

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	APRIL 13, 2023
NUMBER:	L.6.L
SUBJECT:	HAZARDOUS WASTE BUSINESS PLAN

PROCEDURE

The operations deputy will be responsible for ensuring hazardous waste is maintained, stored and disposed of properly. The training coordinator will conduct training to ensure all persons know how to use and dispose of hazardous materials in a safe and appropriate manner.

I. HAZARDOUS MATERIALS

Will be stored in the proper cabinets or work location.

1. Within the housing units, cleaning materials will be stored in the janitorial closets.
2. All paint, solvents, and cleaning compounds will be stored in a locked storage area.
3. Biohazardous and biomedical waste will be disposed of according to Green Sheet M.41.L.

II. GUIDELINES FOR BATTERY DISPOSAL

Batteries are considered universal waste and cannot be thrown into the trash.

1. Used batteries will be placed in the universal waste battery bucket. Universal waste battery buckets are located in admin and the information area. When batteries are placed in the bucket, the terminals must be covered with clear tape.
2. The universal waste battery bucket will be clearly labeled with the date the bucket was placed out for use and instructions on contacting the operations deputy when the bucket is full. The bucket will be scheduled for pick-up on an annual basis.
3. If the universal waste battery bucket is full before the pick-up date, the operations deputy will be responsible for removing the bucket and obtaining a replacement from facility maintenance personnel.
The operations deputy will maintain a record of hazardous waste disposal for the facility. This record will include the date of disposal, quantity, location sent and description of the hazardous waste. This record will be retained for one year.