

Waste Management Coordinator

1. Collect waste inventory list from all sites needing a waste transfer.
2. Contact approved vendor for a quote and pick up date.
3. Fax inventory list to vendor and manage profiles if required (sign and fax back).
4. Generate requisition for payment to vendor.
5. Follow up on PO from purchasing and fax to vendor prior to pick up date.
6. Meet with vendor at site of pick up.
7. Address questions or concerns with vendor.
8. Sign off on waste pick up manifest from waste transporter.
9. Mail copy of manifest to ADEQ (Arizona Department of Environmental Quality) within 45 days of end of month from pick up date.
*** Must be signed by waste generator (campus rep), transporter and TSD.*
10. Complete FAR (Facility Annual Report) document each year as directed by ADEQ.
11. Follow up on invoice(s) generated by ADEQ (annual). ADEQ sends zero dollar amount invoices.
 - a) Facility Registration Fee Invoice (site declares ponds of waste & determines generator status from same).
 - b) Generation Fee Invoice (site calculates fees owed based on volume for the year)
12. Complete reports from ADEQ, create Requisition for appropriate fees back to ADEQ and mail all to ADEQ within specified timeline.
13. Follow up on waste storage procedures, proper labeling, timelines of storage and proper handling with each applicable department.
14. Conducts site audits and determine waste generator areas and employees involved with hazardous waste.
15. Ensure employees working handling hazardous waste are familiar with proper handling and emergency procedures. (Define a training overview for applicable departments).
16. Identify an emergency coordinator who is accessible at all times. (can be a call service but must be identified and on record).
17. Build a “what if” scenario (formal plan not required for exempt or SQG).
18. Review emergency procedures appropriate for level of waste generated.

Post emergency numbers and resources (i.e. closest fire extinguisher, fire department, spill-control materials and clean up process, emergency coordinator).

**Failure to file a manifest as directed by ADEQ (SQG & LQG)
is a class 6 felony violation. A.R.S. 49-925.B**