

Env Health Safety Office

1. Maintain a centralized and secure building to receive and temporarily store hazardous and environmental regulated waste/recycling products generated by the Plant Operations and Maintenance (PO&M) Department, and Universal Waste (i.e. mercury containing light bulbs) from school sites.
2. Yearly develop a budget and an operating-type funding source to handle the projected regulated waste disposal needed for PO&M and school sites.
3. Receive and temporarily store all regulated waste products from the all PO&M shops, and receive only Universal Waste from school and ancillary sites for individual or bulk accumulation and proper disposal.
4. Procure, schedule, and perform waste product recycling and disposal functions in compliance with specific Federal and State Regulations, and BPS Purchasing Department Policy and Procedures. Utilize professional transportation, recycling and disposal services where required.
5. Retain recycling and regulated waste disposal records for three years.

Maintenance Department

1. Make sure the product container is in good condition (not prone to leaking, spilling, otherwise lose its content).
2. Leave approx 10% headspace in liquid containers, and make sure the content of the container is secure.
3. Clearly label the container by identifying its content (i.e. used refrigerant oil), and remove or clearly cross-out any other/conflicting language on container. Do not blend different types of product together.
4. Schedule drop-off of container(s) with the EH&S Office (via email or phone call to any staff member, 24 hours prior to target drop-off date).
5. Provide a completed Regulated Waste Profile Form (see attached) with the delivery of the container(s).

Schools and Ancillary Site

1. Maintain product containers in good condition (not prone to leaking, spilling, otherwise lose its content).
2. Clearly label each container by identifying its content (i.e. used florescent light bulbs), and remove or clearly cross-out any other/conflicting language on each container.
3. Keep product secured in a well ventilated area which is inaccessible to the school's general population. Do not blend different types of product together.
4. Submit a work order request to the PO&M Department describing the need for regulated waste disposal, the location where the product is stored and reference to a completed Hazardous Waste Profile Form.
5. Provide a completed Regulated Waste Profile Form (see attached) to the Office of EH&S when asked by the EH&S Office.

**REMINDER: BEST PRACTICE FOR REGULATED WASTE MINIMIZATION**

Purchase only the type and amount of hazardous and environmentally sensitive materials need for the proper function of school equipment and/or the school operations of district maintenance task at hand.

Site/Facility Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Requesters Name: \_\_\_\_\_ Pick-up Contact Person: \_\_\_\_\_

Substance	Approx. Amount in Container	Size of Container	Container Type	Container Condition	Location/Room Number

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a completed request forms to the school/site administrator, to be forwarded to the BPS Office of Environmental Health and Safety as a scanned electronic copy, or by courier. Call 321-633-3496 ext 4, with any questions.

Site/Facility Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Requesters Name: \_\_\_\_\_ Pick-up Contact Person: \_\_\_\_\_

Substance	Approx. Amount in Container	Size of Container	Container Type	Container Condition	Location/Room Number

**Notes:** \_\_\_\_\_  
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Please provide a completed request forms to the school/site administrator, to be forwarded to the BPS Office of Environmental Health and Safety as a scanned electronic copy, or by courier. Call 321-633-3580 ext. 0, with any questions.