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Akron Public Schools
OFFICE OF CAREER EDUCATION

BULLETIN #3 : Hazardous Waste Disposal Procedures

**HAZARDOUS WASTE
DISPOSAL PROCEDURES**

1. Check waste containers monthly to ensure that they do not become too full.
2. When liquid containers become three quarters full, call the Environmental Management Office at 330-761-2976 to arrange for pick-up.
 - Environmental Management will arrange to have the items removed. **It may take up to two weeks before containers can be emptied; therefore, careful planning is very important.**
 - If necessary, request a new container (barrel) to be delivered to the site.
3. Complete the proper form (next page). In addition, these forms are on file in the main office of your school. Please forward a copy of the form to the Office of Career Education, to the attention of your coordinator, and keep one for your file.
4. Any leaking containers and/or spilled materials are to **IMMEDIATELY** be reported to the Environmental Management Office, 330-761-2976, and the **Office of Career Education, 330-761-3131.**

Examples of HAZARDOUS WASTE include but are not limited to:

OIL, ANTIFREEZE & PAINT



IMPORTANT!!

SPECIAL DISPOSAL PROCEDURES FOR FLUORESCENT LAMP TUBES & RECHARGEABLE BATTERIES



Fluorescent Lamp Tubes

1. **All** fluorescent lamp tubes are to be saved and properly recycled. **DO NOT THROW SPENT FLUORESCENT LAMP TUBES IN THE TRASH.**
2. **The empty boxes from new lamp tubes** are to be saved when they become empty. Spent and unbroken lamp tubes are to be placed in these lamp boxes by the **BUILDING CUSTODIAN**.
3. The **BUILDING CUSTODIAN** shall contact the Environmental Management Office at 330-761-2976 to arrange for pickup **of the spent bulbs**.
4. The Environmental Management Office will arrange to have the lamp tubes removed and properly recycled.
5. **Any broken tubes are to be placed in plastic bags and IMMEDIATELY reported to the Environmental Management Office.**



Rechargeable Batteries

1. **Properly dispose of ALL nickel-cadmium (NiCad) and other rechargeable batteries.**
2. Spent, undamaged (non-leaking) batteries are to be given to the BUILDING CUSTODIAN. Non-leaking batteries can be stored in a cardboard box.
3. The BUILDING CUSTODIAN will contact the Environmental Management Office at 330-761-2976 to arrange for pickup.
4. Environmental Management will arrange **for proper removal and/or disposition of batteries.**
5. Any leaking batteries and/or spilled materials are to be IMMEDIATELY reported to the Environmental Management Office.