

V.I.E.W.S.

IEWS & INFORMATION ON ENVIRONMENTAL & WORKPLACE SAFETY



UNIVERSAL WASTE MANAGEMENT

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Universal Waste is a subcategory of Hazardous Waste as defined by the Resource Conservation and Recovery Action (RCRA) and includes certain wastes commonly generated by government agencies, businesses, and schools. The Universal Waste regulations (40 CFR 273 and 6 NYCRR 374-3) provide an alternate set of reduced management standards that the generator can follow instead of the full hazardous waste requirements and pertain to the handling, transportation, and disposal of waste batteries, lamps, recalled pesticides, and mercury containing equipment. Federal and New York State regulations define two categories of Universal Waste Handlers: Large Quantity Handlers (LQHUV) and Small Quantity Handlers (SQHUV). DEP has determined that its facilities are to remain SQHUV, thereby reducing the level of regulation to be applied to all facilities. In order to remain a SQHUV, a facility may never accumulate more than 11,000 pounds or 5,000 kilograms of Universal Waste, calculated collectively, at any given time.

TYPES OF UNIVERSAL WASTE

Batteries

There are different disposal procedures depending on the type of battery being discarded. Rechargeable nickel-cadmium or NiCad batteries, lithium batteries, and lead-acid batteries (not slated for recycling) are considered Universal Waste and therefore must be segregated and disposed of by a licensed Universal Waste handler. Non-rechargeable AAA, AA, C, and D Cell batteries containing no lead or mercury (alkaline and carbon-zinc) are considered municipal solid waste and can be disposed of as such. *However, if you are uncertain whether or not a non-carbon-zinc and non-alkaline battery meets the definition of Universal Waste, please manage the battery as Universal Waste.*

Lamps

Universal waste lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high pressure sodium, and metal halide lamps. "Green Tip/Environmentally Friendly Bulbs" must be managed as

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Universal Waste. Lamps must be handled with care, never intentionally broken, and always placed into a structurally sound container or package, which should remain closed unless lamps are being added or removed.

Pesticides

Only manufacturer-recalled pesticides are covered under Universal Waste regulations. This waste category is not typically an issue for most DEP employees.

Mercury Thermostats/ Mercury Containing Equipment (MCE)

Although mercury thermostats are the only mercury containing waste currently recognized in the New York State Code of Rules and Regulations, due to the recent change in the Federal regulations, the New York State Department of Environmental Conservation has published a Commissioner's Policy stating that it "allows the option of managing MCE waste in New York pursuant to" the new Federal regulation. This has effectively added thermometers, barometers, manometers, temperature and pressure gauges, switches, and several other manufactured items to the category of Universal Waste. However, if the mercury contained in the device is accidentally discharged into the environment or a device becomes contaminated, it must be managed under Hazardous Waste regulations.

Federal and New York State regulations do not set a limit as to the quantity of mercury in the MCE and do not require the mercury to be encapsulated in an ampule. The only restriction with respect to storage is that the MCE must be placed in a container which prevents a release to the environment. The container must be closed, structurally sound, compatible with the contents of the device, and the MCE must show no evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions. Finally, the container must be reasonably designed to prevent the escape of mercury into the environment by volatilization or any other means.

STORAGE OF UNIVERSAL WASTE

DEP Policy requires Universal Waste Storage areas to be labeled and protected from the elements, in a manner that prevents releases to the environment. As mentioned, the total combined quantity of Universal Waste stored at a DEP facility may not exceed 11,000 pounds. To ensure this, pickups should be scheduled as frequently as necessary. The holding time may not exceed one year from the date the first Universal Waste was

generated. Containers used to store Universal Waste must be sound, sturdy, and compatible with the type of waste stored inside. Containers should remain securely closed, unless waste is being added to or removed from the container.

LABELING AND MARKING OF UNIVERSAL WASTE

Universal Waste containers must be labeled with the type of Universal Waste contained inside and the date that the *first* item was placed into the container. For example, a cardboard cylinder for bulbs would have a label stating "Universal Waste - Bulbs" and the date that the first bulb was placed into the container.

OFF SITE SHIPMENT OF UNIVERSAL WASTE

In instances where a DEP facility is relatively small and does not generate enough Universal Waste to warrant a pickup from a commercial transporter, DEP personnel may move less than 500 pounds of Universal Waste to another DEP location, where a pickup is scheduled. This transporting must be performed with care to prevent any releases to the environment. The holding time of this Universal Waste must not exceed one year from the generation date on the label of the Universal Waste container. When a transporter removes Universal Waste from a DEP facility, the DEP facility must receive a bill of lading or equivalent shipping papers from the transporter. The information DEP requires includes: the transporter's USEPA ID number, the company's name, mailing address, telephone number, and point of contact, the quantity of Universal Waste shipped, and its final disposition. As a best-management practice, the DEP facility should also request a copy of a tracking document, showing whether the Universal Waste has been properly treated, recycled, or disposed.

EMPLOYEE TRAINING

Facilities must inform all employees who handle or manage Universal Waste of the proper handling and emergency procedures appropriate to the types of Universal Waste being handled at the facility.

RECORD KEEPING

Although there are no State or Federal regulations requiring documentation, DEP Policy requires all facilities keep records of waste stream characterizations, shipping documents, and training records related to Universal Waste.

EHS TRAINING COORDINATION COMMITTEE: AN AGENCY-WIDE PARTNERSHIP

Doreen J. Johann, M.S.

DEP is a vast and complex agency with a diverse and growing workforce in the resource protection arena. Forming committees allows for team building partnerships which provides a mechanism to get things accomplished. The team members and work agenda are a critical part of a committee's effectiveness toward agency-wide communication and goal attainment within the work environment.

Training our workforce requires vigilant monitoring in order to assure that no employee is overlooked or neglected. To implement this goal, OEHSC has formed a Training Coordination Committee under my direction. This was a high priority so I wanted to ensure that the committee had a mission for the agency, that all bureaus were represented, and that bureau representatives actively participated. The Training Coordination Committee was a key element to the success of this partnership.

The first EHS TCC meeting was held on March 22, 2006. The attendance was exemplary and included a wide representation from a majority of the bureaus at DEP. It was clear that we had to jump on the initial enthusiasm and keep it going in order to work toward specific goals for the agency as a whole.

Our mission statement is simply "to form working relationships between all bureaus within DEP for the furtherance and enhancement of EHS training for all of its employees, regardless of title or job function." We are well on our way toward implementing that mission.

Some of the goals that have been accomplished and are ongoing include:

- Establishing and maintaining communication between bureaus on all EHS training

matters, as they pertain to DEP policies and regulatory requirements;

- Establishing effective coordination of training needs on an agency-wide basis to ensure compliance and employee health and safety;
- Transitioning toward a centralized system for EHS Training data management recording and tracking;
- Compiling, electronically, all existing training modules from the different bureaus into a data repository (library of resources) to be published on a shared server so that all bureaus might have access to the information.
- Working together to create, produce, and enhance new and existing training modules and to develop frameworks for standardization of modules, where applicable;
- Continuing to evaluate agency training needs based on changing regulations and employee needs.

In addition, the TCC has also formed three subcommittees:

1. The Training Module Review subcommittee;
2. The VIEWS subcommittee, which solicits, edits, and produces EHS materials to be published in our quarterly newsletter;
3. Web Campus Users Subcommittee, which reviews and updates EHS requirements planning to enhance data management processes for the agency.

I am pleased with the progress the committee has made thus far, and I know we will continue to work together toward meeting these and future goals. The attendance has been consistently growing, and I am proud to work with the dedicated people of DEP's Training Coordination Committee.

OEHSC Staff Profile: Kevin Z. Moore

Kevin comes to DEP from NYC's Conflicts of Interest Board, (formerly the Board of Ethics), where he served as a Writer, Copy Editor, Web Editor, Designer, and Manager, Photographer, Seminar Organizer, Agency Trainer, and all-round communications specialist. At DEP, he continues this work, editing and managing Environmental, Health and Safety's e-real estate on *Pipeline* and maintaining up to date policy and procedure databases in OEHSC's shared folders. He is the editor of V.I.E.W.S. and has written articles for that publication. Among his other duties which have included writing interactive computer based training programs, he designs and produces OEHSC's annual report and provides monthly training updates for the agency's *Training Calendar* and the *Commissioner's Monthly Progress Report*. He is the designer, editor, and production manager of the agency's *Employees Handbook*, a compilation of OEHSC Environmental, Health and Safety policies in a portable "tool-box" format.

"I work closely with OEHSC management and training personnel and their committees to gather and disseminate timely information regarding environmental, health and safety policy and procedures to all DEP employees who have a "right to know" them. Publishing this information furthers OEHSC's goal to improve safety conditions and to assure that all employees are aware of specific and general on-the-job hazards and the best ways to avoid them."

"As editor of V.I.E.W.S., I am always on the look-out for articles relevant to DEP's employees and their work. Bureau concerns and achievements, policy changes, and suggestions regarding work-place safety are welcome. V.I.E.W.S. is intended to be for and about DEP's bureaus, and I would like to see the newsletter more completely satisfy this intent by publishing news and information from each bureau, every quarter. The Training Coordination Committee is helping me in this effort by reaching

out to the various bureaus for relevant information. Employees who would like to have an item appear in VIEWS should contact me or their bureau training representative. I welcome any and all submissions of relevant interest to the DEP community and look forward to working with you."

"I have been gratified to see *Pipeline* grow in content, sophistication, and value since I began to manage OEHSC's files three years ago. *Pipeline* has become a powerful resource, a library and archive of OEHSC policies and procedures that the bureaus rely on for accuracy, timeliness, and comprehensiveness. *Pipeline* has many useful features in addition to a complete listing of policies and procedures, such as the Employees Complaint Hotline, which invites all DEP personnel to register complaints and concerns anonymously, to receive immediate attention."

"On my own time, I like to travel, visit museums and institutes, and read and write in cafes around town, speaking with those who do the same. New York is a public university, as I see it, where everybody can be a student of just about anything, virtually for free. I publish my research with university journals."

"Since I have come to DEP, I have been impressed by OEHSC's effort to promote, publish, teach, and implement optimal workplace health and safety standards. In this light, I see my responsibilities here to be a continuation in kind of those I pursued at the Conflicts of Interest Board. OEHSC's work is ethical in character, after all; it promotes the public good by assuring that the highest standards are maintained in the regulation of agency work. I am proud to have a role to play in this worthwhile effort."

(Kevin holds a Ph.D. and an M.A. from New York University in, respectively, Literature and Art. He is a published scholar of European Literature, Cinema, and Painting. Before City employment, he lectured at universities and institutes in America and Europe.)

Training Coordinating Committee

First row (L to R): Sabrina Antonio-(BWS:DWQC), Kevin Moore (OEHSC), Doreen J. Johann (OEHSC), Lynn Sadowsky (BWS). **Second row:** Drew Pardus (OEHSC), Joel Dungca (BEDC), Jim Miccio (BWS), Timothy Daly (BWSO), Vlada Smorgunov (OEPA). **Top row:** Luigi Fosco (BEDC), Nelson Leon (BWSO), Allan Straker (OEHSC), Kevin Hurley (BWS:W-O-H), Anthony Evangelista (BCS), Joseph Reddington (BWT). **Absent Members:** Gerould McCoy (OEHSC), William Yulinsky (BWT), John Lento (BHRA), Penny Theodorellis (BEC), Walter Dobkowski (BWT), Asher Najmuddin (BWSO), John Wuthenow (BEPA), Rosemary Fodera (ECB), Mary DeRosa (ECB), Ray Meshkati (BEDC), Michael Bartlett (BHRA/OTD), and Jennifer Collado (BHRA/OTD).

The committee currently meets on a monthly basis with the larger bureaus, the smaller bureaus attending on a quarterly basis (Cynthia Dilan-EXEC, Julia Bourdier-Legal, Michael Mannino-ACCO, Carmelo Emilio-Water Board, Grace White-Public Affairs).

