coastal.edu or via Campus Mail to EHS Department (Submit form only once). Standard collection time is 2 to 4 weeks, you will get confirmation of collection date. Questions call 843-349-2770.	

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Appendix B: CCU Chemical Waste Label

CHEMICAL WASTE

Initiated by: _____ Ext.: _____

Start date: _____ End date: _____

Building: _____ Room #: _____

Contains the following:

☐ Non-hazardous

☐ Hazardous:

Physical state:

☐ Flammable

☐ Solid

☐ Corrosive

☐ Liquid

☐ Reactive

☐ Gas

☐ Toxic

EHS use only:

Date collected: _____ Collector: _____

ID code: _____

When this container is full, complete the Chemical Waste Collection Request Form on the CCU Forms Page and submit it online to EHS. If you have any questions, please call 843-349-2770.

State and federal laws prohibit improper handling and disposal.