

TRASH DISPOSAL

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1. GENERAL

1.01 The proper disposal of trash from its source of origin to its final location is an important function of effective house service. Consideration of ecology, security, fire safety, and sanitation gives the matter of trash disposal a high priority on the supervisor's list of responsibilities.

1.02 Whenever this section is reissued, the reason for reissue will be listed in this paragraph.

2. STORAGE AND DISPOSAL OF WASTE

2.01 Not all refuse in telephone buildings is considered trash. Wire clippings or hand knotted rolls of wire should be placed in containers provided for salvageable material.

2.02 Oily rags, treated cloths, or any combustible material should be stored in airtight metal containers until they are disposed of by the waste hauler. These materials should be removed from the building daily. If trash pickup is not on a daily basis, these materials should be stored outside the building in an airtight metal container.

2.03 Material of a proprietary or security nature should be disposed of under the procedures outlined in Joint Practice 92-Procedures for Safeguarding Proprietary Information.

2.04 Trash and waste are to be gathered from all sources within the building and placed in covered metal receptacles awaiting pickup. Receptacles should be located at least 20 feet from any building opening.

2.05 Trash that is accumulated inside the building, due to lack of outside facilities, must be stored in airtight metal containers located in a room protected against fire as described in Section 760-600-210.

2.06 Loose trash should never be stored in buildings or janitor closets due to inherent safety and fire hazards.

2.07 If the lack of storage for trash creates a problem, arrangements should be made for bigger waste units or more frequent pickups.

2.08 Combustible material used for packing should be removed from the building immediately after unpacking or stored in a metal container or metal locker if to be reused in the future.

2.09 Used fluorescent tubes should not be stored in an open container but should be placed in the carton from which the replacement bulb was taken. When the carton is filled with used bulbs, it should be taped shut to protect against accidental breakage. Handling and disposal of

fluorescent tubes is described in Section 770-140-110.

3. PRECAUTIONS

3.01 Whenever fluorescent tubes are handled, whether replacing a worn-out tube or disposing of such tubes, special eye protection (B Plastic Goggles) and gloves should be worn. (See Section 010-100-005.)

3.02 Gloves and eye protection should be worn if waste must be removed from one container and replaced in another container.

3.03 Bags or any waste should be stacked so as to maintain at least a two-foot clearance from light fixtures, sprinkler heads, or steam pipes in trash collection areas.

3.04 Smoking is prohibited in trash collection areas, uncrating rooms and in all areas containing combustible materials.

4. HAZARDOUS WASTE MATERIALS

4.01 Hazardous waste is an item which is by nature either toxic, ignitable, reactive or corrosive and is being removed from service for which it was initially intended and/or will not be used or reused.

4.02 Extreme care must be taken where hazardous waste is generated or where there is a question concerning the rules applicable to a waste material which will be disposed of. The staff specialist-environment (314-247-7332), located in the Real Estate Management and Architecture Division, should be contacted immediately to assist with the handling and final disposition of materials in these cases.

4.03 PCB's (Polychlorinated Biphenyls) are most commonly found in transformers, capacitors and fluorescent light ballasts. For the disposal of PCB items, refer to the Environmental Planning Practice 1 dated August, 1981 and November, 1982.

4.04 For the disposal of fire and smoke detector heads, follow the manufacturer's recommendations.