

CHEMICAL WASTE DISPOSAL GUIDELINES

Potentially hazardous chemicals and all hazardous waste must be disposed of in accordance with Federal & State regulations and procedures established by CCSD Risk & Environmental Services Department. Your site may have additional procedures which you are required to follow. Contact your supervisor or Risk & Environmental Services Department before discarding any potentially hazardous chemical or waste.

The following guidelines will assist in waste disposal and collection:

- Disposal of chemicals by way of the sanitary sewer system is **Prohibited**. The only exception to this is diluted acids and bases. These can be disposed of using **Only** the black sinks in the science labs. Disposal of chemicals of any kind in any other sink or drain is **Prohibited**.
- All staff members must be familiar with the location and composition of all used chemicals produced in the lab or worksite.
- All containers must remain closed except when actually adding to them. Open containers violate state and federal waste regulations.
- Used chemicals must not be placed or left for removal in hallways, offices or rooms. Chemicals must be kept only in approved storage areas.

The first priority of CCSD's Hazardous Waste Management Procedures for Schools is waste minimization. Whenever possible, chemical quantities should be minimized.

This is achieved by:

- Planning experiments to reduce types of used chemicals generated.
- Reducing the scale of experiments to limit the amount of used chemicals generated.
- Planning & purchasing chemicals only in the amounts necessary to complete the experiment.

Used Chemical Container Labeling

Leftover reagents and reaction products should be placed in marked containers at the end of each laboratory session. Broken glass should be placed in its own marked container.

Used chemicals shall be classified into the following categories:

- Flammable
- Organic Acid
- Reactive
- Base
- Water Reactive
- Toxic

- Air Reactive
- Oxidizer
- Inorganic Acid
- Other

Containers shall be labeled with the following information:

- Used-chemical category
- Complete name of chemical(s) in the container
- Approximate percentage of each chemical (if mixed)
- PH
- Date prepared
- Name of teacher & room number

Used chemicals will be maintained in their containers and secured in an approved storage area until such time that they are either reused in a laboratory procedure or reclassified as waste for disposal. Chemicals stored in each facility shall be inventoried annually at a minimum utilizing the Chimera system.

CHEMICAL & HAZARDOUS WASTE DISPOSAL PROCEDURES

All Chemical and Hazardous Waste Disposal **must** be coordinated through the Clark County School District, Risk & Environmental Services - Hazardous Materials Section. Additional information is available on the Interact Desktop, under District Link, under the Environmental Services icon.

If new, old, unused, or used chemicals are no longer needed, Risk & Environmental Services will pick them up. To schedule a pickup, please utilize the following link;

<http://riskmanagement.ccsd.net/pickitup>

(For additional Contact Information please see "Appendix A" Technical Safety Assistance).

RECORDKEEPING

Chemical Inventory Reports & Records on CHIMERA

An inventory of all chemicals stored in each facility must be conducted with the online Chimera system annually as a minimum. It is preferred inventories are kept up to date as chemicals are purchased and used.

Inventory information shall include the following:

- Room Number
- CHIMERA Barcode Number
- Full Chemical Name
- Manufacturer
- Quantity
- Unit of Measure
- State (Liquid, Solid, or Gas)
- Location within Room & Room Number

The CHIMERA Manual is available under Appendix L. Please review all information thoroughly. Additional information on CHIMERA is available on the Interact Desktop, under District Link, under the Environmental Services icon.