



ENVIRONMENTAL HEALTH AND SAFETY
STANDARD OPERATING PROCEDURES

SOP No. 24.01.01.W1.06AR Drain Disposal Procedure

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Environmental Health and Safety at WTAMU is composed of two distinct but integrated environmental safety departments that report to the Vice President of Research and Compliance. Academic and Research Environmental Health and Safety (AR-EHS) is responsible for research and academic related compliance, which includes laboratory and academic research and the associated compliance committees. Fire and Life Safety (FLS-EHS) is responsible for fire related compliance and conducts fire and life safety inspections of campus buildings and assists with the testing all fire detection and suppression systems.

Supplements TAMUS Regulation 24.01.01

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1. Purpose

To establish a procedure for the drain disposal in accordance with the governing authorities including, but not limited, to the City of Canyon. Drain disposal for facilities falls into two categories: (1) laboratories that have specific exemptions, and (2) all other drains, such as those found in the Arts and other areas that do not qualify for the laboratory drain exemptions. This procedure addresses the daily operations and activities in the laboratory, such as rinse and wash and chemicals used in process and bench experiments. Excess chemicals and those chemicals that are no longer useable should be submitted to EHS per 24.01.01.W1.04AR Hazardous Materials and Hazardous Waste Identification Procedure.

2. Scope

This procedure applies to all organizations at West Texas A & M University (WTAMU). It addresses the materials and concentrations of materials that may and may not be discharged into the City of Canyon Sewer System. WTAMU discharges all drains into the City of Canyon Publicly Owned Treatment Works (POTW). If WTAMU discharges meet the discharge requirements of the City of Canyon Code of Ordinances Title 5: Public Works Chapter 51 then WTAMU requires no special discharge permit.

3. Procedures

Note: These procedures are intended for drains that flush to a sanitary sewer system which eventually goes to the waste water treatment plant. Storm drain systems flow directly into surface water and should NEVER be used for chemical disposal. Floor drains may flow to storm sewers and should never be used for disposal of chemicals.

3.1. Washing of Equipment and Facilities

The wastewater for regular 'soap and water' washing is not a concern as long as the container or equipment is empty as defined by the Empty Container Policy 24.01.01.W1.07AR.

3.2. Permitted and Prohibited Releases

Chapter 51 of the City of Canyon Ordinances covers sewer and water collection and delivery to the treatment facility. Within this chapter one can find the prohibited and permitted discharges for industrial centers in the City of Canyon.

3.3. Prohibited Releases

The following substances have a release concentration of zero, i.e. they are prohibited for drain disposal.

PROHIBITED SUBSTANCES	
<u>Inorganics</u>	<u>Organics</u>
Acid (strong, pH<5)	Gasoline
Antimony	Benzene*
Base (strong, pH>9)	Naptha
Beryllium	Fuel Oil
Bismuth	Other flammable liquids
Cobalt	Herbicides
Iron pickling wastes	Fungicides
Molybdenum	Pesticides

Plating solutions (concentrated)	
Tin	*EPA Listed Hazardous Waste
Uranyl ion	
Rhenium	
Strontium	
Tellurium	

These materials are NOT prohibited for use on campus, but their disposal should follow the guidelines set forth in the 24.01.01.W1.04AR Hazardous Materials and Hazardous Waste Identification Procedure

3.4. Permitted Releases

The following substances have a non-zero release limit, i.e. there is a permitted concentration for industrial discharge into the Canyon Sewer System. These substances can be made non-hazardous by additional process steps that guarantee their concentrations do not exceed the permitted concentrations at the source (your drain). This form of process treatment is allowable as stated in the EPA document **EPA 233-B-00-002 in Appendix A** See this document for the regulatory specifics.

Species	mg/l or ppm
<u>Acids and Bases</u>	
Acids: pH should be greater than 5.5 pH units.	
Bases: pH should be less than 9.5 pH units.	
<u>Inorganics</u>	
Arsenic	0.05
Barium*	5
Boron	1
Cadmium*	0.02
Chloride	250
Chromium (total)*	5
Copper	1
Cyanide	0.001
Fluoride	3
Lead*	0.1
Manganese	1
Mercury*	0.005
Nickel	1
Selenium*	0.02
Silver*	0.1
Zinc	5
<u>Organics</u>	
Grease, Fat, Oil	100
phenols	individually permitted
hydrogen sulfide	individually permitted
other odor producers	individually permitted

*EPA Listed Hazardous Wastes

If your process requires the use of any of the individually permitted categories, please contact Environmental Health and Safety 651-2270.

Note: Discharges containing grease, oil, sand, flammable wastes, or other harmful ingredients require a trap. The trap must be maintained in an effective operating condition.

Applicable Federal Guidelines for Drain Disposal Spent solvents

Carbon tetrachloride, tetrachloroethylene, and trichloroethylene may be disposed of in a wastewater treatment system, as long as the maximum total weekly usage divided by the average weekly flow of wastewater into the headworks of the wastewater treatment plant does not exceed 1 part per million. Methylene chloride, 1,1,1-trichloroethane, chlorobenzene, o-dichlorobenzene, cresylic acid, nitrobenzene, toluene, methyl ethyl ketone, carbon disulfide, isobutanol, pyridine, and spent chlorofluorocarbon solvents may be disposed of in a wastewater treatment system, as long as the maximum total weekly usage divided by the average weekly flow of wastewater into the headworks of the wastewater treatment plant does not exceed 25 parts per million.

Any spent solvent which can be demonstrated not to be disposed of in a drain must not be included in this calculation.

Laboratory operations containing waste listed as Toxic (T):

NOTE: The following applies ONLY to Laboratories

Wastes listed as Toxic (T) wastes 40 CFR Part 261: Wastewater resulting from laboratory operations containing toxic (T) waste may be disposed of into a wastewater treatment system, as long as the average annual flow of laboratory wastewater does not exceed one percent of total wastewater flow into the headworks of the wastewater treatment facility, or the wastes combined annualized average concentration does not exceed one part per million into the headworks of the wastewater treatment facility.

Any toxic waste which can be demonstrated not to be discharged to wastewater must not be included in this calculation.

3.5. City of Canyon Sewer Collection System

The interface of West Texas A&M University and the city sewer is shown in sketch form in Figure 1.

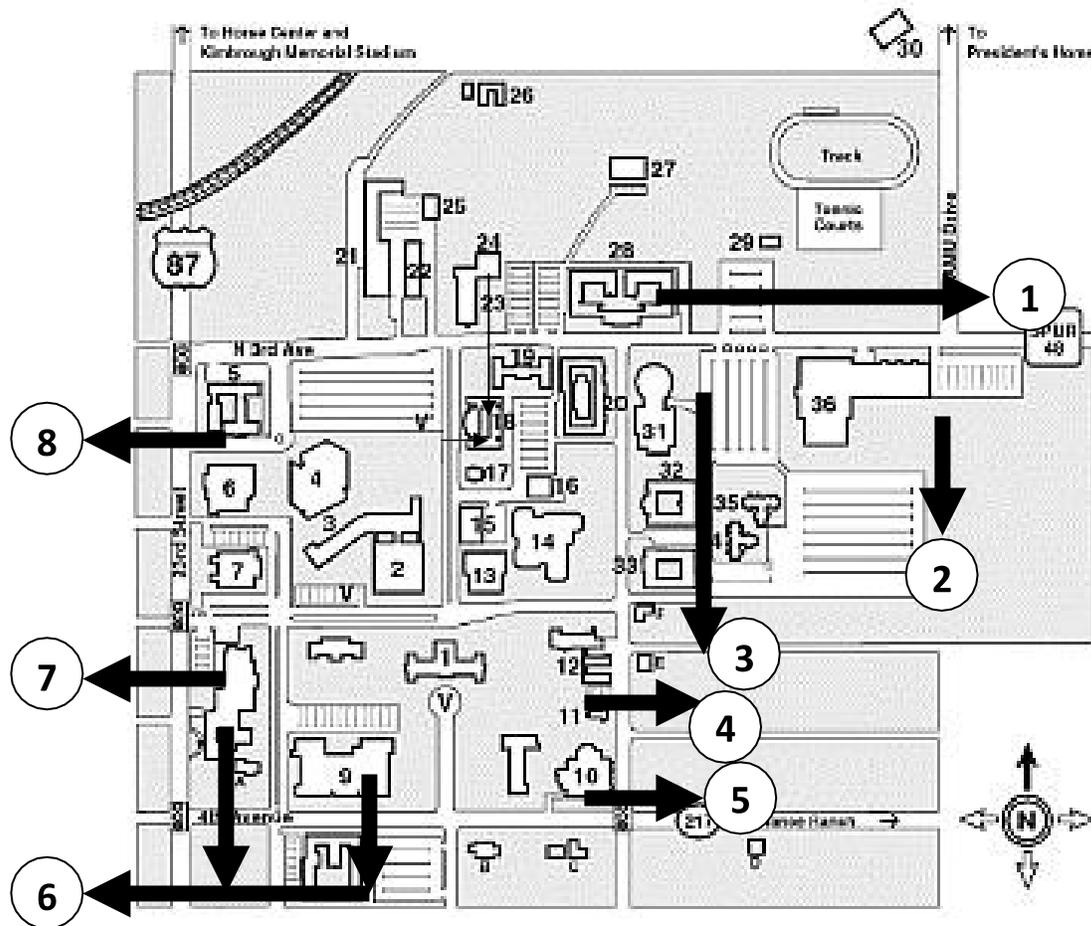


Figure 1 WTAMU discharge points to the City of Canyon Sewer System

3.6. Monitoring

The University will set up a monitoring procedure and schedule and will maintain monitoring records in agreement with best management practices. These records will be kept in the Environmental Health and Safety Office.

4. Governing Documents

- 33 USC chapter 26 Clean Water Act
- 40 CFR 261.3 a(2) (iv) E
- 40 CFR 129.4
- EPA document 233-B-00-002 “Little Known but Allowable Ways to Deal with Hazardous Waste”
- EPA document 233-B-00-001 “Environmental Management Guide for Small Laboratories”
- 30 TAC 335.1 (123)
- 30 TAC 335.41(d) (1)
- TAMU System Policy 24.02.03
- City of Canyon Code of Ordinances Title 5: Public Works Chapter 51

5. Record Retention

No official state records may be destroyed without permission from the Texas State Library as outlined in [Texas Government Code, Section 441.187](#) and [13 Texas Administrative Code, Title 13, Part 1, Chapter 6, Subchapter A, Rule 6.7](#). The Texas State Library certifies Agency retention schedules as a means of granting permission to destroy official state records.

West Texas A & M University Records Retention Schedule is certified by the Texas State Library and Archives Commission. West Texas A & M University Environmental Health and Safety will follow [Texas A & M University Records Retention Schedule](#) as stated in the Standard Operating Procedure [61.99.01.W0.01 Records Management](#). All official state records (paper, microform, electronic, or any other media) must be retained for the minimum period designated.

6. Training

West Texas A & M University Environmental Health and Safety will follow the Texas A & M University System Policy [33.05.02 Required Employee Training](#). Staff and faculty whose required training is delinquent more than 90 days will have their access to the Internet terminated until all trainings are completed. Only Blackboard and Single Sign-on will be accessible. Internet access will be restored once training has been completed. Student workers whose required training is delinquent more than 90 days will need to be terminated by their manager through Student Employment.

7. Definitions

Code of Federal Regulations (CFR): The Code of Federal Regulations (CFR) is a codification of general and permanent rules (regulations) that have been previously published in the Federal Register. The CFR, which is compiled by the Office of the *Federal Register*, is divided into 50 titles, which cover broad areas subject to federal regulation.

Environmental Protection Agency (EPA): its mission is to protect human health and to safeguard the natural environment — air, water, and land — upon which life depends.

Environmental Health and Safety (EHS): The office at WTAMU charged with operating and maintaining the WTAMU Environmental Health, Safety, and Waste Management Program.

Hazardous Waste (HazWaste): A waste may be hazardous if

- It meets the definition of hazardous by one or more of the following characteristics
 - Ignitability
 - Corrosivity
 - Reactivity
 - Toxicity
- It is listed in 40 CFR 261 subpart D as a hazardous waste.

Headworks: The collection point of all sanitary sewer lines, prior to entering the Publicly

Owned Treatment Works.

Publicly Owned Treatment Works (POTW): The publicly owned facility where wastewater is treated before discharge to the environment.

Satellite Accumulation Area (SAA): An area at the site of waste generation, where wastes are accumulated to facility handling. Each SAA must meet the standards required in 24.01.01.W1.05AR.

Texas Administrative Code (TAC): A compilation of all state agencies' regulations. There are sixteen titles in the TAC, and each title represents a category, and related agencies are assigned to the appropriate title.

United States Code (USC): A consolidation and codification by subject matter of the general and permanent laws of the United States.

Related Statutes, Policies, or Requirements

TX Natural Resource Conservation Commission
(TNRCC) Industrial and Hazardous Waste Permits Section
P.O. Box 13087, MC
129 Austin, TX 78711-3087
Phone: 512/239-6412
<http://www.tnrcc.state.tx.us/>

TX's Hazardous Waste Management Regulations are in Title 30 of the Texas Administrative Code, Chapter 335 (30 TAC 335). A single free copy can be obtained from TNRCC's Publications Office, 512/239-0028, or they can be accessed for free on the Internet at <http://www.tnrcc.state.tx.us/oprd/rules/indxpdf5.html#335>.

Contact Office

WTAMU Environmental Health and Safety
(806) 651-2270

**EPA document 233-B-00-002 “Little Known but Allowable Ways to Deal
with Hazardous Waste”**

LITTLE KNOWN BUT ALLOWABLE WAYS TO DEAL WITH HAZARDOUS WASTE
United States Office of the EPA 233-B-00-002
Environmental Protection Administrator May 2000
Agency (2131)

U.S. Environmental Protection Agency

Small Business

Division

Washington, DC

May 2000

7.1. Notice

This document has been prepared to assist those responsible for administering or improving hazardous waste management programs at small businesses. The document provides information related to allowable ways to manage hazardous waste on site. It does not prescribe in detail all required factors and considerations for hazardous waste or other environmental management programs

The U.S. Environmental Protection Agency (EPA) does not make any guarantee or assume any liability with respect to the use of any information or recommendations contained in this document. It is recommended that users of this document requiring additional information or advice consult a qualified professional.

7.2. Acknowledgements

This document was prepared under the direction of the U.S. Environmental Protection Agency's (EPA) Small Business Division. There were numerous reviewers from government and private organizations. Additionally, many state representatives provided important advice and/or reference materials.

7.3. Suggested Improvements

Although every reasonable effort was made to make this document useful to small businesses, it is recognized that additional improvements are always possible. Comments and suggested improvements on this document are welcome and should be directed to:

U.S. Environmental Protection
Agency Small Business Division
MC 2131
401 M Street, SW
Washington, DC
20460

7.4. Introduction

Hazardous waste management and off-site disposal can be challenging and expensive for small businesses. But not all hazardous waste must be shipped off site for treatment or disposal. The EPA has identified a number of allowable ways that small businesses can minimize their hazardous waste on site. This document provides information on five of these methods. They are:

- Domestic Sewage Exclusion;
- Elementary Neutralization;
- Recycling;
- Treatment in Accumulation Containers; and
- Burning in Small Boilers and Industrial Furnaces EPA has delegated authority to each state to implement and enforce major portions of the hazardous waste management program. Some state requirements relative to these hazardous waste minimization methods may be more stringent than the Federal requirement.

This Guide should provide you with the information you need to answer the question of whether any of these methods will work for you. The Guide contains two principal sections. This introduction provides background information on the purpose of the Guide, a brief overview of the EPA Hazardous Waste Program as it applies to small businesses, and a summary of the five EPA allowed hazardous waste minimization methods identified above.

The second section is a state-by-state review of these allowable ways to minimize hazardous waste. The section provides summary information for each state including their definition of hazardous waste, allowances

for each of the five EPA allowed waste minimization methods, and information on special state hazardous waste management program considerations. It should be noted that state requirements do not apply to small businesses located in Indian Country because states do not have jurisdictions in these areas. In these situations, the appropriate Tribal government, rather than the state, should be contacted to ensure their regulations are not more stringent than those of the EPA.

If after reviewing the information contained in this Guide, it looks like any of the five waste minimization methods could be effective at your facility, you should conduct further research at both the Federal and state level to confirm their allowance and understand the specific operational requirements. Information on whom to call and where to get further information at each state is provided in the State-by-State section of the Guide. Small businesses should remember that the waste minimization methods described in this Guide should only be conducted as part of a comprehensive hazardous waste management program that addresses all regulatory requirements.

7.4.1. Hazardous Waste Program Description

Definition of “Hazardous Waste”: EPA defines “hazardous waste” in 40 CFR 261. EPA specifies that wastes can be hazardous because they appear on one of the four lists or because they exhibit a particular hazardous characteristic. Listed and characteristic hazardous wastes are identified using codes consisting of one letter followed by three digits. Often, for small businesses, the most relevant listings are those for spent solvents (a portion of the F-list) and discarded commercial chemical products (known as the P- and U-lists). Spent solvents on the F-list are designated by the codes F001, F002, F003, F004 and F005 and include common solvents such as acetone, methanol, methylene chloride, toluene, and xylene. The P- and U-lists apply to unused, discarded commercial chemical products with a sole-active ingredient on one of the two lists. Typical P- and U-listed wastes are expired or unused chemicals or wastes from cleaning up spills of unused chemicals. P-listed wastes are special in that they are known as “acutely hazardous wastes.” The K-list specifies various industrial process wastes.

There are four hazardous waste characteristics: ignitability, corrosivity, reactivity and toxicity. Ignitable wastes are generally liquids with a flash point below 140°F. Nonchlorinated solvent wastes are usually ignitable and, sometimes, also F-listed. Corrosive wastes are aqueous solutions with a pH < 2 or > 12.5. Reactive wastes are those that are unstable, explosive, water reactive, or can generate toxic cyanide or sulfide fumes. Toxic wastes, denoted by the codes D004 through D043, contain toxic constituents (e.g., herbicides, toxic organic compounds, heavy metals) that, when subjected to the toxicity characteristic leaching procedure (TCLP), are likely to leach hazardous concentrations.

In addition to the four federal hazardous waste lists and four federal hazardous waste characteristics, state regulators sometimes add wastes to their state definition of hazardous waste. Often these wastes are added in the form of additional “state lists” and include wastes such as waste oils and polychlorinated biphenyls. Although it is less common, state regulators sometimes add additional characteristics or modify the federal characteristics to broaden the scope of waste subject to regulation as hazardous waste.

Hazardous Waste Generator Status: EPA sets varying requirements for three classes of generators: large quantity generators (LQGs), small quantity generators (SQGs), and conditionally exempt small quantity generators (CESQGs). Often, states define generator status differently and set more stringent requirements. Generators are defined by site; so, your hazardous waste gets counted along with all other hazardous waste generated at the site in order to determine generator status. Sites generating not more than 100 kg of hazardous waste per month are CESQGs and are subject to very minimal regulation (in most states). Sites that generate >100 kg and

<1,000 kg of hazardous waste per month are SQGs. Those sites generating more are LQGs. Also, any site that accumulates more than 1 kg of acutely hazardous waste is a LQG.

SQGs and LQGs must obtain EPA generator identification numbers and comply with numerous requirements. When waste is accumulating at the point that it was generated is said to be in a “satellite accumulation area”

(SAA) and must be placed in containers that are in good condition, compatible with the waste, and labeled as to the contents. Satellite accumulation is limited to one quart of acutely hazardous waste (e.g., P-listed waste) or 55 gallons of hazardous waste. Once the waste is moved from the SAA it is marked with the date and placed in a designated accumulation area with equipment to handle emergencies such as a release or fire. Also, plans for handling such emergencies must be developed and distributed. Waste management personnel must receive RCRA training annually. SQGs can accumulate waste on site for up to 180 days or 270 days if it is to be transported over 200 miles for disposal; while LQGs can accumulate waste for up to 90 days.

7.4.2. Regulatory Allowances for On-Site Waste Minimization

EPA mandates that generators attempt to minimize the volume and toxicity of their waste. EPA prefers that generators eliminate waste generation through source reduction – source reduction is synonymous with pollution prevention (P2) and includes any activity that reduces or eliminates the generation of hazardous waste at the source. EPA specifies that when source reduction is not feasible then, when possible, waste should be recycled or treated to reduce the volume and toxicity of the waste. From a practical perspective, there are substantial incentives for source reduction and waste minimization; for example avoiding the high costs of disposing of hazardous waste and limiting liability concerns.

Certainly small businesses should look for source reduction opportunities (e.g., through careful chemical purchasing and inventory control, substitution of hazardous chemicals with less hazardous replacements, etc.). In addition, generators can sometimes treat their hazardous waste to reduce the volume or toxicity of the waste. Typically, small businesses do not have permits for treatment, storage or disposal of hazardous wastes since the RCRA permitting process is very burdensome and costly. However, RCRA does contain provisions for treating and disposing of hazardous waste on-site without a permit.

On-Site Disposal: As for disposal, there is an allowance that provides for certain wastes to be disposed of down the drain, even if they may be hazardous. In writing its RCRA regulations, EPA wanted to avoid double regulation of wastewaters that are subject to the Clean Water Act. Specifically, wastes that are mixed with domestic sewage and discharged to a publicly owned treatment works (POTW) are not regulated under RCRA (see 40 CFR 261.4(a)(1)). This exclusion is commonly called the “domestic sewage exclusion” (DSE). Essentially, a small business tied to a POTW may discharge waste down the drain as long as it is in compliance with all applicable wastewater standards. Applicable wastewater standards typically include national pretreatment standards (40 CFR 403.5), state limits and discharge limits imposed by the POTW. In some cases, wastes that meet the RCRA definition of hazardous may be acceptable for sewer disposal. Be aware that hazardous waste stored prior to discharge is regulated and dilution of waste in order to meet discharge limits is usually unacceptable. The DSE is limited in its applicability. There are no other means of on-site disposal of hazardous waste available to hazardous waste generators. **On-Site Treatment:** EPA and many states provide several regulatory exclusions that allow generators to treat of hazardous waste without a permit. Some of these treatment exclusions may be useful in furthering waste reduction efforts. Treating hazardous waste on-site in ways other than provided for in the regulatory exclusions subjects generators to extremely high fines (e.g., up to \$50,000 per day) and possible criminal penalties (i.e., jail time). Before treating hazardous waste on site, generators must be absolutely sure that the treatment they are considering is allowed without a RCRA permit. In addition, generators must ensure that they have proper procedures, equipment and skilled employees to conduct treatment safely and effectively on-site.

EPA’s exclusions that allow generators to treat hazardous waste on-site without a permit are described below.

EPA and most state authorities clearly allow elementary neutralization (i.e., pH adjustment) of hazardous wastes. Elementary neutralization units (as defined in 40 CFR 260.10) may be used to neutralize D002 (corrosive) wastes without any worry of RCRA permitting requirements. Two important points to remember are (1) elementary neutralization only refers to pH adjustment, and (2) neutralized waste should only be discharged down the drain if it meets all applicable ² Elementary Neutralization discharge standards (i.e., local, state and EPA limits). EPA allows generators to recycle hazardous wastes without a TSDF permit. In its

regulations, EPA states that a material is “recycled” if it is used, reused or reclaimed (40 CFR 261.1). A material is “used or reused” if it is either (1) employed as an ingredient to make a product, or (2) employed in a particular function as an effective substitute for a commercial product. A material is “reclaimed” if it is processed to recover a useful product or if it is regenerated. Although EPA considers recycling a form of treatment, it does not require recyclers to obtain a treatment permit.

In 40 CFR 261.6(c)(1), EPA states that “the recycling process is exempt from regulation.” Generators may be able to take advantage of this exemption by distilling solvents, reclaiming precious metals (e.g., silver) from solutions, or precipitating metal salts. Generators may treat hazardous wastes in accumulation containers without obtaining a RCRA treatment permit provided the containers are managed in compliance with EPA’s container management standards in 40 CFR Part 265, Subpart I. EPA clearly states this exemption in its Federal Register notice issued March 24, 1986 (51 FR 10168) as well as in subsequent FR notices and interpretive memos. Examples of treatment in accumulation containers include precipitating heavy metals from solutions, and oxidation/reduction reactions. Remember, treatment residues may still require management as a hazardous waste and, residues destined for land disposal are subject to land disposal restriction (LDR) treatment standards (40 CFR 268). The “small-quantity on-site burner exemption” (40 CFR 266.108), which is part of the Boiler and Industrial Furnace (BIF) regulations, allows hazardous waste generators (small or large quantity) to burn small quantities of hazardous waste in an on-site boiler without a permit. The quantity of waste that can be burned onsite is determined by the “terrain-adjusted stack height” as described in the regulation and the boiler’s total fuel requirement. Some additional restrictions apply to the properties of waste that can be burned (i.e., Btu ² Recycling ² Treatment in Accumulation Containers ² Small Boilers and Industrial Furnaces value) and small businesses taking advantage of this allowance are subject to simple notification and recordkeeping requirements. Before burning hazardous waste on site, consult not only with the state regulators: both the hazardous waste agency and the air pollution control agency. A ² symbol adjacent to a specific regulatory allowance means that it is available in that state. A ½ symbol means it is not available or there are special provisions.

7.4.3. Special Considerations

In this section, the authors attempt to point out state regulations that are different and more stringent than EPA’s regulations and may impact small businesses.

7.4.4. State Contact Information

Contact with state regulators is essential since, in every state except Alaska, Iowa and Hawaii (as of this writing), EPA has delegated authority to each state to implement and enforce major portions of the hazardous waste management programs. In order to receive authorization from EPA, states’ hazardous waste management regulations must be at least as stringent as EPA’s hazardous waste regulations. Still, one must keep up with the EPA regulations since EPA regularly publishes new hazardous waste management regulations that are enforceable by EPA until they are included in a given state’s hazardous waste regulations. The state authorization process is ongoing and can be difficult to track. Generators need to check with their states to understand what portions of the hazardous waste program are operated and enforced by state authorities and what portions EPA enforces. Relevant state hazardous waste contact information is presented in the shaded box. In all cases, this information includes an Internet address for the state agency with authority for the hazardous waste program. In addition, state hazardous waste regulations are cited and information concerning where the regulations can be obtained is presented. In most cases, state hazardous waste regulations are available on the Internet and the specific Website address for the regulations is listed.

Texas

7.4.5. Hazardous Waste Program Description

Definition of “Hazardous Waste”: Same as federal; however, TNRCC regulates various classes of non-

hazardous waste (e.g., Class I, II and III: see 335.501 through 515).

Hazardous Waste Generator Status: Similar to federal (see 335.61 through 335.78).

7.4.6. Regulatory Allowances for On-Site Waste Minimization

² Domestic Sewage Exclusion See 335.1(123), definition of “solid waste.”

² Elementary Neutralization See 335.41(d)(1).

² Recycling See 335.24.

² Treatment in Accumulation Follows EPA interpretation.

Containers

² Small Boilers and Industrial Incorporates 40 CFR 266.108 by Furnaces reference. See 335.221(a)(19).

Section 335.6(i) reiterates the onetime notification requirement.

7.4.7. Special

Considerations None.

TX Natural Resource Conservation Commission
(TNRCC) Industrial and Hazardous Waste Permits

Section

P.O. Box 13087, MC

129 Austin, TX 78711-

3087 Phone: 512/239-

6412_

<http://www.tnrcc.state.tx.u>

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TX's Hazardous Waste Management Regulations are in Title 30 of the Texas Administrative Code, Chapter 335 (30 TAC 335). A single free copy can be obtained from TNRCC's Publications Office, 512/239-0028, or they can be accessed for free on the Internet at [http:// www.tnrcc.state.tx.us/oprd/rules/indxpdf5.html#335](http://www.tnrcc.state.tx.us/oprd/rules/indxpdf5.html#335).