

APPLICATION

NYU Langone

PURPOSE

- To protect human health and the environment through the proper management and disposal of hazardous waste, universal waste, and used oil from contractors.
- To comply with all applicable federal, state, and local laws and regulations.

POLICY AND GENERAL INFORMATION**1.0 Application**

NYU Langone includes NYU Langone Health System (the System), NYU Hospitals Center (including the NYU Lutheran and HJD campuses), NYU School of Medicine, NYU Lutheran Family Health Centers, and all entities that are controlled by the System.

This policy applies to:

- All indoor and outdoor areas of all NYU Langone owned and leased facilities.
- All employees, contractors and consultants of NYU Langone

2.0 Policy

Contractors who work on construction, renovation, or building maintenance projects at NYU Langone shall collect, store, label, transport, and discard universal and hazardous wastes and used oil in accordance with all applicable federal, state, and local laws and regulations.

3.0 Responsibilities**3.1 Environmental Health and Safety (EH&S) is responsible for:**

- Disseminating information about pertinent laws and regulations to NYU Langone personnel.
- Informing contractors of the applicable requirements from this policy during pre-construction kick-off meetings.
- Including applicable requirements from this policy in the ILS permits.

- Developing *Policy 108a: Hazardous Waste from Contractors (Construction and Building Maintenance)*.
 - Assisting departments in implementing the policy, including providing guidance and recommending contract language for construction, renovation and building maintenance contracts (see Appendix A).
 - Maintaining manifests.
 - Conducting random quality assurance (QA) inspections of construction and renovation projects to verify compliance with this Policy.
 - Periodically reviewing and updating the Policy as needed.
- 3.2 **The Vice Presidents and Directors of Building Services, Environmental Services, Facilities Operations, Information Technology, Real Estate and RED+F Design and Construction** are responsible for compliance within their departments and divisions. Their responsibilities include, but are not limited to ensuring all of their employees and contractors implement the policy on all construction, renovation, and building maintenance projects.
- 3.3 **Managers, Project Managers** (e.g., design, construction, renovation, operations, maintenance, and cable management) and **Forepersons**, are responsible for implementing and maintaining the policy on their projects. Their responsibilities include, but are not limited to:
- Managing their construction, renovation, and building maintenance projects in accordance with this policy, including ensuring that contracts for their projects contain language (see Appendix A) that clearly defines the responsibilities of the contractors for properly managing hazardous waste, universal waste and used oil.
 - Ensuring their contractors contact NYU Langone EH&S Department for the removal and disposal of hazardous waste, universal waste and used oil.
 - During daily inspections of their construction/renovation project sites, verifying that hazardous waste, universal waste and used oil are being managed properly.
 - Ensuring that all hazardous waste, universal waste, and used oil from their construction, renovation, and building maintenance projects are disposed of properly.

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- Ensuring their contractors remove all hazardous materials, petroleum products, hazardous waste, universal waste, and used oil from their project sites at the conclusion of projects, unless otherwise instructed.
- Correcting problems found on their projects.

4.0 Specific Wastes

This section addresses hazardous waste, universal waste, and used oil, the three most common hazardous waste streams generated on construction, renovation, and building maintenance projects.

4.1 Hazardous waste includes:

- waste paint, varnish, solvent, sealers, thinners, resins, roofing cement, adhesives, machinery lubricants and caulk
- clean-up materials, such as rags, contaminated with the items listed above, unless test result document that they are not hazardous
- drums and containers that are not completely empty of the items listed above
- spent aerosol cans that once contained flammable or toxic solvents and/or propellants
- used light ballasts, transformers and capacitors unless labeled “non-PCB”
- broken fluorescent light tubes
- broken mercury switches and thermostats
- lead based paint (unless test results document it is not hazardous)
- lead flashing, lead solder or other lead containing material (e.g., used for shielding)
- other paint with hazardous components or heavy metals
- All hazardous waste must be labeled as “Hazardous Waste” and list the components of the waste (e.g., “used paint thinner”) on the label.
- All hazardous waste must be kept in closed containers.
- All hazardous waste must be transported by a licensed hazardous waste hauler to a disposal facility permitted by the U.S. Environmental Protection Agency (EPA) and approved by EH&S.

4.2 Universal wastes:

Some hazardous wastes are less stringently regulated IF they are recycled. Examples of universal waste include unbroken fluorescent light lamps, unbroken mercury containing equipment, batteries (except alkaline) and unused pesticides. *Note:* If they are not recycled, universal wastes must be managed as hazardous waste. See *Safety Policy 108c: Universal Waste*.

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- hydraulic fluid
- motor oil
- grease
- clean-up materials, such as rags, contaminated with used oil
- All used oil shall be labeled “Used Oil”. Do not label as “Hazardous Waste”.
- Used oil shall be placed in secondary containment if it is stored in the vicinity of floor drains or could reasonably be expected to enter the sanitary or storm sewer if spilled.
- All used oil shall be transported to a recycling facility permitted by the EPA and approved by EH&S.

5.0 Procedures

- 5.1 Prior to the start of each construction, renovation, and building maintenance project, NYU Langone’s project director or manager shall do the following:
- Ensure appropriate language is included in the construction/maintenance contract(s) (see Appendix A)
 - Verify implementation of applicable compliance measures (e.g. use of appropriate containers and proper labeling)
 - If waste shall be removed by contractors other than NYU Langone’s approved hazardous waste contractors:
 - obtain the names of and EPA ID numbers for all facilities that will be used for hazardous waste and used oil and forward this information to EH&S for approval
 - obtain the names of all destination facilities that will be used for universal waste and forward this information to EH&S for approval
- 5.2 During a construction or renovation project, NYU Langone’s Project Manager shall inspect the project site daily to verify that hazardous waste, universal waste, and used oil are being collected, labeled, stored, removed, transported, and discarded properly.
- 5.3 During a construction, renovation, or building maintenance project, NYU Langone’s Manager or Project Manager shall do the following:
- ensure that EH&S receives copies of all manifests for hazardous waste and universal waste within 24 hours of the time the manifest is signed

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- bring problems to the attention of the appropriate personnel and ensure they are resolved promptly

Related Safety Policies

Policy No. 108: Chemical Waste Minimization and Disposal Program

Policy No. 108c: Universal Waste

Policy No. 144: Lead Management Program

Appendix A	Sample Contract Language
Appendix B	Universal and Hazardous Waste Compliance Plan

Issue date	02/2017
Replaces	06/2016
Reviewed by	P. Aguilar, Building Services R. Cohen, Facilities Operation N. Ejaz, Lutheran Safety Officer B. Farrell, Real Estate A. Holder, Environmental Services J. Kang, Environmental Health and Safety D. Resnick, Design and Construction HJD Environment of Care (EOC) Committee Lutheran EOC Committee Lutheran Family Health Centers EOC Committee NYUHC Environment of Care Committee

Summary of Revisions

Revision date	Section	Changes
February 2017	Application	Changes NYULMC to NYU Langone
	1.0	Defines NYU Langone
	Review by	Adds review by HJD, Lutheran and Lutheran Family Health Centers EOC Committees
June 2016	4.3	Corrects time in which EH&S receives a copy of manifests
	Summary of Revisions	Adds Summary of Revisions
	App A	Condenses appendix
	App B	Deletes Appendix B

Sample Contract Language

NYU Langone requires that all outside contractors comply with all USEPA, NYSDEC, NYCDEP regulations and NYU Langone safety policies. NYU Langone intends for the contractor to be fully responsible for all EPA compliance.

There are various types of contracts that may have EPA compliance issues. The following lists several types of contracts, with language for environmental issues. It is recommended this type of language be considered for inclusion when developing contracts, specifications, contract drawings, and scopes of work.

1. FOR ALL TYPES OF WORK

The work shall comply with all applicable local, state and federal environmental regulations, including, but not limited to the following:

- All substance containers shall be labeled as to their contents and kept closed.
- Hard copies of Safety Data Sheets for all chemicals brought onto the premises shall be present at the location of work, such as the elevator motor rooms.
- The contractor is prohibited from using or storing chlorinated solvents on NYU Langone property.
- All containers of used oil (hydraulic, motor, grease, etc.) must be clearly labeled with the words “Used Oil”.
- Any hazardous chemical waste (not used oil) must be labeled as “Hazardous Waste”, and the components of the waste listed. Any hazardous waste maintained on site must be kept in a closed container. The waste must be properly disposed of through NYU Langone EH&S, at an EPA-permitted facility. Spent aerosol cans that once contained flammable or toxic solvent/propellant are considered hazardous waste.
- The contractor must remove all hazardous materials and petroleum products from the NYU Langone project site at the conclusion of the project, unless specifically requested, in writing, to leave certain materials with the NYU Langone project manager.
- The on-site personnel must be familiar with the NYU Langone Spill Prevention, Control and Countermeasures (SPCC) Plan, and trained in procedures to follow in the event of an oil or fuel spill.
- If 55-gallons or more of used oil is to be transported at any time, the transporter must have an EPA identification number.
- It is the contractor’s responsibility to remove oily rags used on the premises in a timely manner.

2. ELEVATOR MAINTENANCE

- The work shall comply with all applicable local, state and federal environmental regulations, including, but not limited to the following:It is the contractor’s responsibility to collect and contain oily rags in covered, properly labeled containers. The contractor shall provide containers in all of the elevator motor rooms with gear-type elevators. The contractor is responsible for timely disposal of the rags by contacting NYU Langone EH&S.

3. HVAC MAINTENANCE

The work shall comply with all applicable local, state and federal environmental regulations, including, but not limited to the following:

- All technicians on NYU Langone property who work with refrigerants must have Universal Certification, and a copy provided to the NYU Langone project manager.
- Service records must indicate the amount and type of refrigerant added to the system, as well as a description of the type of service performed.

Sample Contract Language

- All recovery and recycling equipment must be certified to meet EPA's minimum requirements.
- Hazardous materials or petroleum products stored in the vicinity of floor drains, or could reasonably be expected to enter the sanitary or storm sewer if spilled, must have secondary containment.

4. RENOVATION (PAINTING, CARPETING/FLOORING, DRYWALL, CEILING, PLUMBING, ETC.), ROOFING, METAL MAINTENANCE

The work shall comply with all applicable local, state and federal environmental regulations, including, but not limited to the following:

- Hazardous materials or petroleum products stored in the vicinity of floor drains, or that could reasonably be expected to enter the sanitary or storm sewer if spilled, must have secondary containment.
- The contractor is prohibited from using or storing chlorinated solvents on NYU Langone property.
- The contractor is responsible for the proper storage, handling and removal from the NYU Langone project site of all substances whose disposal may be regulated by the EPA, including but not limited to:
 - paints, paint wastes, lacquers, solvent thinners
 - any hazardous substances such as adhesives, contact cements, roofing products, mineral spirits, solvents, cleaners, etc.
 - oily or solvent-contaminated rags
 - aerosol cans (spent or unspent)
 - fluorescent light tubes
 - light ballasts (collect PCB and non-PCB ballasts separately)
 - batteries (except alkaline)

None of the above materials are to be disposed of as Construction and Demolition (C&D) waste, and should never be placed in the C&D dumpsters located on NYU Langone property.

5. EMERGENCY GENERATOR MAINTENANCE

The work shall comply with all applicable local, state and federal environmental regulations, including, but not limited to the following:

- Waste batteries generated during the servicing of generators shall be handled and disposed of by the contractor as Universal Waste, according to the requirements of the New York State Department of Environmental Conservation.
- The contractor is prohibited from using or storing chlorinated solvents on NYU Langone property.
- The contractor is prohibited from introducing used oil, sludge, cleaning products, or anything other than new fuel into the generator for burning.
- The contractor may not store chemical or petroleum products on NYU Langone property. Any materials required for use on site must be brought to the site for service and removed immediately following service work.

6. BUILDING CLEANING

The work shall comply with all applicable local, state and federal environmental regulations, including, but not limited to the following:

- Hazardous materials or petroleum products stored in the vicinity of floor drains, or that could reasonably be expected to enter the sanitary or storm sewer if spilled, must have secondary containment.

Sample Contract Language

- The contractor is prohibited from using or storing chlorinated solvents on NYU Langone property.
- The contractor is responsible for the proper storage and handling of all substances whose disposal may be regulated by the EPA, including but not limited to:
 - paints, paint wastes, lacquers, solvent thinners
 - any hazardous substances such as adhesives, contact cements, roofing products, mineral spirits, solvents, cleaners, etc.
 - oily or solvent-contaminated rags
 - aerosol cans (spent or unspent)
 - fluorescent light tubes
 - broken fluorescent light tubes (must be handled and disposed of as hazardous waste)
 - light ballasts (collect PCB and non-PCB ballasts separately)
 - batteries (except alkaline)

Any of these materials encountered during the cleaning contractor's work shall be brought to the attention of Facilities Management, who will see to its proper disposal through EH&S. None of the above materials are to be disposed of as general building trash or Construction and Demolition (C&D) waste. Cleaning personnel assigned to NYU Langone buildings shall attend special training provided by EH&S on the proper handling of the materials listed above.

7. WATER TREATMENT MAINTENANCE

The work shall comply with all applicable local, state and federal environmental regulations, including, but not limited to the following:

- Hazardous materials or petroleum products stored in the vicinity of floor drains, or that could reasonably be expected to enter the sanitary or storm sewer if spilled, must have secondary containment.
- The contractor must remove empty containers from the NYU Langone property for proper disposal.

8. RELAMPING

The work shall comply with all applicable local, state and federal environmental regulations, including, but not limited to the following:

- All used fluorescent bulbs shall be collected and stored in rigid containers, with tight fitting lids, and labeled "Universal Waste – Used Fluorescent Light Lamps", along with the date that the first tubes were placed in the container.
- All broken fluorescent light bulbs shall be handled, stored and disposed of as hazardous waste. Sealable containers shall be available on the project site for cleanup of any broken fluorescent tubes. All containers of broken tubes shall be labeled "Hazardous Waste – Broken Fluorescent Light Lamps".
- If more than 500 pounds of fluorescent tubes are transported at any one time, the transporter must have a hazardous waste transporter permit.
- All ballasts shall be collected. PCB and non-PCB ballasts shall be collected separately. Light ballasts not clearly labeled as "non-PCB" containing must be assumed to have PCBs. PCB containing ballasts shall be labeled as "hazardous waste – PCB containing ballasts", collected in sealable containers, and disposed of as hazardous waste.
- The ultimate destination facility for tubes and ballasts must meet the requirements of an EPA RCRA Treatment, Storage and Disposal Facility, and documentation of the facility provided to the NYU Langone project manager.

Sample Contract Language

If a lamp-crusher is used on the NYU Langone property, the bulbs must go to a mercury recycler, and documentation about the facility provided to the NYU Langone project manager. Copies of waste manifests must be provided to NYU Langone.