

Universal Waste Management Plan

Company Name
Site Address

Creation/Revision Date

INSERT COMPANY LOGO
INSERT DOCUMENT CONTROL INFORMATION

TABLE OF CONTENTS

	Page
1. PURPOSE	3
2. BACKGROUND	3
3. DEFINITIONS	4
4. RESPONSIBILITIES	6
5. CLASSIFICATION OF UNIVERSAL WASTE	7
6. MANAGEMENT PROCEDURES	7
6.1 On-Site Accumulation and Storage	7
6.2 Off-Site Shipments	8
7. BROKEN AND DAMAGED UNIVERSAL WASTE	8
8. TRAINING AND EDUCATION	9
9. PLAN MAINTENANCE AND VERIFICATION	9

1. PURPOSE

This document establishes procedures for the management and disposal of Universal Waste at the *Insert Company/Facility Name* facility(s) located at *Insert Site Address(es)*. Universal Wastes require special handling and disposal practices in accordance with applicable state and federal regulations. Universal Wastes must be managed in a manner that minimizes the risk of breakage, prevents releases of the wastes or any components of the wastes to the environment, and ensures proper disposal.

This document contains procedures for the collection, storage, labeling, and disposal of Universal Wastes. In addition, this document establishes the responsibilities of *Insert Company/Facility Name* staff and *Insert Company/Facility Name* contractors to ensure that Universal Wastes are managed in accordance with applicable state and federal regulations.

2. BACKGROUND

Insert general information describing the activities at the facility(s) where Universal Wastes are generated. Identify the specific parties responsible for and involved with the generation of Universal Wastes through each of the identified activities.

3. DEFINITIONS

Lamps	Bulb or tube portion of an electric lighting device that is specifically designed to produce radiant energy, most often in the ultraviolet, visible, and infra-red regions of the electromagnetic spectrum.
Spent Lamps	Lamps that are no longer wanted and are destined for disposal.
Hazardous Waste Lamps	Spent lamps that exhibit one or more of the characteristics of hazardous waste identified in 40 CFR 261. Specifically, lamps that are characteristically toxic as a result of containing specific heavy metals (arsenic, barium, cadmium, chromium, lead, mercury, selenium, and silver) in an amount exceeding a regulatory limit.
Universal Waste Lamps:	Hazardous waste lamps that are managed in accordance with alternative provisions of the federal Universal Waste Rule, 40 CFR 273, as incorporated by Section 22a-449(c)-113 of the Regulations of Connecticut State Agencies (RCSA).
Mercury-Containing Lamps:	Spent lamps that contain some amount of mercury but do not contain enough mercury to exhibit the characteristic of hazardous waste toxicity. Mercury-containing lamps are regulated under the provisions of Section 22a-209-17 of the RCSA. Note: for the purpose of this plan, mercury containing lamps and universal waste lamps are referred to synonymously.
Battery:	A device consisting of one or more electrically connected electrochemical cells which is designed to receive, store, and deliver electric energy. An electrochemical cell is a self-contained system consisting of an anode, cathode, and an electrolyte, plus such connections (electrical and mechanical) as may be needed to allow the cell to deliver or receive electrical energy. The term battery also includes an intact, unbroken battery from which the electrolyte has been removed.
Spent Battery:	Batteries that are no longer wanted and are destined for disposal.
Hazardous Waste Battery:	Spent batteries that exhibit one or more of the characteristics of hazardous waste identified in 40 CFR 261. Specifically, batteries that are characteristically corrosive as a result of containing liquids with a pH ≤ 2 or ≥ 12.5 ; reactive as a result of containing a substance that reacts violently with or generated toxic gasses when mixed with water; or, toxic as a result of containing specific heavy metals (arsenic, barium, cadmium, chromium, lead, mercury, selenium, and silver) in an amount exceeding a regulatory limit.
Universal Waste Battery:	Hazardous waste batteries that are managed in accordance with alternative provisions of the federal Universal Waste Rule, 40 CFR 273, as incorporated by Section 22a-449(c)-113 of the Regulations of Connecticut State Agencies (RCSA).
Mercury-Containing Equipment:	A device or part of a device (including thermostats, but excluding batteries and lamps) that contains elemental mercury integral to its function.
Spent Mercury-Containing Equipment:	Mercury-containing equipment that is no longer wanted and is destined for disposal.
Hazardous Waste Mercury-Containing Equipment:	Spent mercury-containing equipment that exhibits one or more of the characteristics of hazardous waste as identified in 40 CFR 261. Specifically, mercury containing equipment that are characteristically toxic as a result of containing mercury in an amount exceeding the regulatory limit

Spent Used Electronics	Used electronics that are no longer wanted and are destined for disposal.
Universal Waste Mercury-Containing Equipment:	Hazardous waste mercury-containing equipment that are managed in accordance with alternative provisions of the federal Universal Waste Rule, 40 CFR 273, as incorporated by Section 22a-449(c)-113 of the Regulations of Connecticut State Agencies (RCSA).
Used Electronics:	A device or component thereof that contains one or more circuit boards or a cathode ray tube and is primarily used 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 disk players, digital video disk players, MP3 players, telephones, including cellular and portable telephones and stereos.
Hazardous Waste Used Electronics:	Hazardous waste used electronics that are managed in accordance with alternative provisions of the DEEP Standards for Universal Waste Management, 22a-449(c)-113 (b) of the Regulations of Connecticut State Agencies (RCSA).
Small Quantity Handler of Universal Waste:	Generator of universal waste who does not accumulate 11,000 pounds (5,000 kilograms) or more of universal wastes (batteries, pesticides, mercury-containing equipment, lamps, or used electronics, calculated collectively) at any time.
Large Quantity Handler of Universal Waste	Generator of universal waste who accumulates 11,000 pounds or more total of universal waste (batteries, pesticides, mercury-containing equipment, lamps or used electronics, calculated collectively) at any time. This designation as a large quantity handler of universal waste is retained through the end of the calendar year in which the 11,000 pound limit is met or exceeded.
Universal Waste Transporter:	A person engaged in the off-site transportation of universal waste by air, rail, highway, or water.
Universal Waste Destination Facility:	A facility that treats, disposes of, or recycles a particular category of universal waste, except those management activities described in §273.13 (a) and (c) and §273.33 (a) and (c). A facility, at which a particular category of universal waste is only accumulated, is not a destination facility for purposes of managing that category of universal waste. For purposes of 22a-449(c)-113 (b) of the Regulations of Connecticut State Agencies (RCSA), a facility that engages in the disassembly or demanufacturing of used electronics: (1) for the purpose of marketing, reselling, reusing or recycling the components of a used electronic device; (2) without treating the device or any component thereof; and (3) without breaking the cathode ray tube, if any, in any such device, shall not be considered a destination facility. A facility that shreds, crushes, heats, or otherwise treats a used electronic device or any component thereof, or that breaks the cathode ray tube is any used electronic device, shall be considered a destination facility.

4. RESPONSIBILITIES

Role	Responsibilities
<i>Insert Job Title will ensure that:</i>	<i>This role will have primary responsibility for the development, implementation, and management of this Plan. Insert a list of responsibilities associated with this Role.</i>
<i>Insert Job Title will ensure that:</i>	<i>This role is applicable when this Plan governs the management of Universal Wastes for a company who operates a number of sites and where this role has specific management responsibility for that specific site. Insert a list of responsibilities associated with this Role.</i>
<i>Insert Job Title will:</i>	<i>This role will be listed in Section 2 of this Plan as one of the specific parties with responsibility for the generation of Universal Wastes. Insert a list of responsibilities associated with this Role.</i>
<i>Insert Job Title will:</i>	<i>This role will be listed in Section 2 of this Plan as one of the specific parties with responsibility for the generation of Universal Wastes. Insert a list of responsibilities associated with this Role.</i>
Shipping Contractor / Transporter	<i>This role will have primary responsibility for providing services associated with on-site management, off-site shipment, or off-site disposal of Universal Wastes. Insert a list of responsibilities associated with this Role.</i>

5. CLASSIFICATION OF UNIVERSAL WASTE

Define how the classification of: spent mercury-containing lamps, universal waste lamps, and hazardous waste lamps; spent lead-acid batteries being reclaimed, universal waste batteries, and hazardous waste batteries; universal waste mercury-containing equipment and hazardous waste mercury; and, universal waste used electronics, excluded scrap, and hazardous waste electronics.

Identify the status for each of the Company/Facility sites as Small Quantity Handler, Large Quantity Handler, Transporter, and Destination Facility. Define controls in place to monitor this determination and actions necessary in the event that this determination changes.

Describe the requirements applicable to accidental breakage versus intentional breakage as applicable to Universal Waste types managed by the Company/Facility.

6. MANAGEMENT PROCEDURES

Provide a general overview for the management of Company/Facility Universal Wastes which are generated and managed by the facility specifically pertaining to the Company/Facility Status as described in Section 5. Define who these procedures are applicable to.

6.1 On-Site Accumulation and Storage

Describe the following as applicable to Universal Waste Lamps: selection, acquisition, and use of containers; performance conditions applicable to containers; closure of containers, etc.; and, provide examples of the specific containers applicable to your Company/Facility for each of the Universal Wastes generated.

Describe the following as applicable to Universal Waste Batteries: sorting batteries by type; mixing battery types in one container; discharging batteries so as to remove the electric charge; regenerating used batteries; disassembling batteries or battery packs into individual batteries or cells; removing batteries from consumer products; removing electrolyte from batteries; container management for broken, damaged, leaking, etc. universal waste batteries.

Describe the following as applicable to Universal Waste Mercury-Containing Equipment: container selection, use, and management of mercury-containing equipment with non-contained elemental mercury; removal of mercury-containing ampules from universal waste mercury-containing equipment; and, removal of the original housing holding mercury from universal waste mercury-containing equipment.

Describe the following as applicable to Universal Waste Used Electronics: storage and accumulation of used electronics inside or in the cargo-carrying portion of a truck in a manner that prevents exposure to the environment and ensures handling and transport in a manner that maintains the reuse or recyclability of the used electronics.

Describe the system used and responsibilities associated with tracking the on-site accumulation time for Universal Wastes. Suggest the use of a labeling system which provides for the responsible party to physically affix the accumulation start date onto each of the Universal Waste or associated containers, as applicable.

Describe the specific labeling content requirements applicable to the Universal Wastes generated and accumulated on-site and include a description of how to acquire and affix these elements to accumulated Universal Wastes and the specific responsibilities associated with this process.

Identify specific assigned locations for the accumulation and storage of Universal Wastes and describe the general requirements applicable to the placements and configurations of these locations. Assign responsibility for the overall management of these locations.

Define notification and reporting requirements applicable to Roles with responsible for the placement of Universal Wastes in defined accumulation areas in the event that the condition of these areas do not meet requirements.

In the event that Universal Wastes are transferred from one facility to another for accumulation and storage purposes, be certain to describe applicable requirements and responsibilities associated with this activity.

6.2 Off-Site Shipments

Describe the following off-site shipment options: (1) shipment to another universal waste handler; (2) shipment to a destination facility

Describe the following off-site shipment activities and requirements: (1) self-transport to a universal waste handler or destination facility; (2) integration of U.S. Department of Transportation Hazardous Material requirements; (3) selection and use of a vendor or contractor to transport to a universal waste handler or destination facility (4) voluntary or mandatory use of shipping communications and records; and, (5) voluntary or mandatory recordkeeping and reporting

7. Broken and Damaged Universal Waste

Describe the procedures and associated responsibilities for the identification and management of broken and damaged Universal Wastes. Strongly suggest that specific procedures be developed which clearly define the following: (1) associated hazards for each Universal Waste; (2) applicable protective measures and equipment; (3) definition of and actions limited to incidental releases as defined in 29 CFR 1910.120; (4) definition of and actions associated with emergency response as defined in 29 CFR 1910.120; and, (5) reference to Section 5 for the Classification of associated spill cleanup debris, equipment, etc.

This section may likely refer to or reference existing plans and procedures associated with employee recognition of and responses to releases.

8. Training and Education

Describe the following:

- (1) responsibility for the provision of the Plan to affected employee and contractors/vendors;*
- (2) identification of employees and contractors/vendors who are required to be trained;*
- (3) process associated with both initial and recurrent training including type of training, duration of training, associated recordkeeping, etc.*

9. Plan Maintenance and Verification

Describe the following:

- (1) responsibility for the development and administration of an inspection program and process;*
 - (2) responsibility for and process associated with the update, revision, maintenance, and management of the Plan*
-