**Kansas State University**

**Environmental Management Questionnaire**

**Hazardous Waste Management**

1. List all wastes that are generated or exist at your facility. Include any wastes that go to the sewer, are recycled on site, are recycled off-site or those that might be inappropriately going into the trash. List items on a separate piece of paper if necessary.

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1. Fill out Fill out a **Waste Determination Form for each waste**. This will help you and EHS staff determine if your wastes are hazardous waste (HW) as defined by EPA and the Kansas Department of Health and Environment.
2. Are there any **HWs or potentially HWs** generated (created) at your facility? To help you determine if you have a HW use the[**EHS HW Flow Chart**](https://www.k-state.edu/safety/docs/HW-flowchart.pdf)**.**  **( ) Yes ( ) No**
3. How much HW is generated **per month?** \_\_\_\_\_\_\_\_\_\_\_\_pounds per month

*This is critical and will determine other HW management requirements.*

1. **Is any waste on the P-list? (….) Yes (…..) No**

If yes, how much p-listed HW is generated per month? \_\_\_\_\_\_\_\_\_\_\_\_pounds per month

*For waste to be a true P-listed waste it must be UNUSED AND the chemical in the P-list must be the sole active ingredient of the product or waste. The list is available thru the EHS HW Flow Chart. If you’re unsure if the waste is p-listed waste, EHS will make this determination.*

1. Do you have an **EPA Hazardous Waste ID #**? If so, what is it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Are you taking any waste items (chemicals, light bulbs, batteries, etc) to a **Household Hazardous Waste** (HHW) Facility? If so, please name the facility and the contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. If you **ship out** any chemicals, where do you send them? *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Hazardous waste must be sent to a licensed Treatment, Storage, Disposal Facility or* some other approved waste management facility (HHW).Anyone signing a shipping paper for hazardous materials or hazardous waste must have [DOT training](https://www.k-state.edu/safety/environmental/shipping-receiving/).

1. If you have hazardous waste follow the [HW Storage Requirements](https://www.k-state.edu/safety/environmental/hazardous-waste/storage.html). HW containers must be:
2. in good condition
3. closed
4. properly marked with the words “Hazardous Waste”
5. marked with a Full Date the date the container became full
6. Has there been a **release/spill** of HW from a storage container to the environment? ( ) Yes ( ) No

*If yes, please contact the Environmental Manager in KSU Environmental Health and Safety immediately*

1. Is **universal waste** (waste batteries, pesticides, mercury containing equipment, light bulbs) generated on site?

( ) Yes ( ) No

*If* ***yes,***

* 1. Universal wastes (UW) must be managed in closed containers that are structurally sound?
  2. Marked appropriately with “Universal Waste-\_\_\_\_\_\_\_\_” or “Used \_\_\_\_\_\_\_\_\_\_”? ( ) Yes ( ) No
  3. Can the accumulation time be demonstrated by date on container, date in accumulation area, date on individual waste items, inventory system, or other method? ( ) Yes ( ) No
  4. Have employees been trained on the proper management of universal waste? ( ) Yes ( ) No

Once EHS has all the information, including the HW Determination Forms, they will contact you about waste management, whether it is HW or not.

**Hazardous Materials and Waste Shipping and Receiving**

See the EHS [Hazardous Materials Shipping and Receiving website](https://www.k-state.edu/safety/environmental/shipping-receiving/). Hazardous materials are products, articles or substances that are capable of posing a significant risk to health, safety or property when transported by air, rail, ground, or sea. This is a general definition. For help in identifying a hazardous material:

* attend EHS Hazard Communication training
* consult your Safety Data Sheets, Section 14 – it may give the material a DOT hazard class number (1-9) but it is not required
* contact EHS.
* Do you ship any hazardous materials? **Circle one: YES NO**
* Do you receive hazardous materials?  **Circle one: YES NO**
* Do you sign shipping papers for hazardous materials? **Circle one: YES NO**
  + On the shipping paper, if the HM column is checked or it says HM then you are shipping a hazardous material.
* If you do any of these you must have some level of Department of Transportation training. EHS will advise.

**Oil (animal, petroleum, vegetable) Storage Information**

Oil storage information is used to determine if your facility needs a Spill Prevention, Control and Countermeasures (SPCC) Plan. Facilities that store 1,320 gallons or more of oil aboveground in containers 55-gallons or larger need an SPCC plan. Once EHS has your information a determination will be made about whether you need an SPCC plan.

Fill out the table below with information about all of your fuel/oil products (animal, petroleum, vegetable), including fuel, in containers 55 gallons and larger. It doesn’t matter how full the container is. If the container is 55 gallons or larger then it must be counted.

**Type of fuel:** gasoline, diesel, hydraulic fluid, oil, soybean oil, tallow, etc.

**Size of container**: how many gallons

**Type of container**: drum, aboveground storage tank, tank attached to an emergency generator, IBC container/tote, mobile fuel tank on a truck, etc.

**Type of secondary containment**: spill pallet, double-walled tank, diked, the building (and contents would not leave building or go down a drain), etc.

**Oil Storage List**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of fuel/oil** | **Size of container** | **Type of container** | **Type of secondary containment, if any** | **Comments or Questions about the container** |
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**Underground Storage Tanks**

List all of your underground storage tanks, if you have any:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product stored** | **Size of tank** | **Year Installed** | **Type of Release Detection\*:MTG, ATG, other** | **Shutoff alarm? Y or N** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\*MTG= manual tank gauging (use marked stick to determine fuel amount) ATG=automatic tank gauging (Veeder-Root system or similar)

**Air Permitting**

Anything that burns fuel, creates dust or can emit particles into the air must be evaluated and a determination made as to whether any air permitting requirements are applicable.

1. Do you have any **emergency/standby generators** that provide electricity in the event of a loss of power from your normal power provider? **Circle one: YES NO**
2. Do you have an engine that operates a compressor or other equipment (that is not a generator)?

**Circle one: YES NO**

1. Please complete this table if you have any of the equipment listed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment** | **Type of fuel: natural gas, diesel, propane, etc. propane, etc.**  **(do NOT list electric equipment)** | **Btu/hr or horse-power** | **Manufacturer & Model #** | **Comments** |
| Boilers |  |  |  |  |
| Water heaters |  |  |  |  |
| Furnaces |  |  |  |  |
| Kilns |  |  |  |  |
| Dryers |  |  |  |  |
| Space heaters |  |  |  |  |
| Emergency/non-emergency generators (any stationary equipment with an internal combustion engine) |  |  |  |  |
| Paint booths/painting operations |  |  |  |  |
| Printing operations |  |  |  |  |
| Woodworking machinery/equipment |  |  |  |  |
| Foundry operations |  |  |  |  |
| Bacon processing, meat smoking, rendering plant |  |  |  |  |
| Food fryers |  |  |  |  |
| Ovens |  |  |  |  |
| Grain elevators, grain mills, feed mills, processing plants |  |  |  |  |
| Grain moving, processing equipment, dust collecting |  |  |  |  |
| Cyclone filters |  |  |  |  |
| Bag house filters (dust collection) |  |  |  |  |
| Industrial process cooling towers |  |  |  |  |
| Oil manufacturing plants |  |  |  |  |
| Ethylene oxide sterilization unit |  |  |  |  |
| Gas dehydration unit |  |  |  |  |
| Printing operations |  |  |  |  |
| Painting and coating operations |  |  |  |  |
| Solvent use operations (paint stripping, cleaning/degreasing, etc) |  |  |  |  |
| Wastewater air stripper |  |  |  |  |

**Gasoline Dispensing**

This is also a potential air permitting issue.Do you dispense gasoline from a storage tank (above ground or underground)? **Circle YES or NO**

**Transformers**

* Are there any transformers on KSU property? **Circle YES or NO**
* Do they belong to KSU? **Circle YES or NO**
* If they belong to KSU, and have a PCB sticker on them, send a picture of this sticker. OR, send the PCB concentration documentation, if you know it.
* Provide location and capacity of transformers.

**Grease Traps**

* Do you have any underground grease traps/grease interception device?  **Circle YES or NO**
* If yes, what is the size/capacity (in gallons)? \_**\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Livestock permits**

* Do you have any livestock permits? **Circle YES or NO**

**Wastewater Discharge**

* Do you have any wastewater discharge permits?  **Circle YESs or NO**
* Are you discharging any wastewater to a ditch, waterway, stream, pond, etc? **Circle YES or NO**

**Contact EHS if you have questions at safety@ksu.edu or 785-532-5856.**