



Standard Operating Procedure: Waste Management

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Scope

This procedure applies to all waste disposal activities by UVA staff or contractors working at UVA. This procedure covers solid waste, which encompasses material typically disposed of in a landfill including liquid wastes, and recyclable, recoverable, or reusable materials, which are materials that can be diverted from landfills by UVA's Recycling program. This includes, but is not limited to, Municipal Solid Waste (MSW), Construction and Demolition Debris (CDD), recyclable materials, lead containing materials, scrap metal, landscape wastes, and sawdust. UVA has specific Construction Waste Management SOPs covering [Clean Fill](#), [General Construction Waste](#), and [CDD](#) and an SOP for [Landscape Materials and Organic Waste](#).

The handling and disposal of Lead or Asbestos Containing wastes, Hazardous, Chemical, Medical, Radioactive, and Biological waste requires specialized training and facilities, and is not covered by this policy. Handling and disposal of such waste is managed by Environmental Health and Safety (EHS) and covered under University Policies [SEC-004](#), [SEC-006](#), [SEC-007](#), [SEC-009](#), and [SEC-012](#) and in all cases those policies should be followed for working with such material. This SOP includes references to these waste streams for informational purposes only in order to provide a comprehensive list of potential waste streams. EHS can be contacted at 434-982-4911 for more information on waste streams they manage or visit the [EHS website](#).

UVA Recycling can be contacted at 434-982-5050 or recycling@virginia.edu.

Responsibility

Anyone disposing of waste on UVA property must comply with this procedure. Compliance with this procedure supports UVA's sustainability goals and diverts wastes from landfills.

Procedures

1. **Municipal Solid Waste (MSW)** is not regulated for special disposal and can be placed into a general waste dumpster. Examples include office waste, classroom waste, and any general waste that is commonly disposed of in a general trash can for pick up by custodial service staff. Recyclable materials should be separated from this material and placed into the nearest recycling bin. Where available, diversion of compostable materials into appropriate bins is encouraged.
 - a. Staff are responsible for depositing their waste in the nearest appropriate trash can or general waste dumpster, as appropriate.
 - b. Custodial service staff whose responsibilities include emptying building trash cans, are responsible for collecting material from buildings and depositing them in the nearest appropriate dumpster. Staff are responsible for closing the lid or door to the dumpster after depositing material inside.

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- c. Frontload trash containers have tops that will remain closed when not in use.
 - d. Roll-off dumpsters will be covered when not in use. Tarps are acceptable dumpster covers provided they are in good condition and free of holes.
 - e. Staff are responsible for ensuring that their material makes it into the dumpster and debris is not left around the dumpster as a result of their disposal efforts.
 - f. Dumpsters are on a routine service schedule to prevent overflowing dumpsters. Service schedules are periodically adjusted as needed to reflect user demands.
 - i. If dumpsters are full and material is left beside the dumpster, it is the responsibility of the driver of the truck for the waste contractor to reload the container.
 - ii. If material is left next to or around a dumpster that is not overflowing, UVA Recycling should be contacted.
 - iii. Any leaking dumpsters or dumpsters without lids should be reported to UVA Recycling.
2. **Universal Waste** includes batteries and fluorescent lamps.
- a. **Batteries**
 - i. Rechargeable and specialty batteries are collected by UVA Recycling. Contact UVA Recycling for collection information.
 - ii. Alkaline batteries can be placed, with their terminals taped to prevent fires, at the nearest paper recycling station for collection by UVA Recycling. Alkaline battery disposal is not currently regulated, but recycling is encouraged.
 - b. **Fluorescent Lamps** are collected on Wednesday afternoons by UVA Recycling. Contact UVA Recycling for further information.
3. **Recyclable, Recoverable, or Reusable Materials** can be diverted from disposal in a landfill and accepted by the University's Recycling program. Staff are responsible for properly sorting as much of their recyclable, recoverable, or reusable materials as possible to support UVA's goal to reduce its waste footprint to 30% of 2010 levels by 2030. Users of the Recycling Sorting Facility should follow the [UVA Recycling Sorting Facility SOP](#) when delivering materials. Materials currently collected under this program include, but are not limited to, the following:
- a. **Metals** include aluminum, steel, copper, tin, and brass. Small quantities, including soda or tin cans, can be deposited in the universal beverage collection bins located throughout Grounds. Scrap metals generated from maintenance or construction activity should be handled as described in Section 5.
 - b. **Cardboard** should be flattened and placed next to any recycling receptacle. In addition, numerous cardboard collection containers are located around Grounds, including near the FM Shop 3 loading dock and the Salt and Sand Storage Shed. Container lids should be closed when not in use.
 - c. **Glass** includes clear and all colored glass. Small quantities can be deposited in the universal beverage collection bins located throughout Grounds. Windowpanes, mirrors, and laboratory glass are not recyclable through the University's Recycling Program. Windowpanes and mirrors can be managed as CDD. Waste laboratory glassware and empty chemical reagent bottles must be managed as described on the [EHS website](#).
 - d. **Plastics** includes all numbered plastic (#1-7) such as coffee cup lids, yogurt cups, plastic bottles and caps, plastic bags, and plastic wrap. Small quantities can be deposited in the universal beverage collection bins located throughout Grounds. Toxic substance containers, such as motor oil or antifreeze, are not permitted. Styrofoam is not accepted.

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- e. **Mixed Office Paper** includes any white paper such as printer/copy paper, notebook paper, and spiral bound notebooks. Also includes colored paper, newspaper, magazines, envelopes, phone books, post-it notes, and index cards. Paper can be deposited in any mixed paper recycling bin or box or in the appropriate box in any paper recycling cabinet. In addition, mixed paper can be placed in the recycling container located at the corner of McCormick and Edgemont Roads.
 - f. **Electronics** include CDs and DVDs, cell phones and chargers, used ink jet cartridges, tapes, jewel cases, computers, printers, and TVs. Small electronics can be deposited at an E-Cycling location on Grounds, while Recycling should be contacted for larger or specialty items.
 - g. **Reusable Office Supply Exchange (R.O.S.E)** collects and distributes gently or never used office supplies including printer ink, binders, paper clips, rubber bands, lamps, writing utensils, folders, calculators, white boards, cork boards, hole punchers, paper, staples, and coffee makers. Stop by the UVA Recycling Office to donate or pick up material. The main ROSE program is located at 580 McCormick Rd, lower level. There is a satellite site called the ROSE Closet that occurs periodically in the Hospital's Dining Conference Rooms.
 - h. **ReUSE Store** supports the collection, sale and reuse of surplus property, which includes university-owned unneeded property, including unclaimed, lost or abandoned property, regardless of age and condition. The program supports the University's sustainability efforts by extending the life cycle of items that may have otherwise been directed to a landfill. Surplus property includes computer/electronic surplus, office furniture (desks, desk chairs, conference room tables and chairs, credenzas, bookcases, filing cabinets, shelves, books, etc.), and all other equipment including appliances and vehicles. Visit the [UVA ReUSE Store website](#) for more information.
 - i. **MERCI Program** is a medical supplies recycling program that diverts unused medical supplies to humanitarian organizations. These materials can be dropped off in the recycling room on the ground floor of the Primary Care Center. Call the MERCI Coordinator at 434-982-4499 for more information.
 - j. **Pallets** are collected at the Recycle Sort facility on Old Ivy Road. Refer to the [UVA Recycling Sort Facility SOP](#) for more information.
4. **Compostable Materials** include organic and man-made materials that can be broken down by the composting process. These include food waste, such as produce, dairy, meat, bones, etc. as well as uncoated paper, such as napkins and paper towels. BPI certified compostable food service products such as cups, plates, and utensils. Visit the [UVA Sustainability Composting webpage](#) to learn more.
 5. **Construction Demolition Debris (CDD)** includes material generated during renovation, construction, or demolition of buildings, utilities, or other infrastructures. CDD waste often includes bulky materials not generally found in the MSW stream including gypsum board, wood, metal, insulated metal, plastics, concrete, brick, insulation, rock, furniture, and other building materials. UVA has developed separate SOPs for [Construction Waste Management – Clean Fill](#), [Construction Waste Management – General Construction Waste](#), and [Construction Waste Management – Construction and Demolition Debris](#) which should be referred to for more details on these topics.
 - a. Major construction, renovation, and demolition projects are expected to have their own CDD dumpster available on site. This dumpster must be covered when not in use. Tarps are acceptable dumpster covers provided they are in good condition and free of holes.

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- b. Smaller operation and maintenance projects may use a general use CDD dumpster if provided by the project or the roll-off at the [UVA Recycling Sorting Facility](#). UVA staff and contractors are responsible for properly sorting CDD material into the CDD bin. Liquid wastes should not be disposed of in the CDD Dumpster.
 - c. Any general use CDD dumpsters should be covered when not in active use.
 - d. CDD waste characterized as clean fill should consist of dirt or uncontaminated concrete and concrete products, asphalt pavement, brick, glass, soil, and rock placed in commerce for service as a substitute for conventional aggregate. Material characterized for reuse as clean fill should be taken to a permitted site authorized to receive such materials following the [Construction Waste Management – Clean Fill SOP](#).
6. **Cleaning and Wash Water** should be handled according to the nature of the material being cleaned and the location where it will be cleaned. When possible, material that is suitable for disposal in the sanitary sewer should be washed in an interior drain such as a utility sink. Any waste disposed into the sanitary sewer system must have a pH between 6-9 and otherwise not have a characteristic or component that can disrupt the wastewater treatment process. Wash water generated inside buildings (e.g., floor or carpet cleaning) should be properly disposed off-site or in the sanitary sewer and never disposed of outside on the ground or in a storm sewer inlet. Contact Utilities Distribution with questions about disposal of materials in the sanitary sewer. Exterior washing should follow the SOP for [Exterior Surfaces Washing](#).
7. **Leftover or Unused Paint**
 - a. **Latex Paints** and varnishes should be delivered to EHS for disposal by an employee. Cans with residual amounts of paint can be opened and allowed to harden after which they can be thrown into the general trash.
 - b. **Secondary Paint Thinner & Varnish Remover** should be delivered to EHS by an employee in the original product container after use for proper disposal. Each container is to be labeled as waste with the EHS Waste Chemical/Biohazard Identification Form and kept tightly capped at all times.
 - c. **Oil-Based Paints**, including roadway paints, should not be put in the trash and should be taken to EHS for proper disposal. Over time the UVA has moved away from the use of oil-based paints and now primarily uses latex paints.
 - d. **Aerosol Paints** – cans of spray paint are considered aerosol cans and should be handled as described in Section 8.
8. **Aerosol Cans** are classified as Hazardous Waste. All aerosol cans, regardless of their contents or whether they are unused, partially used, damaged, or empty should be collected for disposal by EHS. Cans should be separated based on whether they are empty or still contain product and can be collected in a cardboard box, clear plastic bag, or drum depending on volume generated. To request a pickup of less than 20 cans, use EHS's [online request form](#). Contact EHS to schedule a larger pickup or for more information on aerosol can waste.
9. **Lead-Containing Material** requires specialized handling and is not covered by this policy. Lead-containing material is managed by EHS under [University Policy SEC-007](#). EHS should be contacted directly to provide guidance on the proper removal, management, and disposal of all lead containing material. Lead-containing material, including material covered with lead-based paint, should be deposited in the designated lead dumpster. The lead dumpster should remain covered when not in active use.

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10. **Asbestos-Containing Material** requires specialized handling and is not covered by this policy. Asbestos-containing material is managed by EHS under [University Policy SEC-007](#). EHS should be contacted directly to oversee the removal, management, and disposal of all asbestos containing material.
11. **Hazardous, Chemical, Medical, Radioactive, and Biological wastes** require specialized handling and is not covered by this policy. Handling and disposal of such waste is managed by EHS and covered under University Policies [SEC-004](#), [SEC-006](#), [SEC-009](#), and [SEC-012](#). EHS's [online request form](#) can be used to request a waste pick-up, containers and/or labels.
12. **Used or Obsolete Chemicals** including but not limited to fertilizers, pesticides, herbicides, sealants, degreasers, paints, stains, cleaning products, and laboratory chemicals are managed via University Policy [SEC-004](#). EHS should be contacted for proper disposal of all used or obsolete chemicals. Managers and staff are required to use best management practices to ensure excess quantities of chemicals are not purchased. Storage areas should be checked regularly to ensure large quantities of chemicals are not accumulating and all chemicals are stored out of the weather.
13. **Mercury-Containing Chemicals and Equipment**, such as thermostats and thermometers, are disposed of via EHS. Contact EHS for further information about proper handling and disposal.
14. **Scrap Metals** include a variety of metals that are hauled to scrap metal dealers and should be managed as follows:
 - a. Scrap metal from construction, renovation, or maintenance projects can be deposited in the scrap metal dumpster. Refer to the [UVA Recycling Sort Facility SOP](#) for more information.
 - b. Oils are to be purged prior to disposal of metals into this container.
 - c. Refrigeration units have had refrigerant recovered from the equipment and labeled as empty in accordance with the [Refrigerant Management Directive](#).
 - d. The scrap metal dumpster should be covered when not in active use.
15. **Sawdust** is collected in designated containers located under the dust collectors at the FM cabinet shop and Campbell Hall. These containers are protected from the weather. No other material should be deposited inside these containers.
16. **Landscape Debris** includes dirt, mulch, and any organic waste generated from construction or maintenance activities. Landscape waste shall not be placed in any dumpsters or other trash containers. UVA Landscaping collects small quantities of landscape debris in a roll-off dumpster parked at the FM Yard T-shed. All other vegetated debris should be taken to the vegetative debris collection site at Observatory Hill. Please see the SOP for [Disposal of Landscape Organic Waste](#) for further information.
17. **Street Sweeping Debris** – Materials collected via street sweeping operations will be placed in a dumpster for proper disposal. Any water added to keep dust down during sweeping operations will be allowed to evaporate. The dumpster should be covered when not in active use.