

Guide to Hazardous Waste Management in UMH Laboratories and Workshops.



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(ENGLISH VERSION)

This guide **documents the management process of Hazardous Waste** generated in the different Centers of the UMH (Departments, Institutes, Faculties, Schools, Services, etc.).

Hazardous Wastes are substances, as well as the packaging that has contained them, which may represent a **danger to the environment, human health or natural resources** (LER List contained in Commission Decision 2014/955/EU.).

Current legislation requires producers of hazardous waste to **deliver them to an authorized manager** for their proper transport, storage and treatment.

* Check the latest version and more documentation at <http://www.umhsostenible.com/residuos-peligrosos>.

1. THE PRODUCTION CENTER

Each Department, Area, Institute, School, Faculty, Service, Unit, Group, etc. in whose rooms Hazardous Waste is produced is considered a **Hazardous Waste Producing Center**.

The Producing Center is **obliged to properly manage its Hazardous Waste**. For this purpose, the UMH has an authorized company for its collection and management, coordinated by the Environmental Office.

In order to use this service, the Producing Center must **inform the Environmental Office** of its status as a producer and of the persons who perform the intracenter management of such waste, called "*Authorized for the Intracenter Management of Hazardous Waste*", according to the following point:

1.1. AUTHORIZED FOR INTRACENTER MANAGEMENT OF HAZARDOUS WASTES

The Responsible of the Producing Center (Director of the Institute, Department or School, I.P. of the Group, Responsible of the Unit, etc.), or at least the owner of the chemical or biological products that give rise to the hazardous waste, **may authorize another person** to carry out the intra-center management of the hazardous waste generated on his/her behalf. (Note that it is not the Environmental Office that authorizes, but the Responsible of the Producing Center).

How to register?

1. Download and fill in the document "*Authorization for Intracenter Management of Hazardous Waste*" available at <http://www.umhsostenible.com/residuos-peligrosos>.
2. Once authorized, communicate it to the Environmental Office **by sending the signed document by internal mail to the Environmental Office** (Edif. La Galia, Elche).
3. The Environmental Office will proceed to the registration in the **List of Authorized Personnel for the Intracenter Management of Hazardous Waste**, and thus receive the notices, training, documents, etc.

2. PACKAGING

The Producing Center must:

- Use **containers appropriate** to the characteristics of the hazardous waste they contain.
- **Adjust the sizes** of the containers used to the amount of each waste expected to be generated.
- Have sufficient **stock of empty containers**, as they are only supplied together with the collection.

To do so, you must **request the empty containers together with the request for removal** of the full containers.

3. LABELING

All packaging containing Hazardous Waste must be **correctly identified from the first day of use**, using the adhesive labels provided by the Environmental Office.

To fill out the sticker correctly, see document "**Hazardous Waste Identification**".

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Código Estancia Productora:	Fecha de Inicio: / /	Fecha de Cierre: / /			
Composición:					
Grupo: (Marca uno)	<input type="checkbox"/> 15 Residuo Citostático G-IV LER 180108	<input checked="" type="checkbox"/> Q16/D15/S1/C33/HP11/A871(4)/B0019			
	<input type="checkbox"/> 16 Riesgo Biológico G-III LER 180103	<input checked="" type="checkbox"/> Q16/D15/S1/C35/HP9/A871(4)/B0019			
	<input type="checkbox"/> Otro Grupo: (indica nº de grupo)	LER 160506	<input checked="" type="checkbox"/> Q3/D15/L,S14/C41aC51/HP6/A871(4)/B0019		
Pictogramas: (tachar los que no procedan)					

4. FILLING



The Producing Center must:

- Do not pour down the drain or dispose of your Hazardous Waste in the trash.
- Do not mix the different Hazardous Wastes.
- Move incompatible residues away to prevent them from reacting.
- Do not fill more than 90% of the containers.

5. STORAGE

The Producing Center must:

- Do not store Hazardous Waste for more than **6 months** from the "start date" of filling.
- Do not leave containers outdoors or within the reach of strangers.
- To have the place **properly signposted and out of the way**.
- Keep the bottles with liquids in **retention buckets** or containers.



6. PICKUP

Hazardous waste is generally collected **every 2 months**, according to the annual collection calendar.

The Producing Center must:

- Inform the Environmental Office of the quantities and types of Hazardous Waste you wish to deliver to the manager (fill in the "*Hazardous Waste Removal Request*" document available at <http://www.umhsostenible.com/residuos-peligrosos>).
- Have the containers **accessible** for removal, hermetically **sealed**, and in general in conditions that allow their **handling without risk** to the collection personnel.

7. EMERGENCIES and HAZARD PREVENTION

The Producing Center must:

- Have **absorbent material** (*sepiolite or spill kit, etc.*) suitable for the collection of possible spills of the different Hazardous Wastes generated.
- To know and comply with the legal obligations and requirements of the UMH regarding **Occupational Risk Prevention** (see www.umh.es/prevencion/).
- In case of disappearance, leakage, spillage, etc. of a Hazardous Waste, you must communicate it to the Environmental Office and follow the **UMH Emergency Plan** if applicable.

8. GENERAL

Beyond the legal obligations indicated, **it is advised**:

- **Minimize the generation of waste and its hazardousness**, developing the experiment or test to generate the smallest possible volume of waste or using less hazardous techniques or products.
- Evaluate the possibility of **participating in a By-product Exchange**, in case your waste can be used for another experiment or if you can use someone else's by-products as raw material.
- **Adjust the stock of reagents** to actual needs to prevent products from expiring and becoming waste without having been used.
- And in general, it is recommended to **inform the laboratory or workshop personnel** (both researchers and trainees) about the **Good Housekeeping Practices in Laboratories and Workshops** (Document "*Good Housekeeping Practices for Users of Laboratories and Workshops UMH*").