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7801 DESCRIBING RESPONSIBILITIES.

NOTE: Exhibit 1/7801 lists acronyms for this subchapter.

7801.1 Laboratory Director.

In addition to responsibilities in the sections that follow, the Laboratory Director (LD):

A. Ensures compliance with specific federal, state and local hazardous waste requirements.

B. Appoints a Hazardous Waste Coordinator (HWC) for locations that do not have a Safety and Occupational Health Specialist (SOHS).

C. Designates a backup HWC.

D. Ensures training received by laboratory personnel related to hazardous waste and chemical storage is documented in the Drug Enforcement Administration Learning System (DEALS).

E. Prepares and maintains a laboratory hazardous waste standard operating procedure (HWSOP) to address site-specific hazardous waste activities.

F. Reviews and approves the HWSOP annually.

G. Submits the laboratory HWSOP to Environmental Management Section (SFE) for review by January 31 of each year.

7801.2 Hazardous Waste Coordinator.

The SOHS is assigned the responsibilities of the HWC outlined in this chapter. In addition to the duties in the sections that follow, the HWC:

1. Manages hazardous materials and waste program as described in subchapters 7802 and 7803.
2. Maintains the responsibilities as the point of contact for the Emergency Planning and Community Right-to-Know Act (EPCRA).
3. Conducts periodic inspections using the blank form located on the Office of Forensic Sciences Document Control Center (SFDCC).

7801.3 Environmental Management Section Program Manager.

An SFE Program Manager (PM):

A. Provides guidance regarding federal, state and local environmental regulations and other policy requirements.

B. Identifies the specific state and local hazardous waste regulations for each laboratory and communicates the responsibilities to laboratory management.

C. Monitors hazardous waste logs posted to the SFE site by the HWC.

E. Coordinates with the Environmental Protection Agency (EPA) and state environmental agencies regarding permitting requirements and other considerations.

7802 STORING CHEMICALS AND HAZARDOUS MATERIALS.

A. Laboratory personnel separate incompatible chemicals or chemicals which may react to produce dangerous fumes or violent reactions, if containers accidentally fail.

B. The LD limits chemical quantities to foreseeable needs.

C. The HWC submits a chemical inventory to SFE by January 15 of each year. See TSK-7802C, Chemical Inventory.

D. Laboratory personnel that receive items label all chemical containers entering the laboratory with the date received (at a minimum) and rotate inventory to bring older chemicals forward.

E. Laboratory personnel ensure that chemicals are stored in recommended environmental conditions (e.g., refrigerated).

F. For those chemicals that can form peroxides, laboratory personnel label the date opened.

G. LDs may request authorization to maintain a chemical over five years by submitting a request for approval by SFE. The request must include:

1. A justification for maintaining the chemical (e.g., cost, rarity of material, etc.).
2. A statement regarding the stability of the chemical.
3. The last time the chemical was used.

NOTE: Reference materials are exempt from this requirement.

H. Laboratory personnel label secondary chemical containers with the contents and properly cap them when not in use to prevent spills and evaporation.

NOTE: Exhibit 1/7802 lists acronyms for this subchapter.

7802.1 Reporting Hazardous Materials.

A. The HWC completes an annual evaluation for chemicals designated as reportable under EPCRA and returns the evaluation to SFE by November 1 of each year.

NOTE: Reportable chemicals are defined on the EPA Consolidated List of Lists.

B. The HWC:

1. Conducts the yearly inventory and corresponds with SFE to facilitate reporting.
2. Uses the reporting format provided by SFE.
3. Informs SFE when they receive correspondence from the state/local EPCRA authority.
4. Responds to and complies with the requests of the state/local EPCRA authority.

C. The SFE PM files the annual EPCRA report with the EPA, state, and local emergency management authorities for facilities with reportable quantities of hazardous materials.

7803 HANDLING HAZARDOUS WASTE.

NOTE: Exhibit 1/7803 lists acronyms for this subchapter.

7803.1 Requirements.

The following are general hazardous waste management requirements.

A. Resource Conservation and Recovery Act (RCRA) controls the management of hazardous waste from generation to final disposal. The EPA regulates hazardous waste under RCRA.

B. In addition to federal requirements in this subchapter, laboratories must adhere to individual state and local regulations concerning hazardous waste management.

C. The HWC reports nonconformances or areas of concern to laboratory management. See also Laboratory Operations Manual (LOM) 7109.

7803.2 Identifying Hazardous Waste.

A. A chemical becomes a hazardous waste when it can no longer be used for its intended purpose. Chemicals which have passed the expiration dates listed on the containers must be disposed of as hazardous waste.

B. Laboratory personnel who generate hazardous waste maintain responsibility for transporting the waste to the appropriate location in the laboratory (i.e., satellite accumulation point).

C. Laboratory personnel segregate hazardous waste in accordance with 40 Code of Federal Regulations (C.F.R.) 261.

D. Laboratory personnel do not mix hazardous waste with non-hazardous wastes.

7803.3 Collecting and Storing Hazardous Waste.

7803.31 General Collection Requirements.

A. The central accumulation area (CAA) is a designated area where hazardous wastes are stored until ready for pick-up and disposal by a licensed contractor.

B. The satellite accumulation point (SAP) is a designated area where hazardous wastes are initially generated and stored. SAPs allow a generator to accumulate small quantities of waste at multiple sites throughout a facility for convenience.

C. Universal waste may be stored in areas other than the CAA or SAP.

7803.32 Storing and Labeling Requirements.

A. The HWC:

1. Provides hazardous waste containers.
2. Clearly labels all hazardous waste containers as “hazardous waste” and identifies the waste. In addition, labels all containers with the accumulation start date or the fill date, as required. Uses the dd/mm/yyyy format.
3. Uses a secondary containment for all hazardous waste containers to reduce the possibility of a hazardous waste release leaving Drug Enforcement Administration (DEA) property (e.g., by entering a sink drain or floor drain).
4. Manages instrument vials (and similar) as hazardous waste, in accordance with the RCRA.
5. Collects used sample vials in the fume hoods and in appropriate waste containers which do not exceed 4 liters.

B. Laboratory personnel:

1. Collect all hazardous waste generated into appropriate containers and distinctly labels them to identify the contents.
2. Collect and store laboratory waste in leak-proof containers that are in good condition.
3. Use hazardous waste containers compatible with the waste.
4. Keep hazardous waste containers closed, except when necessary to add or remove waste.
5. Keep the funnel lids on the waste collection containers in the fume hood closed when not pouring waste into containers.
6. Remove funnels (those without lids) from the waste collection containers in the fume hood when not pouring waste into containers.
7. Collect waste in sealed containers from equipment processes that run continuously.
8. Handle all hazardous waste containers in a manner to prevent leakage.

C. Laboratory personnel:

1. May not store hazardous waste over drains, in sinks, or in an area where a spill can potentially go down a drain or contaminate any soils or outside areas.
2. May not store hazardous waste in areas where the container is prone to accidental leakage or breakage.
3. May not fill hazardous waste containers more than 90 percent full, to allow for expansion of the liquid.
4. May not dispose of sample vials containing hazardous waste in the regular trash.

7803.33 Central Accumulation Area Storage Requirements.

The HWC:

A. Labels all containers “Hazardous Waste” and indicates the accumulation start date or the fill date from the SAP.

NOTE: CAA storage times are strictly controlled by the accumulation start date, the date that the first drop of waste was placed into the empty container.

B. Removes and disposes of all hazardous waste accumulated in the CAA within 180 days of the accumulation date.

C. Monitors the amount of waste accumulated in a CAA to ensure that it does not exceed 3,000 kilograms, at any given time.

D. Places all containers into a secondary containment.

E. May consolidate waste from one container into a larger container in the CAA. If consolidating waste:

1. Ensures the compatibility of contents with both the container and other materials in the container.
2. Uses personal protective equipment even if engineering controls are in place.
3. Ensures grounding if transferring flammable waste.

7803.34 Satellite Accumulation Point Storage Requirements.

The HWC:

A. Ensures SAPs are identified by a label or a poster.

B. Moves hazardous waste containers to the CAA within 3 days after the container is 90 percent full.

C. Ensures the amount of waste accumulated in a SAP does not exceed 16 liters, or 1 liter of an acutely toxic waste.

NOTE: SAPs are not restricted by a time limitation, but by the amount of waste accumulated.

D. Records the fill date on the container and moves it to the CAA when hazardous waste containers are 90 percent full. This fill date becomes the accumulation start date for the waste storage in the CAA. Start dates are not typically labeled on containers in the SAPs, unless required by state or local laws.

E. Ensures that containers attached to instrumentation that create hazardous waste are considered SAPs and follows proper SAP storage and labeling requirements. Ensures these containers are closed and placed into secondary containment.

F. Inspects each SAP and CAA weekly and documents the inspection on the Hazardous Waste Weekly Inspection Checklist located on the Blank Forms section of the SFDCC.

7803.35 Universal Waste.

A. Universal waste may accumulate for up to one year without a permit.

B. Containers must remain closed when not in use.

C. The HWC:

1. Ensures universal waste collection areas are identified by a label or a poster.
2. Labels universal waste collection containers with the words “Universal Waste.”
3. Labels containers with the accumulation start date.

7803.4 Managing Hazardous Waste.

7803.41 Accumulation Logs.

The HWC:

A. Tracks all hazardous waste generated in a calendar month on a Hazardous Waste Accumulation Log. Follow TSK-7803.41A, Hazardous Waste Accumulation Logs.

B. Maintains hazardous waste accumulation, shipping and manifest information for all hazardous waste generated at the site.

7803.42 Inspections.

The HWC:

A. Conducts weekly hazardous waste inspections of the CAA and SAPs to identify hazardous conditions and implements corrective action, if necessary.

B. Documents the inspections on an inspection checklist located on the Blank Forms section on the SFDCC.

7803.43 Transportation and Disposal.

The HWC ensures:

A. The contractor transports and disposes of hazardous waste.

B. The contractor possesses an EPA identification number and a state hazardous waste permit, where applicable.

C. An approved Treatment, Storage and Disposal Facility (TSDF) disposes of the hazardous waste.

D. The contracted TSDF incinerates the hazardous waste.

E. Waste solvents are not recycled.

7803.44 Uniform Hazardous Waste Manifest.

The HWC:

A. Uses EPA form 8700-22, Uniform Hazardous Waste Manifest, to document hazardous waste shipments.

B. Ensures laboratory personnel responsible for signing a hazardous waste manifest have the proper Department of Transportation (DOT) training regarding how to properly fill out the manifest. See 49 C.F.R. 172 subpart H for additional information.

C. Attempts to retrieve the signed manifest if not received within 30 calendar days of the shipment and notifies the LD and SFE, if unsuccessful.

D. Maintains the generator copy for a minimum of three years.

7803.45 Certificate of Disposal.

The HWC:

A. Requests a Certificate of Disposal (CD) from the contractor.

B. Receives the CD prior to notifying those responsible for releasing payment that services were provided.

NOTE: The hazardous waste manifest only documents that the TSDF received the hazardous waste.

C. Attempts to retrieve the CD from the TSDF within one year of shipment, and notifies the LD and SFE, if unsuccessful.

7803.46 Hazardous Waste Training.

HWCs, supervisors, and all personnel who may generate or handle hazardous waste, or provide oversight related to these activities, must have hazardous waste-related training per year. See 40 C.F.R. 265.16 4 (b) and (c) for additional information.

7803.5 Decommissioning Laboratories.

A. SFE ensures DEA laboratory decommissioning/decontamination is performed by a qualified, licensed, experienced contractor.

B. DEA provides General Services Administration (GSA) with an appropriate “Scope of Work” for the contract solicitation process.

C. LD coordinates communication between GSA personnel, the Office of Administration (SA), Facilities Operations Section (SAF), and SFE for contracting.

Follow PRO-7803.5, Laboratory Decommissioning.