

 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 5.4	Effective Date 11/14/2014	Page 1 of 6
	Supersedes Toxic Materials and Hazardous Communication Protocol, dated 8/15/2006		
Approved By  Interim Commissioner Scott Semple	Title Hazardous Waste		

1. Policy. The Department of Correction shall contribute to a healthy environment by procuring the least hazardous and environmentally adverse chemicals to perform a required task; handling, storing and disposing hazardous materials in a safe and environmentally sound manner; and implementing required procedures in the event of a chemical spill or accident.

2. Authority and Reference.
 - A. United States Code, 42 USC 6901 et. seq., Federal Resource Conservation and Recovery Act (RCRA) of 1976.
 - B. Code of Federal Regulations, 40 CFR 260 - 263, 265 - 268, 273 - 279, Federal Hazardous Waste Regulations.
 - C. Connecticut General Statutes, Section 18-81.
 - D. Connecticut Hazardous Waste Management Regulations, RCSA 22a-449(c)-100 through 119 and 22a-449(c)-11, Revised to September 10, 2002.
 - E. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-3B-01 and Appendix D.
 - F. American Correctional Association Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standard 4-4215 and Appendix D.
 - G. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-1A-02, 4-ALDF-1A-11 and Appendix D.
 - H. American Correctional Association, Standards for Correctional Training Academies, First Edition, May 1993, Standard 1-CTA-3B-06 and Appendix D.
 - I. Administrative Directives 5.7, Shipping of Hazardous Materials; and 5.9, Universal Wastes.

3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Acute Hazardous Waste. Generally, chemical wastes as listed in Table 4 of Attachment A and noted in Table 1 of Attachment A with a hazard code of (H).
 - B. Conditionally Exempt Small Quantity Generator (CESQG). A site that generates no more than 100 kg (approximately 220 lbs.) of hazardous waste per month, stores no more than 1000 kg (approximately 2200 lbs.) of hazardous waste on site at any time, and neither generates nor stores at any time more than 1 kg (approximately 2.2 lbs.) of acute hazardous waste.
 - C. Hazardous Waste. A waste that demonstrates a characteristic of toxicity, corrosivity, reactivity, or ignitability, or is listed in Table 2 of Attachment A or is unused and listed in Table 3 of Attachment A. Used oil shall not be normally classified as

Directive Number 5.4	Effective Date 11/14/2014	Page 2 of 6
Title Hazardous Waste		

hazardous waste.

- D. Small Quantity Generator (SQG). A site that generates less than 1000 kg (approximately 2200 lbs.) per month of hazardous waste, stores no more than 1000 kg (approximately 2200 lbs.) of hazardous waste on site at any time, and neither generates nor stores at any time more than 1 kg (approximately 2.2 lbs.) of acute hazardous waste.
 - E. Universal Waste. Certain spent lead-acid batteries not being reclaimed; pesticides; mercury thermostats; lamps; and used electronic items that contain one or more circuit boards or a cathode ray tube and is used primarily for communication, data transfer or storage, or entertainment purposes.
 - F. Use. Package, handle, react (i.e., mix), or transfer a chemical.
4. Hazardous Material Storage, Handling, and Disposal.
- A. State and federal regulations require hazardous wastes be stored, handled, and disposed in a way that protects people and the environment.
 - B. To the extent possible, facilities shall purchase, use, and dispose of materials in ways to maintain CESQG status (i.e., a facility shall not generate 100 kg (approximately 220 pounds) or more of hazardous waste in any calendar month nor store more than 1000 kg (approximately 2200 lbs.) of hazardous waste on site at any time (i.e., facilities shall not exceed SQG limits)). In addition, no hazardous waste shall be stored on site for more than 180 days.
 - C. When making a determination as to how much hazardous waste is generated or stored, the Unit Administrator or designee shall review all wastes generated and stored at the facility without regard to unit/section (e.g., health services, maintenance, custody, etc.) or location (e.g., vehicle maintenance facility, vocational education classrooms, or industries areas; inside or outside, etc.).
5. Management.
- A. The Unit Administrator or designee shall:
 - 1. ensure compliance with the regulations referenced in Section 2 of this Directive.
 - 2. ensure that all employees are thoroughly familiar with proper waste handling and emergency procedures relevant to their responsibilities during normal facility operations and emergencies and that annual refresher training is provided. For those employees not receiving training through the Maloney Center for Training and Staff Development (MCTSD) in accordance with Section 9 of this Directive, the Unit Administrator or designee shall forward detailed training records to MCTSD.
 - 3. assign at least one emergency coordinator to respond to any emergencies that arise with respect to hazardous wastes and to ensure that emergency procedures are carried out. The emergency coordinator shall be thoroughly familiar with use of emergency equipment.

Directive Number 5.4	Effective Date 11/14/2014	Page 3 of 6
Title Hazardous Waste		

4. ensure that all wastes are properly characterized as hazardous or non-hazardous:
 - a. Some hazardous wastes may be classified as Universal Waste (certain lamps/bulbs, batteries, and electronics). Generators of Universal Waste have the option to comply with regulations (40 CFR 273; RCSA 22a-449(c)-113) that have reduced requirements in accordance with Administrative Directive 5.9, Universal Wastes.
 - b. Some non-hazardous wastes may be Connecticut Regulated Waste (i.e., waste polychlorinated biphenyls (PCBs), waste oil, waste water-soluble oil, waste chemical liquid, and waste chemical solids).
 - c. State regulation requires that all waste be characterized at least once during each 12 month period or whenever a process generating a waste changes.
5. ensure that hazardous wastes are shipped off-site using Connecticut licensed hazardous waste transporters with complete hazardous waste manifests to Connecticut or federally permitted Treatment, Storage, and Disposal Facilities in accordance with Administrative Directive 5.7, Shipping of Hazardous Materials.
6. provide procedures to prevent and prepare for chemical accidents, to include, at a minimum, the following:
 - a. that the facility is maintained and operated to minimize the possibility of fire, explosion, or unplanned release of hazardous waste or hazardous waste constituents that could threaten human health or the environment;
 - b. that the facility is equipped with:
 1. an internal communications or alarm system capable of providing immediate emergency instruction to facility personnel;
 2. a device capable of summoning emergency assistance from local police departments, fire departments, or state or local emergency response teams;
 3. fire control equipment;
 4. spill control equipment, as follows:
 - (a) The Fire Safety Officer, in conjunction with the unit/section head, shall develop a list of spill control equipment necessary for the hazards associated with a particular unit and identify where the spill control equipment shall be located. The Fire Safety Officer shall maintain a list of all spill control equipment for the facility with locations.

Directive Number 5.4	Effective Date 11/14/2014	Page 4 of 6
Title Hazardous Waste		

- (b) The unit/section head shall ensure that the spill control equipment for the unit is in the proper location, available for use, and inspected weekly and that inspections are documented utilizing CN 5401, Weekly Hazardous Waste Inspection Checklist.
 - 5. decontamination equipment for the hazardous wastes handled at the facility; and,
 - 6. water, foam, sprinklers, or water spray systems.
 - c. emergency phone numbers (to include: the facility control center, primary and alternate emergency coordinators, the National Response Center (1-800-424-8802), and Department of Environmental Protection's emergency spill response telephone number (1-860-424-3338)), and locations of emergency equipment shall be posted near appropriate telephones and employees shall know proper waste handling and emergency procedures.
 - d. coordination and arrangements made with local fire, police, and hospital officials to ensure appropriate response to any potential emergency that could arise.
 - 7. ensure that incompatible wastes are adequately separated;
 - 8. report releases of hazardous material in accordance with Department Spill Reporting Procedures; and,
 - 9. monitor and evaluate the safety program.
- B. Each unit/section head (e.g., health services, maintenance, custody, etc.) within their area of responsibility of the facility, shall be responsible to:
- 1. ensure that all employees, including inmates, are thoroughly familiar with proper waste handling and emergency procedures, including training in the proper use of emergency equipment that individuals may be expected to use;
 - 2. properly characterize waste as hazardous or non-hazardous;
 - 3. operate and maintain their areas to minimize the possibility of fire, explosion, or unplanned release of hazardous waste or hazardous waste constituents;
 - 4. utilize the least hazardous chemical to perform a given task and reduce waste generation to the maximum extent possible;
 - 5. ensure that non-hazardous wastes are not mixed with hazardous wastes;
 - 6. ensure that all hazardous waste containers are:
 - a. marked:
 - 1. as "Hazardous Waste;"
 - 2. to identify contents; and,

Directive Number 5.4	Effective Date 11/14/2014	Page 5 of 6
Title Hazardous Waste		

3. with accumulation start date.
 - b. in good condition, not leaking, compatible with the waste contained, closed, safely handled, and stored within adequate secondary containment on an impervious base; and,
 - c. inspected weekly in accordance with a written schedule and that inspections are documented utilizing CN 5401, Weekly Hazardous Waste Inspection Checklist.
 7. properly stored, to include adequate aisle space to allow inspection of all labels and containers; and,
 8. properly dispose of all waste generated.
- C. The Facilities Management and Engineering Services Unit shall provide assistance necessary to ensure that the requirements of law, regulation, and this Directive are met.
6. Record Keeping.
- A. Hazardous waste determinations/characterizations, including any analyses and the annual or process change characterization, shall be kept at the facility by the unit/section head for at least three years.
 - B. The original unit copy of the Hazardous Waste Manifests shall be maintained at the facility by the Fire Safety Officer.
 - C. Records of weekly checks of spill control equipment (i.e., that adequate inventories of response and personal protective equipment are readily available and adequate), shall be maintained by the Fire Safety Officer.
 - D. Records of weekly inspections of hazardous waste containers and storage areas shall be maintained by the responsible unit/section head.
 - E. Records of training, including proper waste handling, emergency procedures, emergency equipment use, and annual refresher training, shall be maintained by the Maloney Center for Training and Staff Development with a copy to the responsible unit/section head.
7. Preparing for and Preventing Accidents. Each Unit Administrator or designee shall provide procedures to prevent and prepare for chemical accidents to include, at a minimum, the following:
- A. Any sudden or accidental release of hazardous materials into the environment.
 - B. Appropriate types of emergency communication and fire equipment for the kinds of hazardous waste handled at the site.
 - C. Designation of at least one emergency coordinator to ensure that emergency procedures are carried out in the event of an emergency. An emergency coordinator must be on call or at the facility at all times.
8. Shipping and Disposal of Hazardous Waste Off-Site. State purchasing contracts exist for vendors of hazardous waste hauling and disposal and

Directive Number 5.4	Effective Date 11/14/2014	Page 6 of 6
Title Hazardous Waste		

their services in this specialized field shall be utilized in accordance with Administrative Directive 5.7, Shipping of Hazardous Materials concerning packaging, labeling, and shipping of hazardous waste.

9. Training.
 - A. Annual training is available through MCTSD for those employees whose hazardous waste handling and maintenance duties require formal or more than on-the-job training.
 - B. MCTSD shall maintain detailed training records for those persons attending hazardous waste training at MCTSD.

10. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
 - A. CN 5401, Weekly Hazardous Waste Inspection Checklist; and,
 - B. Attachment A, Hazardous Wastes.

11. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.