1 Purpose

The purpose of these requirements is to ensure that hazardous *office waste* is properly managed. They cover handling and disposal of such waste. They apply to workers, supervisors, and Waste Management.

2 Requirements

Most people assume that waste accumulated in office areas may be disposed in the trash or recycled in the blue containers available for paper and plastic recycling. This is not true. Please see below for some common office wastes that need to be handled and disposed as *hazardous waste*.

2.1 Toner and Inkjet Cartridges

Almost all toner cartridges in laser and inkjet printers, fax machines, and copiers can be recycled and are generally picked up by the office supply vendor on the next scheduled delivery. Certain manufacturers supply prepaid packaging for used cartridges, but vendor pickup is preferred. Check with the administrative assistant in your work area for pickup procedures or contact the Waste Management Group.

2.2 Aerosol Cans – Office

Pressurized aerosol cans containing such products as room freshener and pressurized air (for dust removal) are considered hazardous waste. To dispose of properly, submit a completed *Hazardous Waste Pick-Up and Empty Container Request Form* to Waste Management.

Waste aerosol cans (both empty and partially empty) must be stored in a collection drum specifically designated for aerosol cans. Empty and partially empty aerosol may be mixed, but no aerosol cans may be mixed with other wastes.

For pump spray bottles containing hazardous materials, see “Chemical Containers” in *Hazardous Waste: Management Requirements*.

2.3 Miscellaneous Office Products

The following may be disposed of as regular garbage:

- Correction fluid containers
3 Forms

The following are forms required by these requirements:

- Hazardous Waste Pick-Up and Empty Container Request Form (SLAC-I-800-0A08R-001). Form used to request delivery and pickup of waste containers from Waste Management.

4 Recordkeeping

The following recordkeeping requirements apply for these requirements:

- None

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

- Chapter 17, “Hazardous Waste”
  - Hazardous Waste: Management Requirements (SLAC-I-750-0A08S-001)

Other SLAC Documents

- None

Other Documents

- None