

**Facility Maintenance Waste Management Policy and Procedures**  
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# Facility Maintenance Waste Management Policy and Procedures

## I – General Information

### a. Background:

Many activities within the facilities maintenance department generate wastes that are regulated by the NJ Department of Environmental Protection, the U.S. Environmental Protection Agency, and local authorities require special management. Most of the regulated waste generated in the facilities maintenance areas will fall into one of three categories: Universal Waste, Hazardous Waste, or Used Oil.

### b. Purpose

The purpose of the following policy and procedures is to ensure that all hazardous waste, universal waste, and used oil are properly and safely managed, from its generation through handling, storage, and preparation for transportation. The management of these wastes shall be conducted in accordance with all applicable local, state, and federal laws and regulations.

## II – Generator Responsibilities

### A. Generator Responsibilities

It is the responsibility of Facilities Maintenance department personnel to identify (i.e. recognize) and properly manage (e.g. label, properly containerize) hazardous waste, universal waste, and used oil according to university policy, local, state, and federal laws. It is also the department's responsibility to minimize the generation of hazardous waste where possible. Rutgers Environmental Health & Safety (REHS) will provide assistance in order to follow the applicable regulations and university policies. REHS's responsibilities are discussed in section III.

### B. Waste Minimization

It is Rutgers University's policy to minimize the generation of hazardous waste wherever possible below list some examples of waste minimization practices.

- Only purchase the amount of materials needed to complete a project. Often the cost for disposal is more than the purchase price.
- Purchase nontoxic, non-hazardous alternative products. See Table 1 for examples.
- In order to minimize waste, please reuse or recycle materials whenever possible.
- Utilize the chemicals available for reuse inventory on the REHS website by either donating unused and/or unwanted materials or requesting 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

## C. Types of Waste and Disposal

### **Obsolete/Unused Materials** (e.g. paint, oil, antifreeze)

- All obsolete/unused materials should be disposed of through REHS. Please review the waste management and request for removal sections of this policy.
- If a material is in good condition, and may be used in another department, REHS will add it to the chemicals for reuse inventory.

### **Aerosol cans – not completely empty**

- Collect and store in the Satellite Accumulation Area (SAA).
- Mark with the words “Hazardous Waste” if the material is in its original container, or label using a Rutgers University Hazardous Waste Label. For more information on labeling see part E of this section.
- Dispose of through REHS.
- Note if the aerosol is completely empty it may be disposed of in the regular trash. However, aerosols may not be intentionally emptied in order to dispose of in the regular trash.

### **Antifreeze**

- Collect antifreeze in Department of Transportation (DOT) approved 5 or 55-gallon containers.
- Label as “waste antifreeze.”
- Keep containers securely closed and in secondary containment in the Satellite Accumulation Area (SAA).
- Dispose of through REHS.

### **Batteries (lead acid/automotive)**

- Collect and store batteries in secondary containment in the Satellite Accumulation Area (SAA) or other secure area.
- Label containers with a black and white Rutgers University Universal Waste label. For more information on labeling see part E of this section.
- Check the type of waste box on the label and mark the date accumulation begins.
- Do not store broken and/or leaking batteries with intact batteries.
- Insulate the terminals with duct tape, to prevent batteries from being discharged, if storing multiple batteries in a bucket or stacked.
- Do not store lead acid batteries in the same secondary containment with oil or flammable materials.

- Exchange the used batteries with the supplier if possible when purchasing a replacement battery. Keep copies paperwork related to the exchange for a minimum of three years.
- If exchanging the batteries is not possible, dispose of batteries through REHS.

### **Batteries – Rechargeable NiCad, Lithium, Gel Cell**

- Segregate the batteries by type, for storage in plastic buckets or plastic drums.
- Collect batteries in secondary containment in Satellite Accumulation Area (SAA).
- Label containers with a black and white Rutgers University Universal Waste label.
- Check the type of waste box on the label and mark the date accumulation begins.
- Do not store broken and/or leaking batteries with intact batteries.
- Insulate the terminals with duct tape or electrical tape to prevent batteries from being discharged, if storing multiple batteries in a bucket or stacked.
- Do not store batteries in the same secondary containment with oil or flammable materials

### **Consumer Electronics – Computer Monitors, CPUs, printers, copiers, facsimiles, televisions, VCR, stereos, etc.**

The disposal of consumer electronics is regulated by the NJDEP. These items may not be disposed of in the regular trash. Please contact Rutgers University Material Services Department at 732.445.5832 for collection.

Material Services is responsible for the proper management of these discarded items.

### **Lamps: Fluorescent, high intensity discharge, neon, mercury vapor, metal halide, and high pressure sodium**

Fluorescent light tubes contain a small amount of mercury, and are regulated as a Universal Waste. In order to ensure proper disposal, University Policy requires all lamps, except for regular incandescent bulbs, including ‘green-tipped’ fluorescent tubes to be recycled. Under no circumstance are they to be disposed in the regular trash.

Below outlines the procedure to manage these wastes in order to comply with federal, state, and local regulations:

- Package the lamps in proper containers (i.e. original boxes or boxes/tubes purchased from the disposal vendor)
- Packages must be kept securely closed (i.e. taped shut).
- Do not stack or lean fluorescent tubes prior to packaging, this may cause them to break and release mercury.

- Maintain all lamps, new and used, in a manner that will not jeopardize packaging integrity.
- Label packages of spent lamps with a black and white Rutgers University Universal Waste label.
- Check the type of waste box on the label and mark the date accumulation begins.
- Universal waste lamps may not be stored for more than one year.
- Universal waste lamps shall be stored in secure, designated areas.
- Assigned facilities maintenance personnel transport lamps from campus buildings to a centralized location.
- Lamps must be disposed of through an approved vendor (See Appendix 1) that utilizes a bill of lading, not a hazardous waste manifest. A representative of your department will be required to sign the bill of lading
- Paperwork associated with universal waste lamps pick-ups must be maintained, by facilities maintenance, for a minimum of three years. This includes the original bill of lading, a copy of the bill of lading signed by the vendor stating that they received the shipment, and a certificate of destruction/recycling.

### **Lead Paint Chips**

- Collect in strong poly bags (e.g. 6mm poly bag) not to exceed 30 pounds.
- Store bags in 55-gallon drums provided by REHS.
- Drum must be kept securely closed except when adding waste.
- Label with a black and white Rutgers University Hazardous Waste Label. For more information on labeling see part E of this section.
- Dispose of through REHS

### **Light Ballasts**

Light ballasts are divided into two categories PCB and Non-PCB (i.e. mineral oil). Light ballast disposal is dependent on the presence of polychlorinated biphenyls (PCB) in the ballast oil. In 1979 the Toxic Substance Control Act prohibited the manufacturing of light ballasts containing PCBs.

Ballasts manufactured after 1979 should have a “Non-PCB” label affixed to the outside of the ballast. Any ballast manufactured prior to 1980 must be classified as PCB regardless of labels. If ballast is not dated or labeled, it must be considered PCB.

Below outlines the procedure to manage waste ballasts in order to comply with federal, state, and local regulations:

- Always wear latex or nitrile gloves when handling ballasts.
- Package PCB and Non-PCB ballasts separately.
- Place ballasts in 55-gallon, or smaller, metal drums.
- Mark the outside container with a black and white Rutgers University ballast label, check the appropriate box for the type of ballast, and if applicable adhere a yellow “PCB” shipping label for ballasts containing PCBs.
- Keep drums securely closed at all times.
- Do not collect leaking ballasts with recyclable ballasts. Collect leaking ballasts in a separate container and call REHS for disposal instructions.
- Store ballasts in secure, designated areas that are properly marked.
- Facilities maintenance is responsible for disposing ballasts using a University approved vendor (See Appendix 1) utilizing a document called a “Ballast Manifest.” This is not a hazardous waste manifest and may be signed by a representative of the department shipping the ballasts.
- Paperwork associated with ballasts pick-ups must be maintained, by facilities maintenance, for a minimum of three years. This includes the original ballast manifest, a copy of the ballast manifest signed by the vendor stating that they received the shipment, and a certificate of destruction/recycling.

#### **Mercury Thermostats, Thermometers, or Mercury Containing Equipment – Intact**

- DO NOT attempt to disassemble the device/equipment.
- Collect mercury-containing devices and equipment in an appropriate container (i.e. screw top jar or zip-lock bag). Do not collect broken mercury apparatus with intact items.
- Keep container securely closed.
- Label with a black and white Rutgers University Universal Waste label.
- Check the type of waste box on the label and mark the date accumulation begins.
- Store in Satellite Accumulation Area (SAA).
- Dispose of through REHS.

#### **Mercury Thermostats, Thermometers, or Mercury Containing Equipment – Broken**

- Collect broken mercury-containing devices and equipment in an appropriate container (i.e. screw top jar or zip-lock bag). Do not collect broken mercury apparatus with intact items.
- Keep container securely closed.

- Complete and mark with a black and white Rutgers University Hazardous Waste label. For more information on labeling see part E of this section.
- Store in Satellite Accumulation Area (SAA).
- Dispose of through REHS.

### **Paints, Stains, and Wood Preservatives – Oil and/or Solvent Based**

- Collect and store in Satellite Accumulation Area (SAA).
- Mark with the words “Hazardous Waste” if the material is in its original container, or label using a Rutgers University Hazardous Waste Label. For more information on labeling see part E of this section.
- Keep container securely closed.
- Dispose of through REHS.
- Note paint that is completely dried out may be disposed of in the regular trash. However, paint may not be intentionally dried in order to dispose of in the regular trash.

### **Paint – Latex**

- Collect and store in Satellite Accumulation Area (SAA).
- Keep container securely closed.
- Dispose of through REHS
- Note paint that is completely dried out may be disposed of in the regular trash. However, paint may not be intentionally dried in order to dispose of it in the regular trash.

### **Paint Thinner, Paint Strippers, and Adhesives**

- Collect and store in Satellite Accumulation Area (SAA).
- Mark with the words “Hazardous Waste” if the material is in its original container, or label using a Rutgers University Hazardous Waste Label. For more information on labeling see part E of this section.
- Keep container securely closed.
- Dispose of through REHS.

### **Parts Washer – Solvent based**

- Collect and store in Satellite Accumulation Area (SAA).
- Mark with the words “Hazardous Waste” if the material is in its original container, or label using a Rutgers University Hazardous Waste Label. For more information on labeling see part E of this section.

- Keep container securely closed.
- Dispose of through REHS.

### **Rags – Contaminated**

Please contact REHS for disposal information on contaminated shop towels and rags. Generally, rags contaminated with solvents, oils, or other toxic compounds must be collected and disposed of through REHS.

### **Used Oil**

The facilities department generates a variety of used oil. These oils include: Motor Oil, Heating Oil, Refrigerator Oil, Hydraulic Oil, Transformer Oil, and Lubricating Oils. These oils are regulated both by the federal EPA and the NJDEP. Below outlines the proper procedure for managing these used oils.

- Collect used oil in Department of Transportation (DOT) approved containers such as 5 and 55-gallon drums.
- Different types of oil should not be co-mingled (i.e. don't mix refrigeration oil and motor oil).
- Label containers with a black and white Rutgers University Used Oil label. For more information on labeling see part E of this section.
- Complete label with the date used oil accumulation began and location information.
- Store containers in/on secondary containment such as a spill pallet.
- Keep container securely closed except for when adding or removing used oil.
- Transformer, mineral, and refrigerant oils must be disposed of through REHS.
- Motor, hydraulic, and heating oils must be sent for recycling, if free of PCBs (*See note below.*), through a University approved vendor (See Appendix 1).
- Paperwork for oils recycled through a vendor must be kept on file, in the Facilities Maintenance Department, for a minimum of three years. This includes bill of lading and certificate of destruction/recycling.

*Note:* Oil filled equipment may contain oils that are contaminated with PCBs. Contact REHS prior to disposing equipment. More information on PCBs and oil containing equipment may be found in the Polychlorinated Biphenyl (PCB) Waste Management Plan.

### **Used Oil – Filters**

- Drain filters into appropriate used oil container.
- Collect filters in a sturdy, closable, leak proof container (i.e. DOT approved drum).



- Label containers with a black and white Rutgers University Used Oil label. For more information on labeling see part E of this section.
- Complete label with the date used oil accumulation began and location information.
- Store containers in/on secondary containment such as a spill pallet.
- Keep container securely closed.
- Dispose of through REHS.

#### D. Waste Management

- Waste materials discussed in this policy, and other regulated wastes must be collected in individual, leak proof, sealed containers. The materials must be compatible with container material (*e.g.* acids must not be placed in a metal container). Glass containers may be safely used for virtually anything except hydrofluoric acid, acid fluoride salts, and very strong alkalis.
- Waste materials/chemicals must not be placed in an unwashed container, which contains any incompatible residual material, from previous storage.
- Select the smallest container available that will properly hold the material, allowing sufficient headspace above the surface of the liquid to allow room for expansion. This is economical and efficient. Five-gallon carboys, pails, and fifty-five-gallon drums are available from REHS as required. Do not use your own drums or pails without prior approval from REHS; they may not meet US Department of Transportation (DOT) requirements.
- Any containers holding a hazardous chemical or waste shall be kept securely closed, so there is no escape of hazardous waste or its vapors during storage, except when it is necessary to add chemicals or waste. Ensure that lids, bungs, or rims are tightly in place.

#### E. Waste Container Labeling

- All containers must be clearly identified and labeled with the chemical name(s) of the substance(s) at the immediate time when the collection starts. Trade names, acronyms, abbreviations, codes, or formulas **are not acceptable.**
- All hazardous waste, which cannot be recycled because it is either spent, past the manufacturer's expiration date, or has been mixed or contaminated with another substance **must be labeled with a Rutgers University black and white HAZARDOUS WASTE LABEL.** This label must be affixed to the container before any waste material is placed into the container. It is also acceptable to write the words "HAZARDOUS WASTE" on the original manufacturer's label. Note the latter is only acceptable if the chemical is in its original container. Hazardous waste labels may be obtained by calling REHS. **Waste Labeling (or writing the words "Hazardous Waste" on the manufacturer's label) must not be completed on unused materials, as these materials may be recycled by redistribution.**
- The concentration of each chemical or mixture component must be identified on the label. For containers being filled with varying concentrations of a variety of compatible materials, the chemical concentrations can be added to the label when the container is full.

- The hazardous waste label must have all contact information completed.
- **Used Oil** should be labeled with either the words “Used Oil,” or with a Rutgers University black and white used oil label.
- **Batteries, lamps, and mercury thermostats or mercury containing equipment** must be labeled with a Rutgers University Universal Waste Label.

Please note: Non-RCRA regulated waste that is being collected because drain disposal is not permitted or prior to drain disposal does not need a Hazardous Waste Label. Collection containers should be marked with the contents and concentrations (e.g. Spent Citrus Based Parts Washer).

## F. Unidentified Waste

State and federal transportation regulations for waste haulers prevent REHS from collecting substances that are unidentified (i.e. unknown). The department generating the waste must make every possible attempt to identify unknown wastes. Upon request, REHS will assist with identification and will furnish the names of state-certified analytical laboratories.

## G. Satellite Accumulation Areas

- Hazardous Waste, Universal Waste, and Used Oil must be stored in the Satellite Accumulation Area (SAA), at or near the point of generation and under the control of the operator generating the waste. Typically there is an SAA in each room where waste is generated. REHS will assist with the determination of appropriate locations for satellite accumulation areas.
- Chemical wastes must be segregated by general waste type (e.g. flammables, poisons, acids, and alkalis) and arranged so that incompatible substances cannot mix. Incompatibles are those pairs of substances that, when mixed, either react violently or evolve flammable or poisonous gases or vapors. Below are a few general principles that must be followed for safe hazardous waste storage and chemical storage:
  1. Keep acids and bases apart.
  2. Keep acids apart from oils, flammables, cyanides or sulfides.
  3. Acids should never be put into steel containers.
  4. Water-reactive, strong acids such as organic acid halides, organic acid anhydrides, inorganic acid anhydrides, and strong acidic salts must be kept apart from both alkalis and water.
  5. Oxidizing agents must be kept apart from reducing agents and organic compounds.
  6. Water-reactive agents must be stored apart from water, aqueous solutions, and acids.
  7. Air-reactive materials must be packed in containers that are sealed off from the atmosphere.
  8. Explosive and shock-sensitive materials present special risks that require special handling. Consult with REHS before handling or preparing for disposal.
- Hazardous Waste, Used Oil, and Batteries must be stored in secondary containment. Incompatible materials must not be stored in the same secondary containment bin.
- Containers must be arranged so that identification is readily visible.
- State and federal regulations allow up to fifty-five gallons of hazardous waste, or one quart of acutely hazardous waste (for more information on acutely hazardous waste see section II of the Hazardous

Waste Disposal Policy and Procedure) in a Satellite Accumulation Area (SAA). Once accumulation limits are met containers must be dated with the start date excess accumulation begins. At the time when the limit is reached, excess waste must be removed from the SAA within three days.

- Spilled material must be properly cleaned immediately. Do not allow spill residues to accumulate in the bottom of SAA containment bins.

## H. Request for Waste Removal

Waste collected by REHS is completed on a routine basis and can be requested by one of two methods; fax or via the REHS web page. With all two methods, a ***Request for Hazardous Waste Disposal*** (See Attachment 2.) form must be filled out and submitted to REHS. These forms must include the following information:

- Requester: The name of the person submitting the form. This person should have knowledge of the waste in the event that REHS personnel have questions.
- Telephone #: A contact number for the requester or someone else with knowledge of the waste.
- Substance Location: Include the building name and room number. In addition, if the location of the SAA is not readily apparent, the location of the waste within the lab should also be noted in the event that REHS performs the waste pick-up when no lab personnel are present.
- Chemical Name: Use full chemical names. Do not use formulas or abbreviations. Include all the constituents of each waste container.
- Quantity: Include the number of containers of waste and their volumes.

### Example:

Paint, oil based	2 X 5 gallon pails
Paint, oil based	10 x 1 gallon
Batteries, lead gel cell	5 x 2 lbs
Mercury Thermostat	1

- If REHS supplies you with 5-gallon or 55 gallon waste pails, carboys, or drums be sure to note how many replacement containers should be left. Also, feel free to note any additional information about the waste that you think may be helpful.
- In the event that waste containers that are to be collected are intermingled in the same SAA bin with containers that you want to keep, it is helpful if you mark the containers that you want taken away with Post-its ®. Remember that REHS cannot accept unknown materials. All waste containers must be labeled and their contents identified.
- All waste containers must have a tightly fitting cap that will not leak during transport. Be sure that you have the correct cap, lid, or bung for your container. Improperly capped waste bottles will leak.
- **Request for Hazardous Waste Disposal can be sent by one of these two methods** (Blank forms can be obtained from REHS or printed off of the web page)

- Via Fax to: **732-445-3109**
- Via Email on Web Page at: **rehs.rutgers.edu**.
  - Click on “**Hazardous Waste Disposal**” under Quick Links
  - Complete the necessary information
  - Click on “**Submit**” at the bottom of the form
- For the New Brunswick/Piscataway campuses, expect the pick-up to occur within 5 to 10 working days of the submittal of the request form. REHS schedules routine hazardous waste pick-ups on the Newark and Camden campuses every 30 to 60 days. Manage your waste accordingly. Do not wait to submit a request form until your waste containers are completely full and you are out of space.

### **Section III – REHS Environmental Services Responsibilities**

#### **A. Waste Handling & Storage Prior to Shipment**

##### **Waste Handling**

- When hazardous waste is picked up by REHS each container will be checked to ensure it is properly labeled and sealed.
- During each pick-up an inspection of hazardous waste management will be written up a copy of the inspection will be electronically mailed to the person responsible for the area.
- All waste containers are either shipped from the location for disposal or brought back to the Environmental Storage Building (ESB) on Busch Campus.

##### **Waste Storage:**

- The waste, which is brought to the ESB, is logged in the written Hazardous Waste operating record. This record is then inputted into the computerized Operating Record.
- The flammable solvents are consolidated “bulked” into 55-gallon drums. These drums are stored in the flammable cell.
- The other “lab Pack” waste is segregated by waste type and stored in the cell storage Section of the ESB.
- The lab pack items are segregated according to their classification until a sufficient amount is available for packing. Prior to shipping, compatible Lab Pack items are packed into a drum or other container and prepared for shipment.

#### **B. Waste Shipment**

- The REHS Environmental Services Group will make all arrangements for proper disposal of the waste.
- All drums require the proper hazardous waste (RCRA) and DOT labeling.
- A **Hazardous Waste Manifest Form** is utilized for each shipment and returned copies are retained in the files located in the REHS Environmental Services Group.
- The waste vendor or REHS completes the Hazardous Waste Manifest Form and packing slips.

## **C. Waste inspections**

### **Weekly Storage Location Inspections**

- The ESB / Reactives Shed is inspected on a weekly basis.
- The Cook/Douglas 90 day Storage Shed is inspected on a weekly basis.
- The Camden 90 Day Storage area is inspected on a weekly basis.
- The Newark 90 Day Storage area is inspected on a weekly basis.
- The Manager of Environmental Operations is responsible for scheduling an alternate inspector in the event that the primary inspector is unable to conduct the weekly inspection (i.e. sickness, vacation). If the Supervisor is unable to locate an alternate inspector, the Supervisor will perform the inspection.
- The records of these inspections will be maintained at each location and annually placed in the REHS Files.

## **Appendix 1 Approved Vendors**

### **Fluorescent Light Bulbs**

AERC  
2591 Mitchell Ave.  
Allentown, PA 18103

Phone 610.797.7608  
Fax 610.797.7696

### **Ballasts**

AERC  
2591 Mitchell Ave.  
Allentown, PA 18103

Phone 610.797.7608  
Fax 610.797.7696

### **Used Oil**

Lorco Petroleum  
Elizabeth, NJ  
908.820.8800

**Appendix 2**

Request for Hazardous Waste Disposal Form

**Fax Completed Form To: (732) 445-3109**

(web based requests can be made at <http://rehs.rutgers.edu>)

Or mail this completed form to:  
Rutgers Environmental Health & Safety  
24 Street 1603  
Bldg 4127 Livingston Campus  
(Tel) 445-2550

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Date of Pick-Up \_\_\_\_\_

**REQUEST FOR HAZARDOUS WASTE DISPOSAL**

**Requester** \_\_\_\_\_ **Bldg** \_\_\_\_\_ **Date** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Department** \_\_\_\_\_

**Substance Location: Bldg** \_\_\_\_\_ **Room** \_\_\_\_\_ **Campus** \_\_\_\_\_

<b>Name of Chemical(s) (No Formulas / Acronyms)</b>	<b>Number of Containers</b>	<b>Container Volume</b>	<b>Other Information</b>

**Comments**

REMEMBER TO LABEL HAZARDOUS WASTE CONTAINERS. CONTAINERS WHICH ARE UNIDENTIFIED, CANNOT BE ACCEPTED FOR COLLECTION BY REHS.

## REQUEST FOR HAZARDOUS WASTE DISPOSAL

### Instructions for Completing

- I. The requester is the person who is responsible for the generation of the waste.
- II. This request form is to be completed by the requester.
- III.
  - ⇒ The “**Name of Chemical**” names should be written on the form and the waste labels to identify the material. Chemical formulas, acronyms and trade names are not acceptable; i.e. Methylene Chloride, not CH<sub>2</sub> Cl<sub>2</sub>.
  - ⇒ For mixtures of liquids, all constituents must be listed on the form as well as the waste label and add up to 100%. Solutions of solids or gases in liquids must be expressed in concentrations of either weight percent, molarity (moles per liter), or normality (equivalents/liter).
  - ⇒ List the “**Number of Containers**” for each line item
  - ⇒ Fill in the “**Container Volume**” for substance listed: ml, liter, quart, gallon.
  - ⇒ Include any “**Other Information**” in the last column

### PLEASE XEROX THIS FORM FUTURE USE

Options to submit your request:

- Please fax the completed form to **fax number (732) 445-3109**
- *If a fax machine is not available please submit a web based request on our web site*  
*<http://rehs.rutgers.edu>*
- If you do not have access to a fax machine or the internet this completed form can be mailed to the address below:

**RUTGERS, THE STATE UNIVERSITY  
RUTGERS ENVIRONMENTAL HEALTH & SAFETY  
24 STREET 1603  
BLDG 4127 LIVINGSTON CAMPUS**

**When a supply of labels is needed or when questions arise, call (732) 445-2550.**



## **Appendix 3 Glossary**

**Hazardous Waste** is a waste with properties that make it dangerous or capable of having a harmful effect on human health or the environment. The United States Environmental Protection Agency (EPA) classifies hazardous waste into four types of “characteristic waste” and also has four separate types of “listed waste”.

**PCB** Polychlorinated Biphenyls: Polychlorinated Biphenyls were widely used as a fire retardant and insulator in the manufacture of ballasts, transformers and capacitors. Ballasts, transformers and capacitors, which were manufactured prior to 1979 may contain PCB's.

**Used Oil** any petroleum-based or synthetic that has been used.

**SAA** Satellite Accumulation Area: This is an area within a room where hazardous waste is stored. The regulations specify for this area to be located “at or near any point of generation” and to be “under the control of the operator” generating the waste.

**Universal Waste** means any of the following hazardous wastes that are subject to the universal waste requirements of N.J.A.C. 7:26A-7, whether incorporated by reference from 40CFR273: or listed additionally by the NJDEP:

**Batteries** (lead acid, nickel-cadmium (Ni-Cd), lithium ion): A device consisting of one or more electrically connected electrochemical cells which is designed to receive, store, and deliver electric energy. The term battery also includes an intact, unbroken battery from which the electrolyte has been removed.

**Mercury-Containing Devices:** means any product, which uses elemental mercury, sealed in an ampoule or other container, as a functional component. Examples of mercury containing devices include, but are not limited to, thermostats, mercury switches and thermometers.

**Lamps:** Lamp, also referred to as “universal waste lamp” is defined as the bulb or tube portion of an electric lighting device. Examples of common universal waste electric lamps include, but are not limited to, fluorescent, high intensity discharge, neon, mercury vapor, high-pressure sodium, and metal halide lamps.

**Consumer Electronics:** Any appliance used in the home or business that includes circuitry. Examples of consumer electronics include, but are not limited to, computers, printers, copiers, telefacsimilies, VCRs, stereos, televisions, and telecommunication devices.