



SP 129: Universal Waste Management

UPDATED: 12/21/2023

PURPOSE: This procedure establishes requirements for the management of universal waste. Contact Environmental Health & Safety for procedures covering other types of hazardous waste.

The Jacob K. Javits Center generates biohazardous waste as the result of general maintenance associated with the Center and production of events throughout the year. The Center’s biohazardous waste management plan has been prepared in accordance with federal, state, and local regulations.

This procedure applies to the disposal of certain hazardous wastes regulated by the United States Environmental Agency as universal waste. Universal waste may contain mercury, lead, cadmium, nickel and other hazardous materials. Some examples of universal waste are listed below.

Fluorescent	Disinfectants	Lithium Ion
High Intensity Discharge	Cleaning Products	NiCad
High Pressure Sodium	Degreasers	Nickel-Cadmium
Mercury Vapor	Lubricants	Nickel Metal Hydride
Metal Halide	Foaming Insulation	Rechargeable batteries
Neon	Pesticides	Lead-acid
UV Lamps	Lead-acid	Dusters

Lamps

Containers

- Contact Safety Department to obtain containers.
- Procurement or Safety Department arranges the delivery of standard waste containers.
- Other containers may be used as long as they are structurally sound and rigid, and can be properly closed so that no lamps can fall out.

Labeling and Marking

- Generator of lamps removes or otherwise defaces all existing container labels attached to empty container.
- Generator of lamps attaches a new Javits Center “Universal Waste-Lamps” label to the container.

- Mark on the label the date the first lamp is placed in the container.
- Mark on the label the name of the department where the lamps container is stored.
- Mark the label with the final lamp count prior to disposal.
- Request labels from the Safety Department.

Storage

- Lamps must be placed inside containers.
- All containers must be kept closed at all times, except when adding lamps. Use tape to hold box flaps shut to prevent breakage. New lamp boxes should also be taped shut.
- A tally sheet is used to account for the number of lamps in the container.

Disposal

- Containers of lamps must not be stored for longer than 11 months.
- Contact Safety Department for pickup not more than 11 months after the date the first lamp is placed in the container, whether the container is full or not.
- Safety Department will coordinate the pick-up for disposal.

Broken Lamps

- Clean up broken lamps immediately.
- Place broken lamp, and broken lamp parts into a lamp container.

Aerosol Can

Containers

- It is not required to place individual aerosol cans into a secondary container. Multiple aerosol cans may be placed in a box or other type of larger container.
- Container must be capable of being closed so that no material can fall out.
- Safety Department may supply drums to areas that need to dispose or large numbers of aerosol cans.
- Contact Safety Department for assistance with selection of containers.

Labeling and Marking

- Generators of aerosol cans must attach a “Universal Waste-Aerosol Can(s)” label to the container.
- A large label is available for use on bags, boxes, or drums of aerosol cans. A small label is available for individual aerosol cans.
- Mark on the label the date the first aerosol can is placed in the container, or, if using the small label, the date the aerosol can is intended for disposal
- Mark on the label the name of the building where the aerosol cans are stored.
- Contact Safety Department to obtain labels.

Storage

- Containers must be kept closed at all times, except when adding aerosol cans to container.
- When appropriate use secondary containment to prevent spills.

Disposal

- Containers of equipment must not be stored for longer than 11 months.
- Contact Safety Department for pickup not more than 11 months after the date the first aerosol can is placed in the container, regardless of whether the container is full or not.
- For removal, contact Safety Department

Leaking Aerosol Cans

- Clean up spills immediately.
- Contact Environmental Health & Safety for questions on spill cleanup.
- Place leaking aerosol can into a separate container from non-broken/non-leaking aerosol cans.
- Spill residues are also hazardous waste.
- Label containers with hazardous waste labels supplied by Safety Department.
- For removal, contact Safety Department

Batteries

Containers

- Any structurally sound, rigid container is acceptable
- Large batteries need not be placed into a container

Labeling and Marking

- Generator of batteries attaches a “Universal Waste-Battery” label to either the container, or directly on large batteries.
- Mark on the label the date the first battery is placed in the container.
- Mark on the label the name of the department where the battery/battery container is stored.
- Request labels from the Safety Department

Storage

- Small batteries must be placed inside containers.
- Containers must be kept closed at all times, except when adding batteries to container.

Disposal

- Containers of batteries must not be stored for longer than 11 months.
- Contact Safety Department for pickup not more than 11 months after the date the first battery is placed in the container, whether the container is full or not.
- For individual batteries, contact Safety Department for pickup not more than 11 months after the battery is labeled and dated.
- For removal, contact Safety Department.

Broken/Leaking Batteries

- Clean up broken/leaking batteries immediately.
- Place into a separate container from non-broken/non-leaking batteries.
- Parts and residues of broken/leaking batteries become hazardous waste.
- Label containers with hazardous waste labels supplied by Safety Department.
- For removal, contact Safety Department.

Mercury Containing Equipment

Containers

- Containers are selected based on the type and size of equipment and may vary.
- Small items of mercury containing equipment may be placed in a plastic bag, double bagged, and the bags tied closed.
- Bags must then be placed into a structurally sound, rigid container such as a cardboard box.
- Container must be capable of being closed so that no material can fall out.
- Contact Safety Department for assistance with selection of containers.

Labeling and Marking

- Department generating equipment attaches a “Universal Waste-Mercury Containing Equipment” label to the container.
- Mark on the label the date the first piece of equipment is placed in the container.
- Mark on the label the name of the building where the equipment container is stored.
- Request labels from Safety Department.

Storage

- Containers must be kept closed at all times, except when adding pieces of equipment to container.
- When appropriate use secondary containment to prevent spills.

Disposal

- Containers of equipment must not be stored for longer than 11 months.
- Contact Safety Department for pickup not more than 11 months after the date the first piece of equipment is placed in the container, whether the container is full or not.
- For removal, contact Safety Department.

Mercury Spills/Leaking Equipment

- Clean up mercury spills immediately.
- Contact Safety Department for instructions on spill clean-up.
- Place mercury contaminated material into a separate container from non-broken/non-leaking equipment.
- Spill residues are also hazardous waste.
- Label containers with hazardous waste labels supplied by Safety Department.

- For removal, contact Safety Department.

Universal Waste Storage:

The storage of Universal Waste shall be segregated in designated locations on Level One adjacent to the generator department.



Contact information

Safety Department
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