POLICY ON LONGWOOD HAZARDOUS WASTE BILLING

This is a working document that provides guidance for billing of hazardous waste generated at the Harvard Longwood Campus

Routine Laboratory Waste (Used Chemicals from Research Processes)

- HMS, HSDM, or HSPH laboratories – Routine research generated hazardous waste is paid for under an existing Service Contract with Clean Harbors for hazardous waste operations.
  - Line 1 of PO – Labor from Clean Harbors hazardous waste management activities is billed monthly and allocated by school based on a set %.
  - Lines 2-4 of PO – Lab Research Waste Invoices are separated by the vendor and billed by school.
- This can include small clean-outs of unused chemicals (less than 50 containers, which are properly labeled by staff).

Non Routine Laboratory Clean-Outs or Lab Moves

- Laboratory Clean-Out/Moves – The cost for hazardous waste, which was generated by clean-outs (over 50 containers being disposed of at one time) or lab moves, has historically been the responsibility of the laboratory conducting the clean-out/move.

Routine Facilities Waste (Used Oil, Oily debris, Aerosols and Glycol from Facilities Operations)

- HMS facilities/DTZ generated hazardous waste (oil, oily rags, and aerosols). PO# generated by HMS Facilities. This is linked to an existing PO#
- HSDM facilities generated hazardous waste (mercury or waste water system cleaning, oily water from vacuum pumps, etc.). PO# generated by HSDM Facility Manager for each respective disposal shipment.
- HSPH facilities generated hazardous waste (glycol, used oil etc.). PO# generated by HSPH Facility Manager for each respective disposal shipment.

Non Routine Projects (Hazardous Waste From Capital Projects and Renovations – Oily water, PCB debris, Unused Paint etc)

- Project generated hazardous waste – PO# will be generated by Capital Projects or Building Manager for each respective project that will require disposal of hazardous waste.
- Contractors – Contractors conducting facility jobs may generate hazardous waste containers and stage them at the Warren Albert Building Main Accumulation Area (MAA), if the following criteria are met:
  1. EH&S Hazardous Waste Program Coordinator must be notified at least 1 week prior to job taking place to ensure that there will be a Clean Harbors representative on-site to move the container inside the MAA.
  2. The Harvard contact and Building of waste origin must be written on the lid of the container.
  3. The Contractor-employee that stages the hazardous waste container at the MAA must call the EH&S Hazardous Waste Program Coordinator at 617-620-1844.

Note: Existing PO#s can only be used for jobs they were originally created for.