

Procedure for Bulky Item and Electronic Waste Pickup — MRL, NRB, Gonda

Last Updated: November 2, 2017

DESCRIPTION

MRL, NRB, and Gonda have a standing monthly pick-up for electronic waste and bulky item waste scheduled for the first Thursday of every month at the northeast corner of the MRL loading dock. Items ready for disposal should be taken to this spot the day before the scheduled pickup. This procedure outlines hazard communication practices that must be followed.

DATES

Decontaminated equipment can be dropped off at the MRL loading dock on the first Wednesday of each month, including:

November 1, 2017; December 6, 2017; January 3, 2018; February 7, 2018; March 7, 2018; April 4, 2018; May 2, 2018; June 6, 2018; etc.

PROCEDURE

1. **Decontaminate** item with method appropriate to hazardous materials used in its operation. If there are questions regarding appropriate decontamination procedure, contact campus EH&S.
2. **Remove** all hazard labels.
3. **Attach** a decontamination declaration. The equipment will not be removed unless a declaration is attached. Use the form attached here, and save a copy for your records.
4. **Remove** from UCLA equipment inventory. If the equipment has a UCLA property tag, it is your responsibility to notify your department equipment manager of its disposal. After notifying your department, remove the UCLA property tag. If in doubt, contact your department administrative office for assistance.
5. **Notify** Campus Recycling Coordinator by emailing your decontamination declaration, a list of all of your items, and contact information to Jesse Escobar at jescobar@facnet.ucla.edu. Send the email on the day you drop off the equipment.
6. **Transport** equipment to the Northeast Corner of the MRL loading dock. You may only leave items at this location on the first Wednesday of the month.
7. **Do not block** access to the dock.
8. **Items will be picked up the next day, on the first Thursday of the month.** If there are any problems, you will be contacted for remediation.

MORE INFORMATION

— **Not sure** what counts as electronic waste?

- Consult the following website: <https://ehs.ucla.edu/waste/batteries-electronic-waste>

— **Have other questions** about what can be picked up under this blanket number?

— Contact jescobar@facnet.ucla.edu

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MRL, GONDA, NRB ELECTRONIC AND BULKY ITEM WASTE DECLARATION FORM
 Updated: November 2, 2017

Complete and send to Jesse Escobar (jescobar@facnet.ucla.edu) by noon on the first Wednesday of the month.

| | DATE | |
|-----------|--|--|
| | NAME | |
| | PI NAME | |
| | DEPARTMENT | |
| ITEM LIST | Decontaminated? Yes/No/not applicable | Property off inventory? Yes/No/not applicable |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

| | |
|-------------------------|--|
| DATE | |
| DEPARTMENT NAME | |
| CONTACT NAME | |
| CONTACT PHONE NUMBER | |
| DESCRIPTION OF ITEM | |

**THIS ITEM HAS BEEN DECONTAMINATED AND IS READY FOR
DISPOSAL.**

Signature: _____