



**Standard Operating Procedure:
Waste Management**

Date: 12/11/2019*

Version: 3

Review Frequency: Annual

Reasons for Procedure

The University of Virginia (UVA) has a permit to operate a Municipal Separate Storm Sewer System (MS4) issued by the Virginia Department of Environmental Quality. This permit authorizes UVA to discharge stormwater pursuant to the Virginia Stormwater Management Program and the Virginia Stormwater Management Act.

Since storm drain systems are not connected to a sanitary sewer treatment plant, water traveling through the storm drain system flows directly to local streams, rivers and lakes untreated. An illicit discharge to the storm system is generally defined as any discharge that is not composed entirely of stormwater.

1.0 Purpose

The purpose of this procedure is to ensure proper disposal of waste from activities conducted by or overseen by Facilities Management staff. In addition, this procedure outlines how to prevent discharges from dumpsters kept at the Facilities Management Yard and other locations on grounds, which could cause pollutants to enter storm sewers.

2.0 Scope

This procedure applies to all waste disposal activities by Facilities Management staff or contractors working for Facilities Management at UVA. This procedure covers solid waste, which encompasses material typically disposed of in a landfill, and recyclable, recoverable, or reusable materials, which are materials that can be diverted from landfills by UVA's Recycling program. This includes, but is not limited to, Municipal Solid Waste (MSW), Construction and Demolition Debris (CDD), recyclable materials, lead containing materials, scrap metal, and sawdust.

The handling and disposal of Hazardous, Chemical, Radioactive, and Biological waste requires specialized training and facilities, and is not covered by this policy. Handling and disposal of such waste is managed by Environmental Health and Safety (EHS) and covered under University Policies SEC-004, SEC-005, SEC-006, SEC-009, and SEC-012.

3.0 Responsibility

3.1 Facilities Management Environmental Resources (ER)

Environmental Resources (ER) is responsible for working with staff to keep this policy up to date and revised as needed. ER will coordinate efforts to respond to any illicit discharges that may occur.

3.2 Managers and Supervisors

Managers and Supervisors are responsible for ensuring their staff's compliance with this procedure. Managers are to train their employees in the proper disposal of waste materials to prevent spills of potential pollutants into the storm sewer system. Managers and supervisors are responsible for ensuring training is conducted with the most recent version of the SOP.

3.3 Personnel Performing the Job

Personnel must follow the correct procedures in accordance with this SOP. Personnel are responsible for determining the type of waste they need to dispose of and following the procedure to ensure it is disposed of properly. Personnel are also responsible for reporting if instances of leakage, missing covers, or misuse of material receptacles.

4.0 Procedures

4.1 Municipal Solid Waste is not regulated for special disposal and can be placed into a general waste dumpster. Examples include office waste, classroom waste, and any general waste that is commonly disposed of in a general trash can for pick up by Building Services. Recyclable materials should be separated from this material and placed into the nearest recycling bin.

- a. Staff are responsible for depositing their waste in the nearest appropriate trash can or general front load dumpster, as appropriate.
- b. Building Service staff whose responsibilities include emptying building trash cans, are responsible for collecting material from buildings and depositing them in the nearest appropriate dumpster. Staff are responsible for closing the lid or door to the dumpster after depositing material inside.
- c. Frontload trash containers have tops that will remain closed when not in use.
- d. Roll-off dumpsters will be covered when not in use. Tarps are acceptable dumpster cover provided they are in good condition and free of holes.
- e. Staff are responsible for ensuring that their material makes it into the dumpster and debris is not left around the dumpster as a result of their disposal efforts.
- f. Dumpsters are on a routine service schedule to prevent overflowing dumpsters. Service schedules are periodically adjusted as needed to reflect user demands.
 - i. If dumpsters are full and material is left beside the dumpster, it is the responsibility of the driver of the truck for the waste contractor to reload the container.
 - ii. If material is left next to or around a dumpster that is not overflowing, UVA Recycling should be contacted at 434-982-5050.
 - iii. Any leaking dumpsters or dumpsters without lids should be reported to UVA Recycling at 434-982-5050.
- g. The handling and disposal of Hazardous, Chemical, Radioactive, and Biological waste requires specialized training and facilities, and is not covered by this policy. Handling and disposal of such waste is managed by Environmental Health and Safety (EHS) and covered under University Policies SEC-004, SEC-005, SEC-006, SEC-009, and SEC-012.

4.2 Universal Waste includes batteries and fluorescent lamps.

- a. **Batteries**
 - i. Rechargeable and specialty batteries are collected by EHS. Contact EHS at 982-4911 for collection information.
 - ii. Alkaline batteries can be placed, with their terminals taped to prevent fires, at the nearest paper recycling station for collection by UVA Recycling. Alkaline battery disposal is not currently regulated, but recycling is encouraged.
- b. **Fluorescent Lamps** are collected on Wednesday afternoons by UVA Recycling. Contact UVA Recycling for further information.

4.3 Recyclable, Recoverable, or Reusable Materials can be diverted from disposal in a landfill and accepted by the University's Recycling program. Staff are responsible for properly sorting as much of their recyclable, recoverable, or reusable materials as possible to reduce UVA's environmental impact. Users of the Recycling Sorting Facility should follow the SOP for that location when delivering materials. Materials currently collected under this program include, but are not limited to, the following:

- a. **Metal** including aluminum, steel, copper, tin, and brass. Small quantities, including soda or tin cans, can be deposited in the universal beverage collection bins located throughout grounds.
- b. **Cardboard** should be flattened and placed next to any recycling receptacle. In addition, numerous cardboard collection containers are located around grounds, including near the upper stores warehouse in the FM Yard and on the north side of the Leake Building. Container lids should be closed when not in use.
- c. **Electronics** including CDs and DVDs, cell phones and chargers, used ink jet cartridges, tapes, jewel cases, computers, printers, and TVs. Small electronics can be deposited at an E-Cycling location on grounds, while Recycling should be contacted for larger or specialty items.
- d. **Glass** including clear and all colored glass. Windowpanes, mirrors, and laboratory glass are not permitted. Small quantities can be deposited in the universal beverage collection bins located throughout grounds. A roll off dumpster for glass is located in the FM Yard and is for Recycling staff use only. This dumpster will remain covered when not in use.
- e. **Plastics** includes all numbered plastic (#1-7) such as coffee cup lids, yogurt cups, plastic bottles and caps, plastic bags, and plastic wrap. Small quantities can be deposited in the universal beverage collection bins located throughout grounds. Toxic substance containers, such as motor oil or antifreeze, are not permitted. Styrofoam is not excepted.
- f. **White Paper** includes any white paper such as printer/copy paper, notebook paper, and spiral bound notebooks. Paper can be deposited in any white paper recycling bin or box or in the appropriate box in any paper recycling cabinet.
- g. **Mixed Office Paper** includes colored paper, newspaper, magazines, envelopes, phone books, post-it notes, and index cards. Paper can be deposited in any mixed paper recycling bin or box or in the appropriate box in any paper recycling cabinet.
- h. **Reusable Office Supply Exchange (R.O.S.E)** collects and distributes new or gently used office supplies including printer ink, binders, paper clips, rubber bands, lamps, writing utensils, folders, calculators, white boards, cork boards, hole punchers, paper, staples, and coffee makers. Stop by the UVA Recycling Office to donate or

pick up material.

4.4 Construction Demolition Debris (CDD) includes material generated during renovation, construction, or demolition of buildings, utilities, or other infrastructures. CDD waste often includes bulky materials not generally found in the MSW stream including gypsum board, wood, metal, insulated metal, plastics, concrete, brick, insulating material, rock, furniture, and other building materials.

- a. Major construction, renovation, and demolition projects are expected to have their own CDD dumpster available on site. This dumpster must be covered when not in use. Tarps are acceptable dumpster cover provided they are in good condition and free of holes.
- b. Smaller operation and maintenance projects may use the CDD dumpster currently located in the FM Yard. FM Staff and contractors are responsible for properly sorting CDD material into the CDD bin. Liquid wastes should not be disposed of in the CDD Dumpster.
- c. The CDD dumpster should be covered when not in active use.
- d. CDD waste characterized as clean fill should consist of dirt or uncontaminated concrete and concrete products, asphalt pavement, brick, glass, soil, and rock placed in commerce for service as a substitute for conventional aggregate. Material characterized for reuse as clean fill should be taken to a permitted site authorized to receive such materials.

4.5 Cleaning and Wash Water Disposal should be handled according to the nature of the material being cleaned and the location where it will be cleaned. When possible, material that is suitable for disposal in the sanitary sewer should be washed in an interior drain such as a utility sink. Any waste disposed into the sanitary sewer system must have a pH between 6-9. Exterior washing should follow the SOP for Exterior Surfaces and Building Washing.

4.6 Leftover or Unused Paint

- a. **Latex Paints** and varnishes will be delivered to EHS for disposal by a shop employee. Cans with residual amounts of paint can be opened and allowed to harden after which they can be thrown into the general trash.
- b. **Secondary Paint Thinner & Varnish Remover** used should be delivered to EHS by a shop employee in the original product container after use for proper disposal. Each container is to be labeled as waste with the EHS Waste Chemical/Biohazard Identification Form and kept tightly capped at all times.
- c. **Oil-Based Paints.** Over time the FM has moved away from the use of oil based paints and now primarily uses latex paints. To dispose of these paints do not put them in the trash but take to EHS for proper disposal.
- d. **Aerosol Paints** – cans of spray paint are considered aerosol cans and should be handled as described in 4.13.

4.7 Lead Containing Material, including material covered with lead-based paint, should be deposited in the lead dumpster in the FM Yard. The lead dumpster should remain covered when not in active use.

4.8 Asbestos Containing Material is managed by EHS under University Policy SEC-007. EHS should be contacted directly to oversee the removal, management, and disposal of all asbestos containing material.

4.9 Scrap Metal metals are a variety of metals that are hauled to scrap metal dealers.

- a. Scrap metal from construction, renovation, or maintenance projects can be deposited in the scrap metal dumpster in the FM Yard.
- b. Oils are to be purged prior to disposal of metals into this container.
- c. Refrigeration units are purged of Freon.
- d. The scrap metal dumpster should be covered when not in active use.

4.10 Landscape Debris includes dirt, mulch, and any organic waste generated from construction or maintenance activities. Landscape waste shall not be placed in any dumpsters or other trash containers. UVA Landscaping collects small quantities of landscape debris in a truck parked under the covered landscape storage area. All other landscape debris should be taken to the O-Hill Compost site. Please see the SOP for Disposal of Landscape Organic Waste for further information.

4.11 Sawdust is collected in a designated sealed front load container located adjacent to the cabinet shop in the FM Yard. These containers are closed-topped and no other material should be deposited inside these containers.

4.12 Mercury Containing Chemicals and Equipment are disposed of via Environmental Health and Safety. Contact EHS for further information about proper handling and disposal.

4.13 Aerosol Cans are classified as Hazardous Waste. All aerosol cans, regardless of their contents or whether they are unused, partially used, damaged, or empty should be collected for disposal by EHS. Cans should be separated based on whether they are empty or still contain product and can be collected in a cardboard box, clear plastic bag, or drum depending on volume generated. Contact EHS at 434-982-4911 for more information or to request a pickup of less than 20 cans using the [online request form](#).

4.14 Used or Obsolete Chemicals including but not limited to fertilizers, pesticides, herbicides, sealants, degreasers, paints, stains, and cleaning products are managed via UVA Policy SEC-005: Hazardous (Chemical) Waste Collection and Disposal. EHS should be contacted for proper disposal of all used or obsolete chemicals. Managers and staff are required to use best management practices to ensure excess quantities of chemicals are not purchased. Storage areas should be checked regularly to ensure large quantities of chemicals are not accumulating.

5.0 Review of Procedure/Training

Supervisors are responsible for reviewing this procedure at least once every 24 months with all employees who have these job duties.

6.0 Regulatory impacts

Waste Management

Improper handling and disposal of waste can have significant environmental and regulatory impacts. Staff should work to minimize the generation of waste the greatest extent practical and ensure that generated waste cannot generate additional waste by keeping dumpsters closed and covered. UVA received authorization to discharge to surface waters under the State General Permit Number VAR040073. Pollution prevention and good housekeeping practices are required.

*Printed versions of SOPs with previous review dates are considered current as long as the version number is the same as the current version. Current versions of all SOPs are maintained on the UVA Environmental Resources website.