

Waste Management

Standard Operating Procedure

All waste is managed through a designated Hazardous Waste Coordinator for the college. Northland's Hazardous Waste Coordinator is the Safety Officer, with support from the Directors of Facilities on each campus. This standard operating procedure identifies steps involved from acquisition of products that produce waste through the disposal of said waste.

HAZARDOUS WASTE SITE ID NUMBERS

1. East Grand Forks Campus – MND981190218
2. Thief River Falls Campus – MND981198914
3. Aerospace Site – MND982072589

DEFINITIONS

Hazardous Waste - Hazardous waste means any refuse, sludge, or other waste material which because of its quantity, concentration, or chemical, physical, or infectious characteristics, may pose a substantial hazard to human health or the environment when improperly treated, stored, transported, or disposed of, or otherwise managed. Categories of hazardous waste materials include, but are not limited to: explosives, flammables, oxidizers, poisons, irritants, and corrosives.

Universal Waste - Universal wastes (UW) are a subset of hazardous wastes that may be managed under reduced requirements. These wastes are referred to as universal because, at some point, almost every business, non-profit organization, and government agency generates them. Universal wastes include: batteries, lamps, mercury-containing equipment, and pesticides.

Infectious Waste – Infectious waste poses an environmental danger due to its *biological* risk. Examples include liquid blood or body fluids from humans or research animals, wastes which will release blood or body fluids when compressed, contaminated sharps from human or any animal use, infectious cultures, and contaminated laboratory items used to manipulate those cultures.

EMPLOYEE TRAINING

1. Employees who work in departments that produce waste are required to complete annual hazardous waste safety training. The training is available online located in the [State of Minnesota Self Service \(ELM\)](#) portal. This training will ensure employees are aware of proper waste handling and emergency procedures relevant to their position responsibilities. (Training in Hazardous Communications for a SQG, etc.)
2. Employees whose position responsibilities include waste management and signing of manifests are required to take additional hazardous waste safety training to ensure they are familiar with proper waste management and emergency procedures. (Training provided by MinnState (ELM).)

ACQUISITION OF PRODUCT (INCLUDING DONATIONS)

1. Employee acquires material, product, or chemical that produces waste that must be managed.
2. Employee obtains Safety Data Sheet (SDS) and completes a GroupLink ticket to Safety Officer to upload SDS.
3. Safety Officer uploads SDS to the online database.
4. Northland will not accept a donated product with a definition of hazardous waste as defined by Minnesota Pollution Control. Employees need to be cognizant of difference and definition of hazardous waste versus educational product in the acceptance of donation.

PROGRAMS/DEPARTMENTS WHICH PRODUCE WASTE

Below is a list of programs/departments that produce waste. This list is reviewed annually.

Department/Program	Waste Produced	Waste Category	Campus
Art	Fixer and/or Developer	Hazardous , Sewered	TRF
Autobody	Paint waste/ Paint Booth Filters	Hazardous	TRF
Autobody	Antifreeze	Sewered	TRF
Automotive	Antifreeze	Sewered	TRF
Automotive	Used Oil/Oil Filters/Partswashers	Universal/Hazardous	TRF
Aviation Maintenance	Booth filters and painting wastes/Parts washers	Hazardous	Aerospace
Biology	Dissect specimens	Sewered	EGF/TRF
Biology	Infectious Waste	Infectious	EGF/TRF
Biology	Stain/Reagents/Slide Fixer	Hazardous , Sewered	EGF/TRF
Carpentry	Solvent Rags	Hazardous	EGF
Chemistry	Chemical Waste	Hazardous , Sewered	EGF/TRF
Electronics	Solvent Rags	Hazardous	TRF
Facilities	Used Fluorescent Bulbs	Universal	EGF/TRF/Aerospace
Facilities	Used Oil/Oil Filters	Universal	EGF/TRF/Aerospace
HVAC	Used Oil	Universal	EGF
Nursing	Sharps	Infectious	EGF/TRF
Precision Agriculture	Parts washer	Hazardous	TRF

WASTE STORAGE

Northland does not have a centralized waste storage site. All waste is stored in individual satellite storage sites. Each satellite storage site is equipped with the necessary spill control equipment.

1. Satellite Storage Locations

Program/Department	Campus	Waste	Site Location
Autobody	TRF	Paint Waste	Inside paint mixing room. Managed by Safety Kleen.
Chemistry	TRF	Chemical Waste	Glass container on instruction counter along east wall.
Chemistry	EGF	Chemical Waste	In fume hood on east wall of lab.
Aviation Maintenance	Aerospace Site	Paint Waste	In paint booth. Managed by Safety Kleen.
Art	TRF	Chemical Waste	Prep Room

2. Containers –Containers must properly close and be composed of a material that can secure the contents in the event of a tip over or spill.

3. Labeling - Satellite storage sites must have appropriate labeling in accordance with Minnesota Pollution Control Agency (MPCA) regulations.

- a. Labels must include:
 - i. Container Contents
 - ii. Accumulation Start Date
 - iii. Capacity Date (Full)
- b. Labels must be on all exposed sides and clearly visible.
- c. Labels must be in good condition and completely legible.

4. Inspections

- a. All satellite storage sites must be inspected weekly and recorded on a standardized inspection log.
- b. Inspection logs are to be submitted to the Safety Officer for permanent recordkeeping at the end of each semester. Employees are encouraged to retain copies for their records.
- c. All substantial leaks must be reported to the Safety Officer.

WASTE VENDORS

Containers provided by waste vendors will meet MPCA labeling requirements. Containers provided by Northland will be the responsibility of Northland to ensure proper MPCA required labeling. Special projects requiring additional containers will need to be planned for and requested in advance. To ensure containers for special projects are available when needed, employees are to create a GroupLink Ticket.

Department/Program	Waste Products	Providing Containers	Action Needed	Schedule
Autobody	Paint Waste	Safety Kleen	Safety Kleen Replaces container	As Needed
Aviation Maintenance	Used Oil Filters	NCTC	Pick up – Safety Kleen	As Needed
Aviation Maintenance	Lead-acid Batteries	NCTC	Pick up – Safety Kleen	As Needed
Aviation Maintenance	Spray gun Cleaner System / Paint Waste	Safety Kleen	Safety Kleen Replaces container	As Needed

Aviation Maintenance	Parts Washer Waste	Safety Kleen	Safety Kleen replaces container	As Needed
Automotive	Used Oil	NCTC	Pumped – Lee’s Oil	As Needed
Automotive	Oil soaked rags	NCTC	Pick up – U of MN	As Needed
Automotive	Parts Washer Waste	Safety Kleen	Safety Kleen replaces container	As Needed
Carpentry	Rags containing mineral spirits/solvents	NCTC	Pick up – Safety Kleen	As Needed
Chemistry	Chemicals	NCTC	Pick up – U of MN	As Needed
Electronics	Solvent Rags	NCTC	Pick up – Safety Kleen	As Needed
Facilities	Used Fluorescent Bulbs	Safety Kleen	Environmental Services replaces container	As Needed
Facilities	Used Oil	NCTC	Pumped – Safety Kleen	Annually
Facilities	Lead-Acid Batteries	NCTC	Taken to Les’s Sanitatio	As Needed
Facilities	Used Antifreeze	NCTC	Pick up – Safety Kleen	As Needed
Facilities	Used Lead	NCTC	Pick up – Safety Kleen	As Needed
Nursing	Sharps	NCTC	Stericycle/Environmental Services	As Needed
Biology	Sharps	NCTC	Stericycle/Environmental Services	As Needed
Biology	Specimens	Stericycle/Environmental Services	Stericycle/Environmental Services	As Needed
Facilities	Sharps (Restrooms)	Stericycle/Environmental Services	Stericycle/Environmental Services	As Needed

WASTE DISPOSAL

Waste disposal is managed by the Safety Officer and Directors of Facilities through the third party vendors.

1. When the waste storage containers are full, employees complete a GroupLink Ticket to request waste pick up.
 - a. GroupLink Tickets are to be filled out a week prior to the requested pick up date.
 - b. GroupLink Tickets are reviewed by the Safety Officer.
2. Safety Officer coordinates with the vendor to ensure Northland is within monthly waste limits and schedules pick up. Safety Officer updates GroupLink ticket with date and time of pickup.
3. Safety Officer, Directors of Facilities, or designee will be present at the waste pick up and will sign all manifests. **IMPORTANT:** Only designated employees are allowed to sign manifests.
 - a. Designated Employees are:
 - i. Julie Fenning, Safety Officer, 218-242-9568
 - ii. Bob Gooden, Director of Facilities, EGF Campus, 218-779-3691
 - iii. Clinton Castle, Director of Facilities, TRF Campus & Aerospace Site, 218-684-5564
 - iv. Bryan Berger, General Repair Worker, EGF Campus, 218-791-1909
 - v. Shawn Vandal, General Repair Worker, EGF Campus, 218-791-3166
 - vi. Jesse Adkins, Groundskeeper, EGF Campus, 218-791-3752

- vii. Robbi Brateng, General Repair Working, TRF Campus & Aerospace Site, 218-684-5559
 - viii. Tim Bergerson, Electrician, TRF Campus & Aerospace Site, 218-684-5561
4. Safety Officer maintains all records.
 5. Safety Officer will create purchase order for the college utilizing program cost centers to encumber the funds for waste removal each year. Safety Officer processes all chargebacks to the respective program/department once the invoice has been received from the third party vendor for waste disposal.

SEWERED CHEMICAL WASTE

MPCA requires Northland to record all chemical waste that is sewered (hazardous and nonhazardous). Monthly waste production determines the hazardous waste generator size per location. This is calculated monthly; therefore, it is important for programs/departments to track monthly waste.

1. Employees are to maintain monthly logs of sewered chemical waste.
2. Employees are to report any substantial changes in sewered waste prior to sewerage, as Northland is required to notify the local water treatment facility of substantial amounts of chemicals being sewered. The term substantial amount varies depending on the chemical being sewered; therefore, employees are to contact the Safety Officer with any questions. Water treatment facilities may need to prepare for this increased waste entering their facility. The Safety Officer will work with the water treatment facility to ensure compliance with MPCA.

REPORTING

MPCA requires annual reporting of waste disposal on a calendar year basis. Reports are due into MPCA by October 1st of the following calendar year.

1. The Safety Officer will communicate annually (November) with each program/department that produces waste to update waste volumes for MPCA required reporting.
2. Required Reporting
 - a. Hazardous Waste (including Sewered waste)
 - b. Universal Waste
 - c. Infectious Waste
3. Safety Kleen will assist the Safety Officer in reporting all waste. Final records will be kept by the Safety Officer for permanent record retention. Copies will be provided to programs/departments for their records.