

California Polytechnic State University

Solid Waste Management Guidelines

ONGOING CONSUMABLES

INTENT

To reduce the environmental harm from materials disposed of in the operations within buildings by diverting waste from landfills.

RESPONSIBILITY

All employees, vendors, subcontractors, and franchises are required to be responsible for establishing, implementing, maintaining and assuring continued compliance with the requirements of this policy, including the training of personnel and subcontracted work.

Responsible Party: Kevin Shaw, Recycling Coordinator, Facilities Operations Manager, Facility Services -Transportation Services

SCOPE

The recycling and composting practices listed in the section are intended to reduce waste generation of ongoing consumables on campus by meeting a minimum waste diversion threshold of at least 50% of ongoing waste and at least 75% of all durable goods by volume (or weight), from all sources, except facility maintenance, construction and renovation projects. By 2020, Cal Poly has a goal of 80% waste diversion, with the intent of achieving zero net waste for the entire campus. Cal Poly operates an integrated waste management program that includes source use reduction, comingled recycling, composting green waste and manure, resale of scrap metal and surplus equipment, and zero waste event catering.

Cal Poly contracts with San Luis Garbage for collection of solid waste and recycling. Recycling containers are provided to faculty, staff, and students by Facility Services, and collection is performed by Custodial Services and the campus Recycling Coordinator.

Comingled Recyclable Items and Materials

Consumable sources (in order of frequency of purchase are) paper products, toner cartridges, binders, desk accessories, and writing tools. Note that all paper products are recyclable.

These items CAN be recycled:

- Aluminum
- Cardboard
- Envelopes (even with windows)
- Glass
- Junk mail
- Magazines
- Newsprint
- Paper
- Plastic
- Stapled paper
- All empty beverage containers

Compostable

The College of Agriculture, Food and Environmental Sciences (CAFES), Agricultural Operations Department runs the compost unit, which processes over 7,000 cubic yards of manure and 3,500 cubic yards of green waste and wood chips from landscape trimmings and crops operations into 3,500 cubic yards of finished compost. Under the guidance of department staff and with the supervision of student employees, the composting operations process livestock manure from the dairy, beef evaluation center, beef unit, equine center, and poultry unit and incorporate the green waste generated from campus landscaping to create high quality compost. In 2011, the Cal Poly composting operations became members of the U.S. Composting Council's Seal of Testing Assurance Program.

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These items can NOT be recycled:

- Aerosol cans
- Ceramic materials
- Food
- Hazardous material
- Kleenex
- Light bulbs
- Paper cups
- Paper towels
- Squeezable paper juice containers
- Styrofoam cups and plates
- Wax paper

REPORTING

The responsible party shall coordinate tracking and reporting with San Luis Garbage, CAFES and Campus Dining. Solid waste and recycling reporting shall be done on a monthly basis in order to facilitate identification of areas to improve diversion, gauge the effect of new waste management programs, and quickly remedy any deficiencies. Since Cal Poly's recycling is comingled, San Luis Garbage will provide the responsible party monthly reports on volume of recycled materials and volume of solid waste collected.

The following categories shall be tracked. Tracking data shall include date/month of disposal, diversion method, hauler/destination, and quantity in appropriate units.

- Landfill Trash,
- Comingled Recyclables
- Compostables

REFERENCES

- Cal Poly Campus Operations: afd.calpoly.edu/sustainability/campusoperations.asp
- Cal Poly Center for Sustainability: sarc.calpoly.edu/
- Cal Poly Compost Production: cafes.calpoly.edu/cal-poly

DURABLE GOODS (EQUIPMENT & FURNITURE)

INTENT

To reduce the environmental harm from materials purchased, used, and disposed of in the operations within buildings.

RESPONSIBILITY

All employees, vendors, subcontractors, and franchises are required to be responsible for establishing, implementing, maintaining and assuring continued compliance with the requirements of this policy, including the training of personnel and subcontracted work.

Responsible Party: Gage Sahl, Warehouse Worker/Moving & Surplus Coordinator, Facilities Services, Moving & Surplus

SCOPE

The practices listed in the section are intended to facilitate reuse or recycling of all equipment and furniture waste generated on campus from all sources, except facility maintenance, construction and renovation projects, with a minimum compliance threshold of at least 75%, by volume, weight or replacement value.

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The Facility Services Surplus Property and Moving Crew is responsible for removing surplus property on campus, upon request. State Property that is no longer needed or wanted on campus will first need to be surveyed by the Property Accounting Office. To do this a Request to Survey Form will need to be filled out and processed. After approval, a red tag will be generated and delivered to the requesting party. After the red tag has been affixed to the item, the Surplus Property Department can then be contacted by email at surplus@calpoly.edu with the item's location and it will be scheduled for removal. Non-tagged and miscellaneous surplus items can be picked up from your department by completing the Facility Services Surplus Pick Up Form.

Property can also be relocated within a department or transferred interdepartmentally. After all efforts to reallocate the property within the campus have been considered first, in-kind donations to outside organization are another method for disposal. The Property Survey Board must approve all donations of University property. Please see CPSLO Property Control Procedures for further details.

Surplus Program

Cal Poly operates an online surplus equipment sale program, eSurplus Program. The Public Surplus auction site is used to resell surplus equipment such as computers, furniture, lab equipment, light fixtures, tools, vehicles, audio/video equipment, and unclaimed lost and found items. There are two different types of auctions. One is for bidding on items that are for public sale. The other is for requesting auction items that are set aside for internal reallocation. Internal reallocation items are placed on non-public auctions for fourteen days where they may be claimed by campus personnel for on campus use only. Once claimed, these auction items can be picked up at the Surplus Warehouse. If desired, items may be delivered for a charge (chart field string must be supplied). Please use Moving Request Form. After an item is on an internal reallocation auction for fourteen (14) days and has not been claimed by any campus personnel the auction is then released for public sale and is no longer available for internal reallocation. The public auction usually lasts seven (7) days. Auction winners can pick up their paid for items at the Public Surplus Warehouse.

REPORTING

Each College, School, and Department has the primary responsibility for the custody, care, maintenance, and control of all University property purchased, transferred, received and relocated within their respective areas. The Department Inventory Coordinator, as designated by the Dean, Department Head, Chair or Director, shall maintain current, complete and accurate property records, and track the purchase, receipt and assignment of property within the department. Tracking data shall include date/ month of disposal, diversion method, hauler/ destination, description of item(s), quantity and replacement value or cost.

REFERENCES

- *Cal Poly Moving and Surplus: afd.calpoly.edu/facilities/services_moving.asp*
- *Cal poly Property Accounting: afd.calpoly.edu/fiscalservices/propertyaccounting.asp*
- *Public Surplus: publicsurplus.com/*

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HAZARDOUS WASTE

INTENT

To reduce the environmental harm from materials purchased, used, and disposed of in the operations within buildings and limit contamination of soil and groundwater with hazardous substances.

RESPONSIBILITY

All employees, vendors, subcontractors, and franchises are required to be responsible for establishing, implementing, maintaining and assuring continued compliance with the requirements of this policy, including the training of personnel and subcontracted work.

Responsible Party: Dave Ragsdale, Director, Environmental Health & Safety and Risk Management

SCOPE

Hazardous Waste is solid waste that is known to be harmful to human health and the environment when not managed properly, regardless of their concentrations. Proper handling of hazardous wastes will minimize the chance of accident (spill or release) of a hazardous waste and will allow for the management of such waste compliant with existing state and federal regulations.

The following items are considered hazardous waste (note that this list is not comprehensive):

- Paint: spray or brush on, oil based or acrylic (water based)
- Batteries (all kinds)
- Fluorescent light tubes and HID lamps ("sodium vapor" lamps)
- Fluorescent light ballasts which contain PCB
- Material or objects containing asbestos or lead compounds
- Chemicals or mixtures containing acid (pH less than 2)
- Chemicals or mixtures containing alkali (pH greater than 12.5)
- Chemicals or mixtures containing compounds of arsenic (As), barium (Ba), cadmium (Cd), chromium (Cr), copper (Cu), lead (Pb), mercury (Hg), molybdenum (Mo), nickel (Ni), selenium (Se), silver (Ag), thallium (Th), vanadium (V), or zinc (Zn)
- Fuel, oil, or automotive coolant, includes spilled material which has been cleaned up and the absorbent which has been used to do the clean up
- Solvents (halogenated or non-halogenated; flammable or combustible)
- Empty containers of most pesticides, insecticide or herbicide
- Used Photographic Fixer (contains compounds of silver)
- Material which would produce a gas on contact with water
- Preserved animals (biological specimens) containing formaldehyde or alcohol
- Industrial cleaners containing quaternary ammonium compounds or hypochlorite (bleach)
- Any material which is generally acknowledged to be toxic

The following items are NOT hazardous waste:

- Incandescent light bulbs
- Empty five (5) gallon size or smaller containers of hazardous material (other than pesticide)
- Elemental solid metals (not compounds when in large pieces; not powder or finely divided)
- Fluorescent light ballasts which do not contain PCB (must be labeled with the statement "NO PCB's"; ballasts not labeled with this phrase are assumed to contain PCB and are managed as hazardous waste)
- Any material which is still usable and is given to another person or department to use is not waste

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DISPOSAL PROCEDURE

Place the waste in a compatible, sealable and labeled container and keep in secondary containment:

- Material will not eat through container.
- Container is of sound construction, in good condition and will not leak.
- There is no residue that will chemically react with material.
- Container must have a liquid-tight cap or lid which prevents leaking when container is tilted or inverted.
- Container can be new.
- Secondary containment, a tray or outer container, will prevent leaking or spilled waste material from escaping or from coming into contact with nearby incompatible material.

All containers of hazardous waste must be kept closed at all times except when material is being added or removed to allow for safe transport without having waste leak into vehicle or onto the roadway. A waste drum or bottle which is left open is a citable EPA violation. properly labeled. Label the container with the following information:

1. "HAZARDOUS WASTE"
2. Start Date: the first date waste was added to the container or the date the container was put in place
3. Name or Description of the Waste: use the chemical name or common name of the material and a statement of the proportions of constituents making up the material
4. Type of Hazard: Combustible, Corrosive (indicate Acid or Alkali), Flammable, Reactive (material reacts with water), or Toxic; if none of these apply, name type of other waste, such as radioactive
5. Physical State: Solid, Liquid or Gas
6. Generator Identification: Cal Poly, San Luis Obispo, CA 93407, EPA ID No. CAD 094455102

If the container is already labeled from a previous but different use, remove or cover the old label. Labels can be handwritten, typed, computer generated or pre-printed. These labels should be prepared and attached by the person who generated the waste. They can be attached with tape.

When the container is full, the procedure that made it is complete or at the end of the academic quarter, submit a Hazardous Waste Pickup and Disposal Request online or contact the Environmental Safety Office at (805)756-6661 to arrange for removal to the campus hazardous waste accumulation area.

ACCIDENT PROCEDURE

In the event of a hazardous materials spill, take the following actions:

- Call 911. Dispatch will report the spill to Environmental Health and Safety.
- Evacuate the area.
- If the spill does not pose immediate danger, wear protective clothing, isolate the spill, evacuate the scene, and limit access.
- If there is exposure to radioactive material, keep all persons isolated until they can be examined to prevent further contamination.
- If the spill was handled by authorized departmental personnel, report the situation to Environmental Health and Safety.
- Notify the area supervisor.

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REPORTING

Biennial reports are required to be filed with the US Environmental Protection Agency and California Department of Toxic Substances Control in odd numbered years (e.g., 2013, 2015), covering waste disposal activities during that year, on or before March 1 of the following year (e.g., 2013 report is due on March 1, 2014).

The solid waste contractor, San Luis Garbage, shall report to the University monthly the quantities of hazardous wastes shipped for disposal by the following categories:

- Recycled
- Non-Resource Conservation and Recovery Act (RCRA)
- Regulated
- Extremely Hazardous
- Restricted Waste
- Hazardous Waste
- Transported Out-of-State

Quantities must be expressed both as manifested or shipping quantity and the actual quantity within labpack; the quantity must be expressed at least in units of tons based on the conversion factors used by the state Department of Toxic Substances Control.

REFERENCES

- *Cal Poly Chemical Hygiene Plan*: afd.calpoly.edu/ehs/docs/chp98.pdf.
- *Cal Poly Environmental Health and Safety*: afd.calpoly.edu/ehs/
- *Cal Poly Hazardous Waste and Materials*: afd.calpoly.edu/ehs/hazardouswaste.asp
- *Cal Poly Hazardous Waste and Materials Pickup and Disposal Form*: afd.calpoly.edu/ehs/hazwastepickup.asp
- *State of California, Department of Toxic Substances Control*: dtsc.ca.gov/LawsRegsPolicies/Title22/
- *US EPA Resource Conservation and Recovery Act (RCRA)*: epa.gov/agriculture/lrca.html
- *US EPA Forms*: epa.gov/osw/inforesources/data/form8700/forms.htm