

**Protocol for Hazardous Waste Disposal
Mesa Community College (all associated campuses and sites)**

The contractor for this service shall be among those selected by the State of Arizona. The ***Hazardous Waste Coordinator** for this process shall consult with the contractor to determine the correct method of treatment and disposal.

**Current vendor is “Clean Harbors”
Contact Isabel Moran @ 602-258-6155, Fax 602-462-2391
24 hour Emergency 1-800-483-3718**

1. All materials intended for disposal must be in appropriate and properly labeled containers.
2. An inventory of all materials must include type and quantity of waste.
3. The coordinator in charge of waste disposal should notify all departments (e.g., physical science, art, photography, life science, maintenance, etc.) of the intention to schedule pickup.

It will be the responsibility of each department to deliver properly packaged and labeled waste to a central location, usually the physical science department. Pickup at other locations should be arranged if waste containers are too large for transport to the physical science department. This will be coordinated with the vendor.

(Note: Waste cannot be transported between sites over public roads.)

4. The vendor should be given a minimum of two (2) weeks notice prior to desired date of hazardous waste pickup (vendor may be able to accommodate a quicker turnaround if required). A manifest of materials shall be faxed at the time of contact.

MCC is considered a small quantity generator and will schedule waste pick up twice a year. Current schedule is a pick up in December and June.

5. Inventory list shall be generated by departments desiring waste disposal and forwarded to facilitator of waste disposal process. (*Contacts at this time include Allen Galliard, Alan Patton, Emily Dimson and Shirley Henderson*),
6. The necessary purchase orders for these services shall be coordinated with the office of the Dean of Administrative Services. (Contact at this time is Shirley Henderson)
7. The lab tech and ****Hazardous Waste Coordinator**, pre designated employee, having knowledge and training in waste disposal must be present during the transfer of all materials. Person(s) signing manifest must have the appropriate RCRA and DOT Training. A representative from each department disposing of waste must be present as well.
8. All signed documents shall be sent to Hazardous Waste Coordinator; **Shirley Henderson**.

****Hazardous Waste Coordinator is Shirley Henderson**