
 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 5.9	Effective Date 11/14/2014	Page 1 of 4
	Supersedes Universal Wastes, dated 8/15/2006		
Approved By   Interim Commissioner Scott Semple	Title  Universal Wastes		

1. Policy. The Department of Correction shall contribute to a healthy environment by: procuring the least hazardous and environmentally adverse chemicals to perform a required task; handling, storing and disposing hazardous materials in a safe and environmentally sound manner; and implementing required procedures in the event of a chemical spill or accident.
  
2. Authority and Reference.
  - A. United States Code (USC), 42 USC 6901 et.seq, Federal Resource Conservation and Recovery Act (RCRA) of 1976.
  - B. Code of Federal Regulations (CFR), 40 CFR 260 - 263, 265 - 268, 273 - 279, Federal Hazardous Waste Regulations.
  - C. Connecticut General Statutes, Section 18-81.
  - D. Connecticut Hazardous Waste Management Regulations, RCSA 22a-449(c)-100 through 119 and 22a-449(c)-11, Revised September 10, 2002.
  - E. Administrative Directives 5.4, Hazardous Waste and 6.10, Inmate Property.
  
3. Definitions. For the purposes stated herein, the following definitions apply:
  - A. Batteries. Spent lead-acid batteries not managed under 40 CFR Part 266 (i.e., spent lead-acid batteries being reclaimed) and batteries that otherwise exhibit hazardous waste characteristics (i.e., are toxic, corrosive, ignitable, or reactive).
  - B. Destination Facility. A facility authorized to treat, dispose of, and/or recycle a particular category of universal waste in accordance with 40 CFR 273.9.
  - C. Lamps. Lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high-pressure sodium, and metal halide lamps.
  - D. Universal Waste. Waste batteries, pesticides, mercury thermostats, lamps, and used electronics as identified by 40 CFR 273 and RCSA Section 22a-449(c)-113.
  - E. Universal Waste Transporter. A person engaged in the off-site transportation of universal wastes by air, highway, rail or water.
  - F. Used Electronics. A device or component thereof that contains one or more circuit boards or a cathode ray tube and is used primarily for communication, data transfer or storage, or entertainment purposes, including but not limited to: desk top and lap top computers; computer peripherals; monitors; copying machines; scanners; printers; radios; televisions; camcorders; video cassette recorders ("VCRs"); compact disc players; digital video disc players; MP3 players; telephones, including cellular and portable telephones; and stereos. Used electronics specifically include inmate radios, cassette/CD players,

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televisions, and GameBoy consoles.

4. Handling, Storing, and Disposal of Universal Waste.

- A. Unit Administrators shall ensure the universal wastes are handled, stored, and disposed in accordance with 40 CFR 260 - 263, 265 - 268, 273 - 279; RCSA 22a-449(c)-100 through 119 and 22a-449(c)-11; and Administrative Directive 5.4, Hazardous Waste including:
1. labeling or marking the universal waste to identify it as universal waste (e.g., "Universal Waste - Used Electronics" or "Waste - Used Electronics," etc.);
  2. not accumulating more than 5,000 kilograms (approximately 11,000 pounds) of all universal waste at any time;
  3. universal waste shall not be accumulated for more than one year from the time the item is determined to be waste. A system shall be maintained to demonstrate that the universal waste has not accumulated in excess of one year, that may include:
    - a. placing the universal waste in a container and marking or labeling the container with the earliest date that any universal waste in the container became a waste or was received;
    - b. marking or labeling each individual item of universal waste with the date it became a waste or was received;
    - c. maintaining an inventory system onsite that identifies the date each universal waste became a waste or was received;
    - d. maintaining an inventory system onsite that identifies the earliest date that any universal waste in a group of universal waste items or a group of containers of universal waste became a waste or was received;
    - e. placing the universal waste in a specific accumulation area and identifying the earliest date that any universal waste in the area became a waste or was received; or,
    - f. any other method that clearly demonstrates the length of time that the universal waste has been accumulated from the date it becomes a waste or is received.
  4. Any universal waste batteries shall be stored in containers or on a secondary containment tray or spill pallet. Any universal waste batteries that are leaking or damaged must be contained in a closed, structurally sound, compatible container.
  5. All universal waste lamps are stored in containers that are closed, structurally sound, and compatible. As a best management practice, waste lamp containers should be stored under cover on an impervious surface.

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6. Any universal waste thermostat that is leaking or damaged shall be contained in a closed, structurally sound, compatible container.
  7. All universal waste used electronics shall be stored inside a fully enclosed building, truck, or trailer.
- B. When an inmate-used electronic item is determined to be waste (i.e., determined by the Unit Administrator to have no reasonable market value in accordance with Administrative Directive 6.10, Inmate Property) the used electronic item shall be disposed as universal waste through a licensed used electronic disposal/recycling company.
5. Management.
- A. The Unit Administrator shall:
1. continue to process used electronic items with inventory control numbers through the inventory control system. Those items not determined to be waste by the Department shall be transferred to the Department of Administrative Services, therefore, these items shall not be considered universal wastes while in possession of the Department of Correction. Care should be exercised to not co-mingle used electronic items with inventory control numbers with waste inmate electronic items.
  2. ensure that universal wastes, including waste inmate electronics, are not discarded to trash, but are identified as universal waste, and that they are handled, stored, and disposed/recycled in accordance with this Directive.
  3. deliver universal wastes to the facility maintenance unit for proper disposal as universal waste.
  4. ensure that all employees who handle or manage universal waste are informed of proper handling and emergency procedures.
- B. The facility maintenance unit shall:
1. assist the Unit Administrator with proper handling, storage, and disposal of universal waste, including identification and labeling and accumulation restrictions.
  2. transport universal waste to the District Recycle Center or ensure that universal waste is shipped off-site using a universal waste Transporter to a destination facility permitted to recycle universal wastes or transport to a Department approved waste collection area for recycling off-site at a destination facility.
  3. process inmate TVs by completing the Asset Management Electronic Surplus Property Form and contact the Asset Management facility liaison to schedule a pick-up. Inmate TVs should be on skids and secured with plastic wrap.
  4. keep records and receipts of all universal waste shipments.
  5. ensure that for any universal waste batteries that have recycle value and that DOC is paid for, a check from the

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vendor is made out to Comptroller, State of Connecticut and sent to the Central Office Fiscal Services Accounting Unit.

- C. The Facilities Management and Engineering Services Unit shall provide assistance necessary to ensure that the requirements of law, regulation, and this Directive are met.
6. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.