



Rutgers Environmental Health and Safety (REHS)

Program Name:	Waste Management for Facilities, Housing and Dining Departments		
Responsible Executive:	Executive Director of REHS		
Adopted:	February 4, 2004	Reviewed/Revised:	November 13, 2020

1. Program Statement

Facilities, Housing and Dining Departments generate waste streams that may be regulated by federal, state and local authorities. Most of the waste falls into one or more of the following categories:

- Hazardous Waste (chemicals, paints, solvents, cleaning products, aerosols)
- Universal Waste (batteries, consumer electronics, fluorescent bulbs, mercury-containing equipment)
- Non-Regulated Waste (antifreeze, latex paint)
- Used oil and used oil filters
- Spent ballasts from light fixtures
- Unused, expired or excess chemicals

Facilities, Housing and Dining may each have unique waste products specific to their department such as:

Facilities

- Lead paint chips
- Parts washer solvent
- Oil or solvent contaminated rags
- Antifreeze

Housing

- Lead paint chips
- Cleaning products

Dining

- Cooking oil, food scraps, grease traps (not covered in this document)

2. Reason for Program

This program describes the procedures for properly managing different waste streams in order to protect the Rutgers community and the environment. It is also designed to ensure compliance with the following regulatory standards:

- *Resource Conservation and Recovery Act (RCRA)* – 40 CFR Parts 260-273 (EPA)
- *Standards for Universal Waste Management* – 40 CFR Part 273 (EPA)
- *Standards for the Management of Used Oil* – 40 CFR Part 279 (EPA Solid Wastes) & N.J.A.C. 7:26A-6 (New Jersey adoption of EPA regulation)
- *Polychlorinated Biphenyls Manufacturing, Processing, Distribution in Commerce and Use Prohibitions* – 40 CFR Part 761 (EPA Toxic Substances Control Act)

3. Who Should Read this Program

This program applies to all Facilities, Housing and Dining personnel who generate and manage waste materials in their respective departments.

4. The Program

I. Roles and Responsibilities

A. Waste Generators and Personnel Who Manage Waste Materials

- 1) Minimize the generation of hazardous and non-hazardous waste streams whenever possible.
- 2) Identify waste streams that require special management in order to comply with regulatory standards.
- 3) Manage waste streams in accordance with regulatory requirements and Rutgers policies and programs.

B. Rutgers Environmental Health and Safety (REHS)

- 1) Conduct periodic audits of department waste storage areas and follow up with department personnel to correct deficiencies if any.
- 2) Pick up waste materials upon request and within the required time limits.
- 3) Inspect all waste materials for proper packaging, labeling and storage requirements whenever waste is picked up by REHS for final disposal.
- 4) Record all hazardous waste materials in the Operating Record upon arrival at the Environmental Services Building (ESB).
- 5) Maintain all state and federal regulatory requirements in regards to the proper storage of hazardous waste at all REHS storage facilities throughout the university.
- 6) Arrange for disposal within required time limits through the contracted hazardous waste vendor.
- 7) Ensure the hazardous waste manifest form is used for each waste shipment and returned copies are retained in the files at REHS.

II. Definitions

Hazardous Waste

A waste that poses a substantial or potential threat to public health or the environment. EPA defines a hazardous waste as exhibiting one or more characteristics of ignitability, reactivity, corrosivity and toxicity. EPA also defines listed hazardous wastes from

non-specific sources, specific sources and chemical products.

Polychlorinated Biphenyls (PCBs) Chemicals that were widely used as a fire retardant and insulator in the manufacture of ballasts, transformers and capacitors. PCBs were banned by EPA in 1979 but may still be found in old equipment.

Satellite Accumulation Area (SAA) A designated area where hazardous wastes are temporarily stored. The SAA must be located at or near the point of hazardous waste generation and be under the control of the operator generating the waste.

Universal Waste A category of hazardous waste that includes materials commonly recycled such as rechargeable batteries, consumer electronics, fluorescent lamps, aerosol cans and mercury-containing equipment.

Used Oil Any oil that has been refined from crude oil or any synthetic oil that has been used and as a result of such use is contaminated by physical or chemical impurities. Simply put, any petroleum-based or synthetic oil that has been used.

III. Procedures

A. Waste Minimization

- 1) Make every attempt to minimize the generation of hazardous waste by using these guiding principles:
 - Only purchase the amount of materials needed to complete a project. Disposal of excess materials often costs more than the original purchase price.
 - Purchase non-toxic, non-hazardous alternative products whenever possible
 - Reuse or recycle materials whenever possible
 - Consult the Rutgers Chemicals for Reuse Program at <https://ipo.rutgers.edu/rehs/labenv-chemical> for donating chemicals for reuse or obtaining them free of charge
- 2) Consider the simple replacements shown in Table 1 for reducing hazardous waste and minimizing exposure to toxic materials:

Table 1

<i>Use</i>	<i>Instead Of</i>
Latex Paint	Oil Based Paint
Citrus Based Degreasers	Solvent Based Degreasers
Propylene Glycol	Ethylene Glycol
Non-Chlorinated Solvents	Chlorinated Solvents

B. Types of Waste and Disposal

1) Hazardous Waste

The following are considered hazardous waste:

- Paints, stains and wood preservatives – oil based and/or solvent based
 - Paint thinner, paint stripper and adhesives/mastics
 - Parts washer fluids – solvent based
 - Lead paint chips
 - Solvent contaminated rags (refer to Disposal of Contaminated Rags and Towels at: <https://ipo.rutgers.edu/sites/default/files/Cont-Rags-Guide-3-16-09%20%281%29.pdf>)
- a. Collect hazardous wastes in satellite accumulation areas (SAAs) specifically designated for the temporary storage of hazardous waste.
 - b. Store liquid wastes in secondary containment unless they are in the 5-gallon carboys provided by REHS.
 - c. Segregate wastes by chemical compatibility (e.g. don't store acids with flammable liquids in the same secondary container). Make sure the container holding the waste is chemically compatible with the waste (e.g. store corrosive chemicals in plastic containers). See example in Figure 1.
 - d. Label waste containers with the Rutgers Hazardous Waste Label shown in Figure 2. Make sure the label is completely filled out including checking off one or more pictograms on the bottom of the label to further identify the waste characteristics. Use chemical names (not formulas or acronyms) to identify the constituents.
 - e. Keep lids securely closed on all hazardous waste containers in storage.
 - f. Submit an online Request for Hazardous Waste Disposal at the following link to alert REHS to pick up the waste. Request additional replacement waste containers at the online link.
<https://halflife.rutgers.edu/forms/hazwaste.php>
 - g. Contact REHS at hazwaste@rutgers.edu or 848-445-2550 if you have any questions regarding the collection, storage and disposal of hazardous waste.

2) Universal Waste

The following are considered universal waste:

- Lead acid batteries – automotive, emergency back-up
- Rechargeable batteries – nickel cadmium (NiCad), nickel metal hydride (NiMH), lithium, Gel Cell
- Consumer electronics – computer monitors, CPUs, printers, copiers, faxes, TVs, VCRs, radios, circuit boards
- Lamps – fluorescent, neon, mercury vapor, metal halide, high pressure sodium, high intensity discharge
- Mercury-containing equipment – thermostats, thermometers, barometers
- Aerosol cans – full or partially filled*

*NOTE: Empty aerosol cans can be discarded in the regular trash.

A. Lead Acid Batteries

1. Collect lead acid batteries in secondary containment bins or appropriate DOT containers such as 5-gallon pails or 30-gallon drums in the Satellite Accumulation Area (SAA).
2. Label the secondary containment bin or storage containers with the Rutgers Universal Waste label shown in Figure 3. Make sure to check the “waste type” box for “batteries” and complete the campus, building, room number and accumulation start date information. The accumulation start date is the date the first battery is placed in the secondary containment bin or container.
3. Never store broken or leaking batteries with intact batteries.
4. Insulate the terminals with duct tape to prevent batteries from being discharged when stacked or stored in containers with multiple batteries.
5. Keep stored batteries away from oil or other flammable materials.
6. Exchange used car and truck batteries with the supplier when purchasing replacement batteries. If exchange is not possible, submit a Request for Hazardous Waste Disposal at the online link below and REHS will pick up the batteries.
<https://halflife.rutgers.edu/forms/hazwaste.php>
7. Maintain records of all battery exchanges for at least 3 years.

B. Rechargeable Batteries

1. Segregate batteries by type for storage in plastic buckets, drums or sealable bags.
2. Place plastic storage containers in secondary containment bins in the SAA.
3. Label containers with the Rutgers Universal Waste label shown in Figure 3. Make sure to check the “waste type” box for “batteries” and complete the campus, building, room number and accumulation start date information.
4. Never store broken or leaking batteries with intact batteries.
5. Insulate the terminals with duct tape to prevent batteries from being discharged when stacked or stored in containers with multiple batteries.
6. Keep stored batteries away from oil or other flammable materials.

C. Consumer Electronics

1. Never dispose of consumer electronics in the regular trash.
2. Contact the Material and Logistical Services Department by using the Surplus Management System at <https://ipo.rutgers.edu/bs/surplus-pickups> or call (848) 445-2255.

D. Lamps

1. All lamps (i.e. fluorescent, neon, mercury vapor, metal halide, high pressure sodium, high intensity discharge) including the green-tipped fluorescent tubes must be collected as Universal Waste.
2. Designate a storage area for lamps that provides ample room for proper storage.
3. Package lamps in their original boxes or special boxes/fiber containers provided by the Rutgers disposal vendor (Clean Earth).
4. Make sure boxes are stored upright, secured in place so they cannot tip over and sealed shut after every addition of tubes.
5. Avoid any storage arrangement that may cause lamps to be broken.
6. Label boxes with the Rutgers Universal Waste label shown in Figure 3. Make sure to check the "waste type" box for "lamps/bulbs" and complete the campus, building, room number and accumulation start date information. The accumulation start date is the date the first spent bulb is placed inside the box.
7. Store boxes for up to 1 year prior to disposal.
8. In some cases, lamps are transported to centralized storage locations by Facilities personnel.
9. Contact the disposal vendor to pick up full boxes by emailing the Pick-Up/Drop-Off Request Form shown in Attachment #1 to the point of contact at Clean Earth.
10. Use a Bill of Lading for shipping the boxes of lamps. A representative from the department will be asked to sign the Bill of Lading.
11. Maintain all paperwork for 3 years including the original Bill of Lading, a copy of the Bill of Lading signed by the vendor stating they received the shipment and a certificate of destruction/recycling. These documents must be made available to REHS, NJDEP or any other regulatory agency upon request.

E. Mercury-Containing Equipment

1. Collect small devices such as thermostats, boiler switches and thermometers in an appropriate container such as a screw-top jar or zip-lock bag.
2. Never store broken or leaking mercury-containing devices with intact devices. Broken mercury-containing equipment must be placed in a separate container and labeled with the Rutgers Hazardous Waste label shown in Figure 2.
8. Label containers with the Rutgers Universal Waste label shown in Figure 3. Make sure to check the "waste type" box for "mercury-containing equipment" and complete the campus, building, room number and accumulation start date information.
3. Store mercury-containing equipment in the SAA until pick-up by REHS.

4. Submit a Request for Hazardous Waste Disposal at the online link below:
<https://half-life.rutgers.edu/forms/hazwaste.php>
5. Contact REHS at 848-445-2550 or hazwaste@rutgers.edu for any other mercury-containing equipment with large volumes of liquid mercury. REHS will come on site to evaluate the equipment and provide advice on how to best dispose of it.

F. Aerosol Cans

1. Collect full or partially full aerosol cans in an appropriately sized container depending on the amount anticipated for disposal. (e.g. 5, 30 or 55-gallon drum/pail).
2. Label containers with the Rutgers Universal Waste label shown in Figure 3. Write "Aerosol Cans" on the label and complete the campus, building, room number and accumulation start date information.
3. Store containers of aerosol cans in the SAA until pick-up by REHS.
4. Submit a Request for Hazardous Waste Disposal at the online link below:
<https://half-life.rutgers.edu/forms/hazwaste.php>

3) Non-Regulated Waste

The following are considered non-regulated waste:

- Antifreeze – propylene glycol and/or ethylene glycol
- Latex paint
- Citrus based parts cleaner fluids and similar products

A. Antifreeze

1. Collect waste antifreeze in Department of Transportation (DOT) approved 5-gallon carboys or 55-gallon drums. REHS can provide the necessary containers.
2. Label the container with the Non-Regulated Waste label shown in Figure 4. Mark the contents as "waste antifreeze".
3. Keep containers on spill pallets in the SAA.
6. Submit a Request for Hazardous Waste Disposal at the online link below:
<https://half-life.rutgers.edu/forms/hazwaste.php>

B. Latex Paint

1. Latex paint that is completely dried out can be disposed of in the regular trash.
2. Collect and store partially filled or full cans of latex paint for disposal in the SAA.
3. Label the containers with the Non-Regulated Waste label shown in Figure 4. Mark the contents as "latex paint".

4. Submit a Request for Hazardous Waste Disposal at the online link below:
<https://halflife.rutgers.edu/forms/hazwaste.php>

C. Citrus-Based Parts Cleaner Fluids

1. Collect waste citrus-based parts cleaner in Department of Transportation (DOT) approved 5-gallon carboys or 55-gallon drums. REHS can provide the necessary containers.
2. Label the container with the Non-Regulated Waste label shown in Figure 4. Mark the contents as “waste citrus-based parts cleaner solution”.
3. Keep containers on spill pallets in the SAA.
4. Submit a Request for Hazardous Waste Disposal at the online link below:
<https://halflife.rutgers.edu/forms/hazwaste.php>

4) **Used Oil and Used Oil Filters**

Used oil is defined as any petroleum-based or synthetic oil that has been used and is therefore contaminated with metals, solvents or other materials from its intended use. The following are considered used oils after their useful life:

- Motor oil
- Heating oil
- Refrigerator oil
- Hydraulic oil
- Transformer oil
- Lubricating oil

A. Used Oil

1. Collect used oil in Department of Transportation (DOT) approved 5-gallon carboys or 55-gallon drums. REHS can provide the necessary containers.
2. Collect different types of oil in separate containers (i.e. don't mix used motor oil with used hydraulic oil).
3. Label the container with the Used Oil label shown in Figure 5. Fill in the campus, building, room number and date on the label.
4. Keep containers on spill pallets in the SAA.
5. Remove funnels and secure lids to containers after each addition to the container. Alternatively, use specially made funnels that have a hinged lid that can be closed after each addition.
6. Submit a Request for Hazardous Waste Disposal at the online link below:
<https://halflife.rutgers.edu/forms/hazwaste.php>

NOTE: Oil filled equipment may contain oils that are contaminated with PCBs. Contact REHS prior to disposing of oil filled equipment, especially transformers and electrical switches. Refer to the Polychlorinated Biphenyls (PCB) Program at <https://ipo.rutgers.edu/sites/default/files/FMS-Web-Info-PCB.pdf> for more details.

B. Used Oil Filters

1. Drain oil from filters into an appropriate container as detailed in the Used Oil section above.
2. Collect filters in Department of Transportation (DOT) drums or 5-gallon pails.
3. Label the drum with the Used Oil label shown in Figure 5. Fill in the campus, building, room number and date on the label.
4. Keep drums on spill pallets in the SAA.
5. Submit a Request for Hazardous Waste Disposal at the online link below:
<https://half-life.rutgers.edu/forms/hazwaste.php>

5) **Spent Ballasts from Light Fixtures**

Spent ballasts are separated into 2 categories:

- PCB – manufactured before 1980
- Non-PCB – manufactured after 1980

Most new ballasts will have the words “Non-PCB” on the ballast label. If no such indication is noted or if the ballast was manufactured prior to 1980, it must be considered PCB. Most ballasts have a manufactured date stamp on them.

- a. Collect PCB and Non-PCB ballasts in separate DOT drums/containers. REHS can provide the drums/containers or you can obtain them from the Rutgers universal waste vendor (Clean Earth).
- b. Label each container with the Spent Light Ballast label shown in Figure 6. Check off either “PCB” or “Non-PCB” in upper left corner of the label. For PCB ballasts, the PCB label shown in Figure 7 must also be applied to the outside of the drum/container.
- c. Keep drums securely closed at all time.
- d. Contact the disposal vendor to pick up full drums of ballasts by emailing the Pick-Up/Drop-Off Request Form shown in Attachment #1 to the point of contact at Clean Earth.
- e. Use a Bill of Lading for shipping the boxes of lamps. A representative from the department will be asked to sign the Bill of Lading.
- f. Maintain all paperwork for 3 years including the original Bill of Lading, a copy of the Bill of Lading signed by the vendor stating they received the shipment and a certificate of destruction/recycling.

6) **Unused, Expired or Excess Chemicals**

- a. Unused, expired or excess chemicals should first be considered as a possible donation to the Rutgers Chemicals for Reuse Program. Contact REHS at (848) 445-2550 or hazwaste@rutgers.edu for advice.

- b. All other unused chemicals must be disposed of through REHS by submitting an online Request for Hazardous Waste Disposal form at:

<https://halflife.rutgers.edu/forms/hazwaste.php>

C. Waste Containers

- 1) REHS can provide the following containers for collecting and storing wastes:

Liquid Wastes

- 5-gallon plastic carboys
- 30-gallon plastic drums
- 55-gallon plastic or metal drums

Solid Wastes

- 1-gallon plastic screw top jars
- 5-gallon plastic screw top pails
- 30-gallon plastic or metal open top drums
- 55-gallon metal open top drums

REHS will also provide plastic liners for pails and drums used for solid wastes such as paint chips and used oil filters.

- 2) Do not use your own drums or pails unless approved by REHS. They may not meet US Department of Transportation (DOT) requirements or may have residual material left behind from former uses.
- 3) Select the smallest container size available that will properly hold the anticipated quantity of waste and still allow sufficient headspace above the liquid for expansion under different storage temperatures.
- 4) Containers must be leak-proof and sealed with lids secured while in storage.

D. Labeling

Specific labels are required for each type of waste as described in each section of this document. Obtain the necessary labels from REHS. Examples of each type of label are shown in Figures 2-7.

E. Satellite Accumulation Areas (SAAs)

- 1) Hazardous waste, universal waste and used oil/filters must be stored in Satellite Accumulation Areas (SAAs) which are designated areas at or near the point of generation and under the control of the operator generating the waste. Typically there is a SAA in each room where such wastes are generated. REHS can assist in determining appropriate locations for SAAs.
- 2) Chemical wastes in SAAs must be segregated by waste type and arranged so that incompatible wastes cannot mix.
- 3) Hazardous wastes must be stored in secondary containment bins in SAAs.
- 4) Containers in SAAs must be arranged so that the labels are easily visible during inspection.

- 5) Follow the basic guidelines below for safely storing hazardous wastes:
- Store like materials in the same secondary containment bin (e.g. store flammables in one bin, acids in another, toxics in another – See Figure 1)
 - Separate acids and bases
 - Keep acids separate from oils, flammables, cyanides and sulfides
 - Store corrosive chemicals in plastic containers
 - Keep water-reactive chemicals away from water sources or aqueous solutions
 - Immediately clean up spilled materials in secondary containment bins
 - Consult REHS if you encounter shock-sensitive, explosive or air-reactive chemicals
- 6) No more than 55 gallons of hazardous waste or 1 quart of acutely hazardous waste are allowed to be stored in a SAA.

F. Request for Waste Removal

- 1) Submit an online Request for Hazardous Waste Disposal whenever hazardous waste containers are full. The link for the online request can be found at: <https://halfife.rutgers.edu/forms/hazwaste.php>
- 2) REHS will pick up the waste within 5-10 working days at the New Brunswick/ Piscataway campuses and every 30-60 days at the Newark and Camden campuses. Remote farm research centers and other off-campus locations are generally scheduled within one month of receipt of the online form.

Figure 1. Example of Properly Stored Hazardous Waste in SAA



Figure 2. Rutgers Hazardous Waste Label

HAZARDOUS WASTE

(For Satellite Accumulation Areas)

Rutgers, The State University of New Jersey

Chemical Contents: (% vol. or % weight) circle one

_____ %	_____ %
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %

Are heavy metals present? Yes No (If yes, add to chemical contents section)

SAA Manager: _____ Telephone: _____

Campus: _____ Bldg.: _____ Rm#: _____

Have Accumulation Limits Been Exceeded: YES NO (Circle One)

(55-gallons Hazardous Waste and/or 1-Qt Acutely Hazardous Waste)

If yes, please indicate date excess accumulation began: ____/____/____

IN CASE OF EXCESS ACCUMULATION, CONTACT REHS IMMEDIATELY: 848/445-2550

<input type="checkbox"/> Ignitable	<input type="checkbox"/> Toxic	<input type="checkbox"/> Corrosive	<input type="checkbox"/> Compressed Gas	<input type="checkbox"/> Reactive
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Figure 3. Rutgers Universal Waste Label

Universal Waste

<p>Waste Type:</p> <p>Batteries <input type="checkbox"/></p> <p>Lamp/Bulbs <input type="checkbox"/></p> <p>Mercury containing equipment <input type="checkbox"/></p> <p>Consumer electronics <input type="checkbox"/></p>	<h2 style="margin: 0;">RUTGERS</h2> <p style="margin: 0;">Rutgers Environmental Health and Safety</p> <p style="margin: 0;">74 Street 1603, Building 4116 Piscataway, NJ 08854 Phone # 848-445-2550</p>
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Campus _____ Bldg _____ Rm # _____

Accumulation Start Date _____

These labels should be applied on all containers that store spent batteries, fluorescent lamps/bulbs, mercury containing equipment, consumer electronics.

Figure 4. Non-Regulated Waste Label

NON-REGULATED WASTE

OPTIONAL GENERATOR INFORMATION

SHIPPER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTENTS _____

NON-REGULATED WASTE THIS WASTE IS NOT REGULATED BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY.

©2008 J. J. KELLER & ASSOCIATES, INC. • Neenah, WI • USA • 1 (800) 327-6468 86-HML-C 1597 (3/08)

Figure 5. Rutgers Used Oil Label

Used Oil

RUTGERS
Rutgers Environmental
Health and Safety

**74 Street 1603, Building 4116
Piscataway NJ, 08854-8037**

Campus _____ Bldg. _____ Rm.# _____

Date _____

OUTER CONTAINER LABEL

Figure 6. Rutgers Spent Ballast Label

SPENT LIGHT BALLASTS

Ballast Type:
Non-PCB
* PCB

*Note - requires use of
PCB label on container

RUTGERS
Rutgers Environmental
Health and Safety

**74 Street 1603, Building 4116
Piscataway, NJ 08854**

Campus _____ Bldg. _____ Rm.# _____

Storage Date _____

OUTER CONTAINER LABEL

These labels should be
applied on all
containers that store
spent light ballasts.

Figure 7. Rutgers PCB Label

**CAUTION
CONTAINS
PCBs**
(Polychlorinated Biphenyls)

A toxic environmental contaminant requiring
special handling and disposal in accordance with
U.S. Environmental Protection Agency Regulations
40 CFR 761. For Disposal Information contact
the nearest U.S. E.P.A. Office.

In case of accident or spill, call toll free the
U.S. Coast Guard National Response Center:
800-424-8802.

Also Contact _____

Tel. No. _____



PICK-UP/DROP-OFF REQUEST FORM

Company _____	Requestor Name _____
PU/DO Address _____	Site Contact _____
City, State & Zip _____	Site Telephone # _____
Customer # _____	Alt. Name & # _____
EPA ID # _____	PO# (or _____
(If Available) _____	Blanket#) _____

Transportation Requirements (MUST BE COMPLETED)

Will you be delivering this material, or will you require a pick-up? _____
 If you will require a pick-up, please complete the following below (A through F):

A. Available loading hours: ____ Can a full-size tractor-trailer fit? ____ Is there a loading dock? ____
 B. Do you need a lift gate to pick up material? ____ Is there a forklift available? ____
 C. Where is the material stored? ____ If not on ground level, is elevator available? ____
 D. Will the material need to be manually packaged on-site for the pick-up? ____ *Note: manpower fees will apply*
 E. Are there any height/width restrictions at location? ____ Those restrictions are: ____
 F. Special instructions? (Down dirt road? Dock location, if different?) _____

****WASTE INFORMATION PROFILES MAY BE REQUIRED PRIOR TO SHIPMENTS OR PICK-UPS****

LAMPS

Lamps should be packaged and sealed in original manufacturer's box, CE lamp box, or CE fiber drum.

I have the following type(s) of <u>lamps</u> :	The lamps are packaged in:
<input type="checkbox"/> 4 ft lamps <input type="checkbox"/> 8 ft lamps	<input type="checkbox"/> 4 ft boxes - # ____ <input type="checkbox"/> 8 ft boxes - # ____
<input type="checkbox"/> Other (U-tubes, compacts, HIDs): ____	<input type="checkbox"/> Fiber drums (small) # ____ (large) # ____
<input type="checkbox"/> LED lamps	<input type="checkbox"/> Pails, size? ____ # of pails ____
	<input type="checkbox"/> Other ____ How many? ____
Next →	
Are lamps palletized? _____	Total pallets of lamps above: _____

BALLAST /CAPACITORS

Ballast/capacitors should be packaged and sealed in a DOT-approved poly pail, poly drum, or steel drum.

I have the following type(s) of <u>non-PCB ballast</u> :	I have the following type(s) of <u>PCB ballast</u> :
<input type="checkbox"/> Non-PCB ballast <input type="checkbox"/> Non-PCB capacitors	<input type="checkbox"/> PCB ballast (No transformers or large PCB capacitors)
The Non-PCB ballast is packaged in:	The PCB ballast is packaged in:
<input type="checkbox"/> Pails <input type="checkbox"/> Drums - How many? ____ What size? ____	<input type="checkbox"/> Pails <input type="checkbox"/> Drums - How many? ____ What size? ____
<input type="checkbox"/> Other- ____ How many? ____ What size? ____	<input type="checkbox"/> Other- ____ How many? ____ What size? ____
Next →	<i>*Additional transportation fees may apply for PCB capacitors.</i>
→	
Are ballast palletized? _____	Total pallets of ballast above: _____

ELECTRONIC SCRAP

Electronic scrap should be shrink-wrapped to a pallet or packaged in a cubic yard box.

I would like the electronic scrap processed as follows:	Is the material packaged? _____
<input type="checkbox"/> Recycling/recovery service (most common)	Is manpower/labor needed to package on-site? _____
<input type="checkbox"/> Hard drive shredding needed (additional cost)	
<input type="checkbox"/> Asset tracking (additional cost)	<u>Live loads should have pictures sent to sales rep prior to pick-up. This will ensure proper supplies to be brought.</u>
I have the following electronics:	If packaged, the electronic scrap is packaged in:
<input type="checkbox"/> Monitors <input type="checkbox"/> Servers <input type="checkbox"/> Printers <input type="checkbox"/> Laptops <input type="checkbox"/> Toner	<input type="checkbox"/> Cubic yard boxes - How many? ____
<input type="checkbox"/> Televisions <input type="checkbox"/> Hard Drives <input type="checkbox"/> Misc. electronics	<input type="checkbox"/> Pallets - How many? ____
Next →	<input type="checkbox"/> Other- ____ How many? ____
Are electronics palletized and shrink-wrapped? _____	Total pallets of electronic scrap above: _____

Please return completed form to Kayla Albino at Clean Earth; Email: kalbino@Harsco.com; Fax: 610-797-0938. If you have any questions, please contact me at 610-797-7608 x7245

PICK-UP/DROP-OFF REQUEST FORM

BATTERIES			
Batteries should be packaged and sealed in a DOT-approved poly pail, poly drum, or lined steel drum. DO NOT MIX BATTERIES OF DIFFERENT TYPES IN THE SAME CONTAINER. ALL MUST BE SEPARATED!			
<input type="checkbox"/> Category 1 (LEAD ACID) <input type="checkbox"/> Dry cell lead acid <input type="checkbox"/> Wet cell lead acid <input type="checkbox"/> Broken/Leaking lead acid (hazardous) <input type="checkbox"/> Absolytes Terminals must be taped on all types of lead acid batteries. The batteries are packaged in/on: <input type="checkbox"/> Pails - How many? ____ What size? ____ <input type="checkbox"/> Pallets - How many? ____ <input type="checkbox"/> Other- ____ How many? ____ What size? ____	<input type="checkbox"/> Category 2 (ALKALINE) <input type="checkbox"/> Alkaline (Dry, nickel iron, zinc carbon/air non-Hg) <input type="checkbox"/> Alkaline (Wet, nickel iron, zinc carbon/air non-Hg) <input type="checkbox"/> Nickel-cadmium (NiCd) (dry) <input type="checkbox"/> Nickel-cadmium (NiCd) (wet) <input type="checkbox"/> Nickel-metal hydride (NiMH) The batteries are packaged in: <input type="checkbox"/> Pails - How many? ____ What size? ____ <input type="checkbox"/> Drums - How many? ____ What size? ____ <input type="checkbox"/> Other- ____ How many? ____ What size? ____		
<input type="checkbox"/> Category 3 (MERCURY/SILVER-CONTAINING) <input type="checkbox"/> Zinc carbon (w/Hg) <input type="checkbox"/> Mercury/mercuric oxide <input type="checkbox"/> Silver oxide (w/Hg) <input type="checkbox"/> Silver oxide <input type="checkbox"/> ATON The batteries are packaged in: <input type="checkbox"/> Pails - How many? ____ What size? ____ <input type="checkbox"/> Other- ____ How many? ____ What size? ____	<input type="checkbox"/> Category 4 (LITHIUM PRIMARY/METAL) Lithium batteries must have the terminals taped. Do not mix lithium-metal with lithium-ion in the same pail. <input type="checkbox"/> Lithium-metal <input type="checkbox"/> Sodium/NaNiCl2 <input type="checkbox"/> Li-thionyl chloride/Li-Co <input type="checkbox"/> Magnesium metal The batteries are packaged in: <input type="checkbox"/> Pails - How many? ____ What size? ____ <input type="checkbox"/> Other- ____ How many? ____ What size? ____		
<input type="checkbox"/> Category 5 (LITHIUM-ION - LAPTOP, CELL PHONE) <input type="checkbox"/> Li-Ion/Li-polymer Lithium batteries must have the terminals taped. <u>Do not mix lithium-metal with lithium-ion in the same pail.</u> The batteries are packaged in: <input type="checkbox"/> Pails - How many? ____ What size? ____ <input type="checkbox"/> Other- ____ How many? ____ What size? ____			
Are batteries palletized? ____		Total pallets of all batteries above: ____	
MERCURY-CONTAINING MATERIAL			
Mercury-containing devices should be packaged and sealed in a DOT-approved poly pail, poly drum, or lined steel drum.			
I have the following mercury-containing material to be picked up: ____		The material is packaged in: ____	
OTHER MATERIAL NOT LISTED ABOVE			
I have the following OTHER material to be picked up: ____		The material is packaged in: ____	
DO YOU NEED CONTAINERS?			
(Replacement drums and/or additional supplies needed for on-site packaging)			
Container Type	Quantity	Container Type	Quantity
4 ft fiber drum small (85 count)	_____	1-gallon pail	_____
4 ft fiber drum large (185 count)	_____	5-gallon pail	_____
Gaylord boxes (3x3x3) (boxes must be on pallets)	_____	4 ft boxes	_____
55-gallon steel drum	_____	8 ft boxes	_____
55-gallon poly drum	_____	30-gallon poly drum	_____
55 gallon closed top drum (liquids only)	_____	Pallets	_____
Is a certificate of recycling/destruction needed? YES or NO		_____	

Please return completed form to Kayla Albino at Clean Earth; Email: kalbino@Harsco.com; Fax: 610-797-0938, If you have any questions, please contact me at 610-797-7608 x7245