



## HAZARDOUS WASTE MANAGEMENT PLAN

November 2008

The following is the Bluegrass Community and Technical College's plan for the management of hazardous waste produced by various departments/programs at the following BCTC campus sites: Danville, Lawrenceburg, Leestown, and Winchester campuses:

1. Campus personnel who handle hazardous waste will be educated on the status of the college campus sites as a Conditional Exempt Small Quantity Generator (CESQG). This status means that each of the college campus sites cannot generate more than 220 pounds per month of hazardous waste and cannot generate more than 2,200 pounds per year of hazardous waste. The 2,200 pound limit per campus site is based on a calendar year beginning January 1 and ending December 31.
2. All departments/programs generating hazardous waste will be required to monitor and report on a monthly basis, the amount of hazardous waste. The monthly report will be submitted to the Dean of Operations listing the date and poundage of the declared hazardous waste. Any potential amounts of declared waste over 50 pounds must immediately be reported to the Dean of Operations in order to determine whether the total poundage for all areas for that month does not exceed the 220 pound limit for an individual campus site.
3. Declared waste will be recorded by each department/program to include the date of the declared waste and the poundage, along with the description. These records must be maintained by the department/program.
4. The contracted vendor that will pick up the campus sites' hazardous waste will be informed that weigh devices must be used when recording amounts on manifests. The manifests must be legible and poundage amounts listed must also be recorded so that the reader does not have to guess the amount being documented. The contracted vendor will be required to list non-hazardous waste separately from hazardous waste items on all manifests so as not to co-mingle hazardous versus non-hazardous materials. All non-hazardous waste items should be clearly documented, listed, and so marked so that the poundage reflected in a particular line item will not be included with hazardous waste poundage.
5. KCTCS will provide to the college campus sites a listing of items that is deemed non-hazardous based on EPA guidelines for usage in monitoring college waste and will assist in providing personnel training and education in waste management. All college personnel involved in the college's waste management will be properly educated with regard to hazardous waste, non-hazardous waste, and how to properly handle, store, monitor, declare, and document waste that is hazardous. The Kentucky Division of Waste Management website will also be used a resource for education and training of personnel.