The University of Tampa requires all employees, vendors, contractors and guests to adhere to waste disposal regulations administered by the US EPA and the State of Florida. The following guidelines serve to provide specific details of University of Tampa requirements. At all times, the strictest interpretation of federal and state waste disposal regulations will be required when onsite. Please contact by email the University's Chemical Environmental Health & Safety Coordinator (Dr. Steve Kucera) if you have any questions and copy the Director of Facilities (Mr. Frank Lidiak).

The following guidelines apply to all facilities employees, managers and contractors brought on site by the facilities department:

1. Frank Lidiak is the Facilities department's primary point of contact for waste disposal and procedures. He can be reached at 813-601-3742.

2. The following are considered normal waste [Hazardous and Non-Hazardous] materials generated or received by the facilities department that require documented and proper disposal:

   - fluorescent tube bulbs
   - ballasts
   - batteries
   - used motor oil
   - used motor oil filters
   - used tires
   - plaster traps (those that are so designated)
   - paint/paint solvents
   - Oily rags
   - Thermostats containing mercury
   - any electronic component

3. All waste material requiring disposal shall be stored in the Chemical Storage Area. All waste materials are to be handled with care and not left out in the open or in unattended locations. It is important that the material type and date placed in secured waste storage site is documented. Exceptions are fluorescent tubes (properly labeled and stored in cardboard containers and located in closet in the Thompson building and oil/oil filters (properly labeled and stored no more than 3 months in a satellite container in our grounds department).

4. The University of Tampa is responsible for ensuring all waste disposal activities are handled by a reputable and licensed company who maintains records properly and is code compliant. All records are to be maintained indefinitely. Contractors that generate waste must forward original manifests to Steve Kucera who is responsible for all waste disposal requirements for the University.

5. Waste that is un-characterized must be sampled prior to disposal. Mark all such containers "Pending Analysis" and store in the waste storage area. Contact Streamline Environmental [813-258-5561] to request sampling activity.

6. Used tires are delivered to Olin Mott (West Kennedy Blvd) or Tires Plus (West Kennedy Blvd) for proper disposal. Both companies are required to provide adequate documentation concerning receipt of waste material to include type/date/who delivered. This documentation is to be given to Luis upon return to campus.

7. Any chemical spill occurring on campus is to be documented (what material/when/where/clean up/name of who handled the clean up) and turned into Frank Lidiak. Dr. Steve Kucera is to be promptly notified of this type of occurrence. All hazardous waste spills are considered an emergency and are to be cleaned up per University of Tampa/SODEXHO procedures.

8. All contractors performing work on campus will be required to provide proper documentation for proper waste handling/storage/disposal while on campus. Contractors must follow all code compliant procedures for handling, storage, and disposal of waste materials. Frank Lidiak must be contacted when any waste is generated and provided documentation for Facility records.

9. All buildings used for storage of waste material used in normal construction/maintenance or other facilities operations will be delineated by building/location/material and kept on hand for emergency responder use.

NOTE: Hazardous Waste Spills may only be cleaned up by trained individuals. You must contact UT Security in the event of a spill and ask them to contact Steve Kucera. UT Security has a procedure in place to initiate action to address the spill.

General Waste Disposal Guidelines

- Liquid/Solid chemical wastes. Under no circumstances is hazardous waste to be disposed of illegally. Contact the Chemical Environmental Health & Safety Coordinator [CEHSC], Steve Kucera – 813-253-3324, if you are unsure of your waste's disposal requirements.

- Sharps – Sharp objects such needles, scalpels and other instruments are to be disposed of in proper sharps containers. You may request an approved container or schedule a pickup with the CEHSC.

- Glass – Glassware that is broken or could easily break is not to be thrown in the trash. You may request an approved container or schedule a pickup with the CEHSC.

- Do Not dispose of glassware or sharps containers that contain liquid or solid wastes. Transfer all contents to the appropriate disposal receptacle prior to disposal.

- Fluorescent bulbs – Spent fluorescent bulbs contain mercury and must be collected for recycling. Do not discard any bulbs in the common trash. Call UT facilities or the CEHSC to pick up fluorescent bulbs.

- Empty chemical containers – When the contents of a container have been completely exhausted, the label should be removed or unambiguously crossed out and the container can go in the appropriate receptacle (plastic and metal containers can go in the trash, glass containers can go in glass containers).

  For example: Empty paint containers can go in the trash. However, if there are liquid paints present in the container, this may be a hazardous waste and can not be discarded in the trash.

- Spent rechargeable and lead-acid batteries and electronics must be recycled. Contact the CEHSC for pickup and storage of these items.

- Oily rags or solvent soaked rags must be contained within a metal fire-proof container that has a self-closing lid. The contents must be emptied routinely by a UT authorized vendor and NOT placed in the regular trash.