

NORTH KITSAP SCHOOL DISTRICT Hazardous Waste Disposal Procedure

This procedure describes the process in which the NKSD Maintenance Department receives information for processing and disposal of hazardous wastes for North Kitsap School District facilities.

RESPONSIBILITY:

Maintenance Department Director: Dave Dumpert 360-394-2901 and/or his designee.

DEFINITIONS:

Hazardous Wastes – Items or materials which the City, County, State or Federal Government have determined require special handling/disposal procedures for the well being of the environment. See MSDS for guidance and disposal protocol.

PROCEDURE:

The NKSD Maintenance Department Office will post on it's website this procedure and forms.

Completed forms are to be returned to the NKSD Maintenance Department Office, Attn: Chuck Whitmer. The Director of Maintenance or his designee will review the information received via the Hazardous Waste Disposal Form and the method of disposal will be selected based on the criteria of compliance, safety and minimization of district liability.

The Director of Maintenance or his designee will arrange for the appropriate collection of hazardous wastes from the sites and may combine collection of compatible wastes to minimize waste disposal expenses.

Maintenance Department will collect incoming requests for disposal. When requests for disposal are received, the originator will complete Kitsap County Small Quantity Generators (SQG) Electronic sheet and forward it with the disposal form to Maintenance. Compatible materials will be secured in leak proof containers in the back of a district vehicle and away from the driver.

Hazardous Waste Disposal Procedure

- All hazardous waste will be collected in its original container if practical.
- Do not mix different types of hazardous waste in the same containers.
- Material Safety Data Sheets and other applicable safety information will be provided for each item.
- Keep containers from tipping or leaking. Pack newspapers around containers and place them in an approved collection container. Call Chuck Whitmer to get containers.
- If something is leaking, place the leaking container completely into another secondary container and call immediately for further instructions.
- Do not tape fluorescent tubes or bulbs together, when possible, collect and store them in the original box to prevent breakage. Do not break.

Each NKSD site will work with NKSD Maintenance Department to designate an approved area to be used exclusively for collection and storage of hazardous waste product awaiting disposal.

The NKSD Maintenance Department will provide chemically compatible containers as appropriate. Various containers can be acquired from the waste vendors.

The NKSD Maintenance Department will not accept or collect any hazardous waste that is not in the appropriate container, is leaking without secondary containment and/or appears unsafe for transport.

ELECTRONICS WASTES

- Electronics wastes (computers, televisions, monitors, etc.) collection will be coordinated with IT staff in accordance with applicable policies regarding the disposal of excess equipment procedures.
- A surplus form will be filled out and faxed to 779-8800

ASSOCIATED DOCUMENTS:

Hazardous Waste for Disposal Form

Small Quantity Generator Form