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<b>SUBJECT:</b>	Universal Waste	<b>Number:</b>	EHS-004
<b>CATEGORY:</b>	Universal Waste Management	<b>Last Update:</b>	06-20-2019
<b>ISSUING OFFICE:</b>	Environmental Health & Safety (EHS) Office	<b>Revision Date:</b>	01-17-2020

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## Universal Waste Management Program

### DESCRIPTION

This program is designed to properly manage the universal waste generated at District facilities. Universal waste cannot be thrown in the trash, but must be handled separately in accordance with local, state, and federal regulations. For this program, universal waste includes:

- Batteries (rechargeable nickel-cadmium, silver button, small sealed lead acid, alkaline, carbon-zinc)
- Fluorescent lamps (4, 6, 8 ft. light tubes, compact fluorescents, other fluorescent lamps)
- Non-incandescent lamps (halogen, high intensity discharge, sodium vapor, projector lamps)

Electronics: Certain electronic devices are also considered universal waste. These materials are handled through the District's Materiel Control office, including computer monitors, televisions, cell phones, VCR's, computer CPU's, and portable DVD players. For more information contact, Materiel Control Department at (858) 522-5850.

### LEGAL BASIS

This guideline has been established and maintained within the District for all employees to comply with requirements set forth in Chapter 23 of the California Code of Regulations, Title 22 known as Universal Waste Rule.

### BATTERIES

Includes: rechargeable nickel-cadmium, silver buttons, small sealed lead acid, alkaline, carbon-zinc

- **9 volt or less:** Store used batteries in a bucket with a tight fitting lid.
  - Properly label with site name and accumulation start date (see Attachment A, Page 4)
  - Empty buckets can be requested from the EHS Office via email [safetyoffice@sandi.net](mailto:safetyoffice@sandi.net)
- **Rechargeable batteries:** Place in a separate box or container and label.
- **Small-sealed lead acid batteries:** Place in a separate box (with terminals taped) and label.



Storage: Keep all containers closed when not in use.

- Batteries cannot be stored on District property for longer than one year. This includes storage time at the Supply Center Warehouse prior to processing by the vendor.
- Request pick up every 6 months or so (summer and winter) to avoid going over the one year storage requirement.

Laptop Battery: If a laptop battery is damaged, this increases the risk of a fire during charging. If a laptop battery overheats or catches fire, immediately unplug and move the device away from flammable materials and place it on a non-combustible surface. Refer to “Laptop Battery Safety Factsheet” for proper procedures (see Attachment B, Page 5).

## LAMPS

Includes: 4, 6, 8 ft. light tubes, compact fluorescents, other fluorescent lamps, halogen, high intensity discharge, sodium vapor, projector lamps.

- **Fluorescent tubes (all sizes):** Store spent tubes in either the original boxes they came in or boxes requested.
  - Properly label with site name and accumulation start date (see Attachment C, Page 6)
  - Empty boxes can be requested from the EHS Office via email [safetyoffice@sandi.net](mailto:safetyoffice@sandi.net)
- **Non-incandescent lamps:** Place in a separate box and label.



Storage: Keep all containers closed when not in use.

- Never store spent lamps in a manner that can cause them to break.
- Lamps cannot be stored on District property for longer than one year. This includes storage time at the Supply Center Warehouse prior to processing by the vendor.
- Request pick up every 6 months or so (summer and winter) to avoid going over the one year storage requirement.
- Full boxes of lamps are preferred for pick up, however if boxes are not full, stuff crumpled paper in the box to prevent rattling and potential breakage during transport.
- Tape boxes closed.

Breakage: If lamp breakage should occur at your site, broken glass and lamp constituents must be cleaned up immediately and secured in an airtight container. Refer to “How to Manage Broken Lamps Factsheet” for proper procedures (see Attachment D, Page 7).

## PICK-UP REQUEST PROCEDURES

1. When your containers have been stored for six months or more, request for removal from the EHS Office via email [safetyoffice@sandi.net](mailto:safetyoffice@sandi.net).

**PLEASE NOTE: The only method for submitting removal requests is via email. Any requests submitted by any other means will not be processed for removal.**

When making a removal request, always provide the following information:

- The type and amount of material for pick up (i.e. 2 boxes of lamps and 1 battery bucket)
  - Location of the universal waste if other than the custodial supply room.
  - Any replacement containers needed, if any (i.e. Need 2 empty lamp boxes and 1 empty battery bucket)
2. The EHS Office will notify the Warehouse & Distribution staff via email about your request by submitting a Universal Waste Service Request & Tracking Document. You will receive an e-mail copy of this document for your site records.
  3. The Warehouse & Distribution staff will remove your universal waste filled-containers and deliver empty containers, if requested.

## ATTACHMENTS

- A- Universal Waste Batteries Label
- B- Laptop Battery Safety Factsheet
- C- Universal Waste Lamps Label
- D- Broken Lamp Management Factsheet

If you have questions or comments about these guidelines, please contact  
Environmental Health & Safety (EHS) Office  
(858) 627-7174

*San Diego Unified School District reserves the right to make exceptions to, modify or eliminate this guideline and or its content. This document supersedes all previous guidelines relative to this subject.*

ATTACHMENT A- Universal Waste Batteries Label

Place this label on all containers used to store batteries

# UNIVERSAL WASTE BATTERIES

INCLUDING  
RECHARGEABLE NICKEL CADMIUM  
SILVER BUTTON, MERCURY  
SMALL SEALED LEAD ACID BATTERIES  
ALKALINE, CARBON ZINC

SITE NAME: \_\_\_\_\_

ACCUMULATION START DATE\*: \_\_\_\_\_

\*Date the first item is placed in this container

Keep containers closed when not in use  
Call for pick at least every 6 months (even if box is not full)

For pick-up requests, send by email only to:  
Environmental Health & Safety (EHS) Office  
[safetyoffice@sandi.net](mailto:safetyoffice@sandi.net)

**IN CASE OF AN EMERGENCY**  
**DURING SCHOOL HOURS, CALL EHS OFFICE AT (858) 627-7174**  
**AFTER-HOURS EMERGENCIES, CALL SCHOOL POLICE AT (619) 291-7678**

**ATTACHMENT B- Laptop Battery Safety Factsheet****LAPTOP BATTERY SAFETY**

A damaged or faulty laptop battery has a potential to start a fire. Periodically check your computer's battery for potential warning signs and observe the following:

- Do not leave your computer plugged in and sitting on a combustible surface, such as a paper-cluttered desk. If so, it is suggested that you unplug your laptop, when not in use and place it on a desk clear of combustible materials.
- Make sure the computer power cord is not damaged; it can emit small electrical sparks that can start a fire. If damaged, unplug the power cord immediately and contact the IT helpdesk.
- Do not block the laptop's fan and air vents when using it.
- Avoid placing the laptop on surfaces where dirt, dust, or lint are present.
- In case of a battery or electrical fire: **DO NOT USE WATER!** Use a Class ABC multipurpose (dry chemical) fire extinguisher.
- Use only Underwriter's Laboratory (UL) approved surge protectors with computer equipment.
- Never piggyback power cords.
- A battery that is swelling without any other signs (such as excessive heat and/or smoking) does not usually pose an immediate threat. Discontinue using the device and unplug. Report it to IT helpdesk to have the battery replaced.

**In Case of Fire**

First, report the fire to site administration. If it's safe, do the following:

- Unplug the laptop if it is charging
- Move the laptop away from people and things that can burn

**DO NOT USE WATER!** Use a Class ABC multipurpose (dry chemical) fire extinguisher. If the fire cannot be safely extinguished, evacuate and call 911.

ATTACHMENT C- Universal Waste Lamps Label

Place this label on all containers used to store lamps

# UNIVERSAL WASTE LAMPS

INCLUDING  
FLUORESCENT TUBES  
HIGH INTENSITY DISCHARGE LAMPS  
SODIUM VAPOR LAMPS

DOES NOT INCLUDE INCANDESCENT LIGHT BULBS

SITE NAME: \_\_\_\_\_

ACCUMULATION START DATE\*: \_\_\_\_\_

\*Date the first item is placed in this container

Keep containers closed when not in use

Call for pick at least every 6 months (even if box is not full)

If box is not full, stuff crumpled paper in box to eliminate accidental breakage during transport

For pick-up requests, send by email only to:

Environmental Health & Safety (EHS) Office

[safetyoffice@sandi.net](mailto:safetyoffice@sandi.net)

**IN CASE OF AN EMERGENCY**

**DURING SCHOOL HOURS, CALL EHS OFFICE AT (858) 627-7174**

**AFTER-HOURS EMERGENCIES, CALL SCHOOL POLICE AT (619) 291-7678**

**ATTACHMENT D- Broken Lamp Management Factsheet****HOW TO MANAGE BROKEN LAMPS**

If one or two lamps accidentally break, follow these instructions for cleanup and then ship them with the rest of your lamps. If you have a major breakage (more than 2 lamps), do not clean them up. Contact the Environmental Health & Safety (EHS) Office for guidance at (858) 627-7174. For after hour emergencies, contact School Police at (619) 291-7678.

- Secure the area from staff, students and others. Open a window before cleaning up and turn off any forced-air heating or air conditioning.
- Carefully sweep up the debris with a small broom or whisk broom, sweeping gently to avoid suspending the phosphor powder in the air.
  - Use personal protective equipment (PPE) such as gloves, goggles and particle masks for your safety.
  - Never use a vacuum. Vacuuming will disperse the mercury/phosphor powder causing further contamination that will require additional clean-up.
  - Use sticky tape to pick up the remaining glass fragments or powder.
  - Wipe the area with a damp paper towel or wet wipes.
- Place the debris in an airtight container such as Ziploc bag, jar or a pail with a tight fitting lid and label it.
  - The container can then be placed in a larger container such as a cardboard box for temporary storage.
  - A five-gallon HazWaste bucket with a tight fitting lid can be obtained at no cost by contacting the EHS Office.
  - Place any contaminated clothing or PPE in a sealable plastic bag and discard it in the trash.
  - Wash your hands. Wipe off the bottoms of your shoes using a damp paper towel to remove any potential residues.
- Make sure the container is labeled with the following information:
  - Universal Waste**
  - Accidentally broken mercury lamps**
  - Date of Accumulation \_\_\_\_\_**
- The broken lamps can be safely stored with the intact spent lamps and shipped to the warehouse when necessary.
- **DO NOT STORE UNIVERSAL WASTE LONGER THAN ONE YEAR**