

Hazardous Waste Management Program

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WHO DOES THIS PROGRAM APPLY TO?

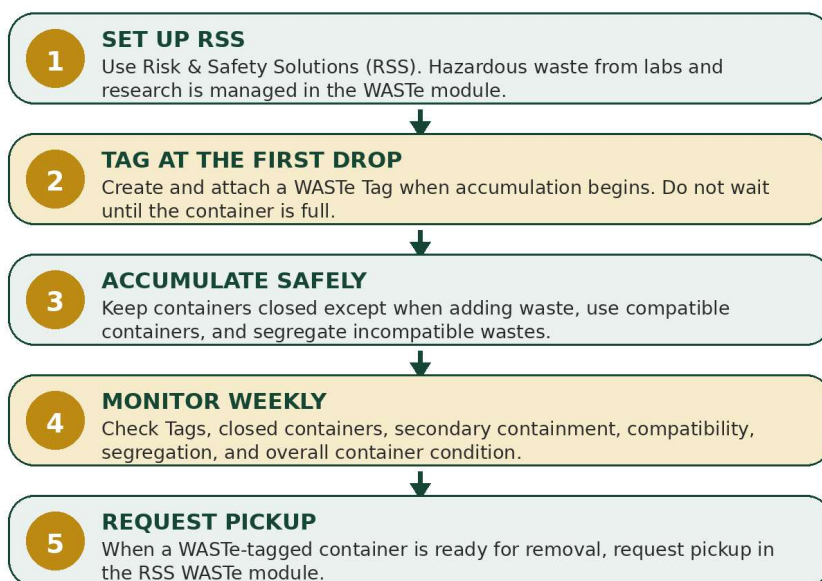
Cal Poly’s Hazardous Waste Management Program supports teaching, research, shop, and other campus activities that generate hazardous chemical waste. Laboratories and other campus areas where hazardous waste is generated and accumulated are considered Satellite Accumulation Areas (SAAs). The Principal Investigator (PI), work group, or other unit generating the waste is responsible for the safe and compliant management of waste in its area while it is in accumulation. EH&S can assist with waste determinations, container selection, compatibility, labeling, and other hazardous waste management questions. Most process materials are not approved for drain disposal. If you believe a material may be appropriate for drain disposal, contact hazwaste@calpoly.edu before disposing of it to a sanitary sewer.

If your teaching, research, shop, or other work generates hazardous chemical waste, begin managing it correctly from the moment it is generated. Hazardous waste from laboratories and research environments is managed in Risk & Safety Solutions (RSS) using the WASTE module. If you do not have the necessary RSS role or group access, contact your PI, lab manager, supervisor, or EH&S. Create and print a WASTE label, called a “Tag,” for each hazardous waste accumulation container and attach it when accumulation begins, at the first drop of waste. Do not wait until the container is full or ready for pickup. Use a clear label sleeve or secure tape so all Tag information remains visible throughout accumulation.

CAL POLY’S HAZARDOUS WASTE MANAGEMENT WORKFLOW

FIRST DROP = TAG

Place the RSS WASTE label (called a "Tag") on the container when waste accumulation begins, at the first drop of waste.



Full EHS Hazardous Waste & Materials guidance: afd.calpoly.edu/ehs/hazardouswaste

IMPORTANT REMINDERS

- Know what is in every waste container. Never leave an unknown or unlabeled waste container.
- Unknown waste can be very expensive to dispose of. ALWAYS label containers.
- Principal Investigator (PI), work group, or other unit generating the waste is responsible for the safe and compliant management of waste in its area while it is in accumulation.
- If you are unsure whether a waste is hazardous, review the source-material SDS and contact EHS for guidance.
- Do not drain dispose of materials without review and approval by EH&S.
- Department-specific protocols may apply where dedicated waste technicians consolidate routine waste.
- Do not transport hazardous waste to EHS unless EHS has provided prior approval.

SPECIAL CASES & SUPPLIES

Links below can be found on Cal Poly's Environmental Health and Safety page afd.calpoly.edu/ehs/hazardouswaste

EXPIRED MATERIALS

Expired materials still in the original manufacturer's packaging do not need a WASTE Tag. Submit using the online expired-material pickup form.

[Expired Materials Pickup Form](#)



WASTE SUPPLIES

Need bottles, pails, larger containers, clear Tag sleeves, or other accumulation supplies? Request them from EHS using the online supply request form.

[Request Waste Containers / Supplies](#)



USED BATTERIES

Use the Battery Bucket Exchange Request form for campus battery collection buckets and bucket exchanges. Batteries must not go in regular trash.

[Battery Bucket Exchange Request](#)



ADDITIONAL INFORMATION AND RESOURCES

- Risk & Safety Solutions <https://afd.calpoly.edu/ehs/rss/>
- How to create Tags and Templates in WASTE https://youtu.be/3oXsQ_NU-ks
- Expired Material Pick Up Form <https://forms.cloud.microsoft/r/x0Bvs538sc>
- Request Waste Containers / Supplies <https://forms.cloud.microsoft/r/scugW3bc3p>
- Battery Bucket Exchange Request <https://forms.cloud.microsoft/r/eF0KxfvD7n>
- Hazardous Waste Program FAQs https://afd.calpoly.edu/ehs/faq_hazardous_waste
- Student Project Hazardous Waste Process <https://afd.calpoly.edu/ehs/docs/student-project-haz-waste-one-sheet.pdf>
- Disposal Guide – a list of wastes and how to dispose <https://afd.calpoly.edu/ehs/wastedisposal>
- Hazardous Waste SAA Accumulation Posting https://afd.calpoly.edu/ehs/docs/saa_waste_guide_poster.pdf