



Arecibo Observatory

Office of the Director

SUBJECT: Solid Waste Disposal	Effective Date: 04-30-2020	Policy Number: AO-POPR2021
	Page 1	Of 3
	Responsible Authority: EHS & Security Manager	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: April 30, 2020

APPLICABILITY/ACCOUNTABILITY

This policy applies to scientists, faculty, staff members, students, volunteers and affiliates who handle any solid waste material, including hazardous waste.

Note: Individuals acting on behalf of the Arecibo Observatory are responsible for safe and secure shipping, receipt, and transportation of all solid waste. Regulatory training will be necessary for all employees or individuals that manage any disposal material. The Environmental Health and Safety department (EH&S) is the designated authority for compliance with hazardous, or dangerous materials shipping regulations.

GENERAL POLICY

To establish the main requirements and processes by which the Observatory will acquire and dispose of all Solid Waste. These waste are considered to be any solid material that are present in the Arecibo Observatory. The responsibilities and organizational arrangements for this Waste Management Policy lies with a variety of personnel within the Company.

DEFINITIONS

1. **Hazardous Materials:** A substance or material which has been determined may be capable of posing an unreasonable risk to health, safety, and property when transported on a public roadway.
2. **Dangerous:** Article or substances which are capable of posing a risk to health, safety, or environment; which are shown in the International Air Transportation Association (IATA) list of dangerous goods.
3. **Recycling:** The diversion of waste away from landfill or incineration and the reprocessing of those wastes either into the same product or a different one. This mainly includes nonhazardous wastes such as paper, glass, cardboard, plastic and scrap metal.
4. **Best Practicable Environmental Option:** is a set of procedures adopted by Great Britain with the goal of managing waste and other environmental concerns.
5. **Duty of Care:** General Duty of Care Anyone who produces, imports, keeps, stores, transports, treats or disposes of waste must take all reasonable steps to ensure that waste is managed properly. This duty of care is imposed under section 34 of the Environmental Protection Act 1990.

POLICY STATEMENT

The Arcibo Observatory has a duty to ensure that all wastes are disposed of responsibly, using approved, registered waste removal contractors. The Company will adopt the principles of the Best Practicable Environmental Option in the delivery of its waste management services. There is a legal requirement for all who produce, keep or dispose of waste of any type to comply with the various regulations and the Duty of Care under Environmental Protection legislation. All directors and heads of departments are accountable to the Arcibo Observatory Director for the implementation of this Policy in their respective functions. The Company recognizes the importance of meeting these legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill. The Observatory requires all staff, partners and suppliers to comply with this Policy.

PROCEDURES

1. All warehouse employees must receive function-specific training.
2. For disposal of hazardous materials, the EH&S department will provide comprehensive training on:
 - a. Haz-Mat
 - b. SPCC Plan
 - c. Hazard Communication
 - d. Personal Protective Equipment
 - e. Respiratory Protection
3. Transporting chemicals in personal vehicles, either at the Observatory or to off-site research locations or laboratories is prohibited.

4. Individuals involved in the receipt of any materials must be trained in general DOT awareness and safety & security measures. Also must have an ID, certification or a valid driver license to move or handle these materials.
5. Individuals involved in the transportation of hazardous materials within AO property or over public roadways must be trained in Hazard Communication, DOT awareness or Spill Response procedures.
6. Individuals wishing to ship or store any chemical are responsible for the accurate description of the materials.
7. Solid Wastes must be properly classified, described, marked and labeled by a warehouse technician.

Disposition of Solid Waste at the Arecibo Observatory:

1. AO utilizes a contracted company specializing in the disposal of waste hazardous material. This company complies with all state and federal government waste management regulations.
2. A manifesto is created for transport of hazardous material.
3. Hazardous material is loaded into drum containers and carry out of AO site by contracted company.
4. Company provides record of disposal to AO personnel.
5. Records of disposition of hazardous waste is kept by the EHS & Security Manager.

CONTACTS

Director of the Arecibo Observatory, ext. 212

Business Operations Team, ext. 294, 219

EH&S Department ext. 370

INITIATING AUTHORITY

Director of the Arecibo Observatory

POLICY APPROVAL	
(For use by the Office of the Director)	
Policy Number: AO-PO2021 Solid Waste Disposal	
Initiating Authority: _____	Date: _____
Principal Investigator: _____	Date: _____

