

**LOCAL CONSERVATION CORPS
UNIVERSAL WASTE - DTSC REQUIRED
TRAINING RESOURCES**

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Local Conservation Corps

Universal Waste DTSC Required Training Guide

All handlers of Universal Waste (UW) are required by Department of Toxic Substances Control (DTSC) to provide ***UW Safe Handling*** training and ***UW Emergency Response*** training:

Title 22. Social Security; Division 4.5. Environmental Health Standards for the Management of Hazardous Waste; Chapter 23. Standards for Universal Waste Management, Article 3. Standards for Universal Waste Handlers; §66273.36 Personnel Training; (a), (b)(1-4), (c), (d).

[https://govt.westlaw.com/calregs/Document/I02EC8CB05F7A11DFBF84F211BF18441D?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I02EC8CB05F7A11DFBF84F211BF18441D?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

All persons who are, or will be involved in the collection of E-waste; as well as any person who may handle UW in your facility as a generator of such materials is required to receive the training.

The attendance sheet for the training is attached for each person to sign in, and to record test scores. Retain the attendance sheets and the individual scored tests from each training for 3 years. DTSC will ask for these records during a site inspection.

Trainings are required on an annual (12-month) renewal basis, but a LCC may want to provide re-training more frequently due to the need to have an adequate number of Corpsmembers prepared to support activities of the E-waste program.

Access both video Power Points on U-tube at this URL:

<https://www.calrecycle.ca.gov/funding/localcc>

The ***UW Safe Handling*** training is to be viewed first, and then the ***UW Emergency Response*** video.

The videos can be paused and replayed at any point during the presentations.

The run times are as follows:

- ***UW Safe Handling*** – 30 minutes, without the three pauses for Q & A spots
- ***UW Emergency Response*** – 13 minutes, no pauses
- Quizzes take approximately 20 minutes for the ***UW Safe Handling*** and 10 minutes for the ***UW Emergency Response***

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- A 10 minute break is suggested after the first quiz is completed, and prior to starting the second video
- Total training time inclusive of both videos, discussion and quizzes is approximately 1 ½ to 1 ¾ hours

During the ***UW Safe Handling*** video there are three slides that indicate where to pause for a Q & A time. As there is a fair amount of material covered in the presentations, providing the opportunity to discuss the material and process what is learned helps adults to reinforce and internalize the content.

The video should be presented in a classroom setting using a projector rather than individually at a computer station. This is so the trainer / staff person can pause the presentation and ask the provided questions. Attached you will find the questions and answer key. There are no breakouts in the ***UW Emergency Response*** video due to the short run time.

After each video is completed, distribute the related quiz. A passing score of 70% or better on each test must be achieved for the Corpsmember or Staff person to be permitted to work in the E-waste Collection program. Those who do not achieve a 70% or better score must view the video again and be retested. The quizzes and answer keys are attached.

Spill kits and training – As mentioned in the video it is recommended that Corpsmembers not be involved with any emergency spill clean ups. Only staff should manage the process. To assure the proper handling of spilled materials requires a diligent focused process to avoid further exposure. The materials should be packaged and labeled, and if necessary set aside for the required disposal....which is never to landfill.

Step-by-step processes for cleanup as well as the inventory list for the spill kit are attached. The step-by-step clean-up process, the spill kit inventory list, and the incident log form can be placed in a plastic page protector and kept in the 5-gallon spill kit bucket.

All items in the spill kit are available at local hardware stores including the 5-gallon bucket with lid. Pre-made spill kits are expensive and contain items that you will never use. LCCs should have at least two kits made up, one for your facility, and one kept on each truck(s) used for E-waste collections. Purchase enough inventory to restock the disposable items as necessary.

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Training Sign-in & Test Score Sheet

See the following pages to print out pages 1- 4.

Universal Waste Safety Training Sign in Sheet

- 1) Universal Waste Training Module & Quiz
- 2) Universal Waste Emergency Response Module & Quiz

Date of Training:

Must score 70% or better on both tests to work in the E-waste Collections Program

Print Name	Staff Position or Title	Signature	Score UW Training	Score UW Emergency Response

Print Name	Staff Position or Title	Signature	Score UW Training	Score UW Emergency Response

Print Name	Staff Position or Title	Signature	Score UW Training	Score UW Emergency Response

Print Name	Staff Position or Title	Signature	Score UW Training	Score UW Emergency Response

Universal Waste Safe Handling Power Point Video

Supplemental Breakout Questions

The following questions for discussion are to help reinforce the information in the Power Point Video presentation.

At the designated slides on the Power Point “Pause Here for Discussion”, pause the video and ask the following questions covering the preceding slides.

Slides 7 to 17

1. What are the three types of Universal Waste handlers and which one is our Corps?
2. Who at our Corps might handle Universal Waste? (hint could be 5 different persons)
3. What are the seven categories of Universal Waste?
4. Does anyone have an example of when he, she, or a family member handled Universal Waste without knowing it was hazardous?

Slides 18 to 24

1. What are some of the chemicals of concern found in Universal Waste?
2. What does DTSC stand for?
3. What does DTSC require for the proper storage and labeling of Universal Waste?
4. What is the maximum time limit that Universal Waste can be stored at our facility?
5. What are some new things you learned from this training about Universal Waste?

Slides 25 to 26

1. What are the two steps that a Corpsmember must do in the event of an emergency spill or breakage of a Universal Waste item?

Answer Key

Slides 7 to 17

1. What are the three types of Universal Waste handlers and which one is our Corps?

Answer –

- a. A Universal Waste handler is a person or business who generates Universal Waste, but does not accept Universal Waste from others

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- b. A Universal Waste handler is also a person or business that accepts and accumulates Universal Waste generated from others at their facility. Such as Local Corps.

A Universal Waste handler is a person or business who accepts Universal Waste generated by others and conducts certain treatment and recycling activities allowed by Universal Waste handler regulations. Example is the E-waste Recycler that accepts what our Corps has collected

2. Who at our Corps might handle Universal Waste? (hint could be 5 different persons)

Answer – Potential Universal Waste handlers include Corpsmembers, supervisors, staff, maintenance workers, custodians and facilities managers

3. What are the seven categories of Universal Waste?

Answer - 1. E-waste, 2. Broken CRTs (glass), 3. Bare CRTS, 4. Batteries, 5. Mercury containing bulbs and tubes, 6. Mercury containing devices, 7. Non-empty aerosol cans

4. Does anyone have an example of when he or she, or a family member handled Universal Waste without knowing it was hazardous?

Answer - Open ended discussion question.

Slides 18 to 24

1. What are some of the chemicals of concern found in Universal Waste?

Answer – Arsenic, Lead, Cadmium, Mercury, Flame-retardants, manganese, chromium, cobalt, nickel, copper, zinc, selenium, silver, antimony, thallium. (Note that some of the listed are common everyday materials. The toxicity depends on the chemical form that it is in, the concentration, and the length of time exposed)

2. What does DTSC stand for?

Answer – Department of Toxic Substances Control

3. What does DTSC require for the proper storage and labeling of Universal Waste?

Answer – All Universal Waste must be labels as ‘Universal Waste (and the name of the items)’ and the date when the first item was placed for accumulation on a pallet, or in a box or container

4. What is the maximum time limit that Universal Waste can be stored at our facility?

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Answer - One year

5. What are some new things you learned from this training about Universal Waste?

Answer – Open-ended discussion question.

Slides 25 to 26

1. What are the two steps that a Corpsmember must do in the event of an emergency spill or breakage of a Universal Waste item?

Answer –

- a. Cordoned off the area to prevent anyone walking through the broken glass or other materials
- b. Inform supervisor that an emergency spill cleanup is required

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UW Safety Quiz

Employee Name: _____ Signature: _____ Date: _____

Universal Waste Safety Training Quiz

1. **Which is one example of Universal Waste?**
 - A. Cardboard boxes
 - B. Donated clothing
 - C. Unwanted electronics (e.g. TV, computers)
 - D. Old Tires

2. **Which is a definition of a handler of Universal Waste?**
 - A. A business that handles used electronics.
 - B. A business that collects used batteries.
 - C. A business that collects Universal Waste on behalf of other companies.
 - D. All of the above

3. **California Universal Waste regulations are found where?**

A. 22 CCR 66273	C. 49 CFR 172
B. 22 CFR 66273	D. 8 CCR 5194

4. **How many categories of Universal Waste is there?**

A. Four	C. Seven
B. Six	D. Ten

5. **By law, Universal Waste can be stored on-site for how long?**
 - A. Up to 2 years.
 - B. 6 months or less.
 - C. No more than 1 year.
 - D. As long as you have room at your site.

6. **What is the best container for storing used 4-foot florescent lamps?**
 - A. Plastic garbage bag
 - B. Sturdy box with closable lid
 - C. Plastic recycling totes
 - D. 5 gallon buckets

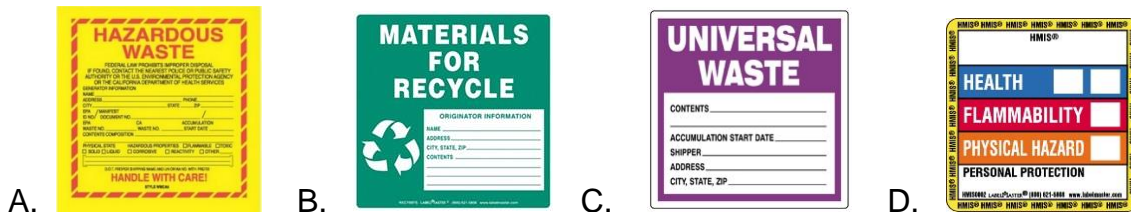
7. **Which toxic heavy metals are found in Universal Waste and if not handled with care and recycled properly can harm the environment?**

a. Arsenic	c. Mercury
b. Lead	d. All of the above

8. Which is not one of the categories of Universal Waste in California?

- A. Non-empty aerosol cans
- B. Old Batteries and Old Lamps
- C. End-Of-Life Electronic Devices
- D. Used Oil

9. Which pre-printed label can be used for labeling Universal Waste?



10. During a site inspection, a large box of used CRT Monitors and TVs was discovered without a label. What should the label designate?

- A. End-Of-Life Electronics
- B. Bad Electronics
- C. Universal Waste - CRT Monitors & Televisions
- D. Don't need a label

11. In the event of a Universal Waste emergency, such as a computer monitor accidentally fell and broke the glass screen what should you do?

- A. Leave it and let someone else take care of it
- B. Notify your supervisor
- C. Clean it up
- D. Put up a sign that says "Stay Away"

12.

True or False –

Batteries, non-empty aerosol cans, mercury-containing items, broken CRTs, fluorescent bulbs, and CRT glass are all of the categories of Universal Waste in the state of California.

UW Emerg. Quiz

Employee Name: _____ Signature: _____ Date: _____

Universal Waste Emergency Response Training Quiz

1. **Which is an example of a Universal Waste emergency?**
 - A. A full dumpster of trash
 - B. A truck leaking oil
 - C. A leaking toilet
 - D. A broken fluorescent lamp

2. **Which product(s) contain(s) a cathode ray tube (CRT)?**
 - A. Compact fluorescent lamps
 - B. Computer monitors
 - C. TVs
 - D. A lap-top computer

3. **California Universal Waste Emergency Response regulations are found in?**
 - A. CCR Title 22, Div. 4.5
 - B. 22 CFR 66273
 - C. 49 CFR 172
 - D. 8 CCR 5194

4. **Which action below is not part of emergency response to broken CRT?**
 - A. Put on safety equipment
 - B. Contact EPA/DTSC for advice
 - C. Isolate area with sign or barrier tape around spill area
 - D. Retrieve spill kit

5. **What is last step in Universal Waste emergency response procedure?**
 - A. Retrieve spill kit
 - B. Open windows
 - C. Fill out the *Incident Log Form*
 - D. Put on safety equipment

6. **True or False**

Are all of the following potential Universal Waste Emergencies?

 - A mercury containing device breaks
 - A CRT shatters
 - A leaking battery
 - A fluorescent bulb breaks
 - An partial or completely full aerosol can leaks

Quiz Answer Keys

See the following three pages for the answer keys to both tests.

Universal Waste Training Quiz

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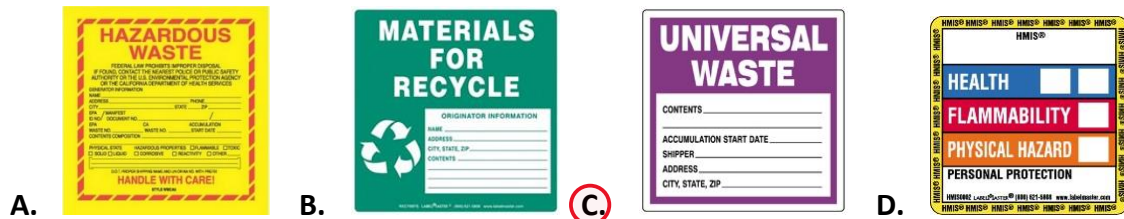
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True or False

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4. Which action below is not part of emergency response to broken CRT?
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 - C. Isolate area with sign or barrier tape around spill area
 - D. Retrieve spill kit
5. What is last step in Universal Waste emergency response procedure?
 - A. Retrieve spill kit
 - B. Open windows
 - C. Fill out the *Incident Log Form*
 - D. Put on safety equipment

6. True or False

Are all of the following potential Universal Waste Emergencies?

- A mercury containing device breaks
- A CRT shatters
- A leaking battery
- A fluorescent bulb breaks
- A partial or completely full aerosol can leaks

Broken CRT Glass Clean Up Instructions

Broken CRT Glass is a health hazard because it contains lead. If a CRT device (computer monitor or television) breaks, it MUST be cleaned up properly to avoid injury and contamination

Complete in the order as listed and fill out CRT Breakage Incident Log form:

1. Corpsmembers: Isolate the area prior to clean up...prevent foot traffic that can track the debris
2. Do not touch anything! Inform the Crew Supervisor of broken CRT glass. They will determine how to proceed.

Staff: If a safe clean-up process is possible, proceed with the items on this list:

Unsafe situations could include if CRTs fell off a lift-gate on a truck to a roadway into oncoming traffic

3. Put on the goggles, gloves, and face mask /respirator
4. Properly package the broken CRT device that the broken glass came from. Line a large box (supply is on the truck) with sturdy plastic bags, place the broken CRT device in the bags and then into the box. If the CRT is large, you may have to make up a box or extend the bags by cutting and taping a few together. If a very large unit, secure screen by sealing with plastic bags taped to unit, and then overlay cardboard secured with tape.
5. Remove all items from the Spill kit bucket and line it with the a plastic bag
6. Carefully & gently, sweep up the broken glass using the broom and dust pan. Be sure to do this slowly and gently so you do not flick the lead powder into the air or spread glass shards.
7. Place all broken glass in the bucket lined with the plastic bags
8. Be sure you wear gloves that cannot be punctured by glass shards. Spray area with water and wipe up any residue with shop paper towels. If surface area is rough, such as a parking lot spay extra water and blot up until dry. Do not attempt to wipe up rough surfaces as paper towels will shred and you will make a bigger mess to clean up, always blot up the water

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Broken CRT Glass Clean Up Instructions (cont.)

9. Re-check area for any last bits of material by kneeling with head parallel to floor / surface to scan across area for any missed debris and sweep or wipe or blot up. Place used towels in the bag lined bucket
10. Using new wet towels clean the dust pan and broom and place used towels in the bag lined bucket and seal by tying a knot in the bag
11. Place the sealed plastic bag of broken glass and wet paper towels in the box with the broken CRT or secure in its own box if CRT wasn't boxed due to size
12. Close the plastic bag that the CRT is in and knot or tape before sealing the box
13. Fully close and tape the box
14. Label the box "Universal Waste – Broken CRT Glass" and include today's date
15. Put all spill kit items back in the bucket and seal with lid

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CRT Emergency Spill Kit Inventory Check List

Inventory must be checked in each kit before leaving the facility for **EACH** pick-up route

If any items have been used while out on a pick-up you **MUST** report to your Supervisor and provide them with the Incident Log form for any instances of CRT screen breakage; this is a requirement under CA State Department of Toxics Substance Control (DTSC). This will assure that the spill kit inventory will be restocked if used

Lead / CRT Glass – Spill Kit contains:

- Instructions sheet – How to Clean-up Broken CRT Glass (Lead)
- Small Broom
- Dust pan
- Protective goggles
- Protective gloves (puncture proof) – 2 each Sm, Med, Lg, XLG
- Face mask
- Heavy duty plastic trash bags
- Shop style blue paper towels
- Spray bottle with water
- Binding tape
- Sharpie pen
- Box cutter
- Flattened cardboard boxes (Kept on truck)
- CRT Breakage Incident Log (forms are kept in this packet)

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Incident Log Form

See the following page for a printable Incident Log Form.

INCIDENT LOG - CRT GLASS BREAKAGE

DATE	BUSINESS NAME	ADDRESS	STREET NAME	CITY	ZIP	Phone Number	Number of Broken CRTs	Name of Corpsmember	Date Given to E-Recycling Coord

Instructions: A log must be kept on any breakage of CRT's. **CMs** - After filling in the information give the form to your Supervisor. **Supervisors** are to review with CMs the safe handling of CRT's and assure that the proper clean-up procedures were completed and restock the spill kit if necessary. After the supervisor has done the review and restocking place the date in the last Column and give the sheet to the E-Recycling coordinator. **E-recycling Coordinator** will use this info to track the need for retraining of Universal Waste Safety, and E-waste Safe Handling Procedures