

HEALTHWEST

PROCEDURE

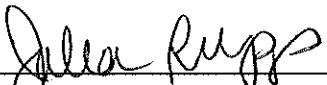
No. 07-021

Prepared by:  
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Effective Date: December 16, 2015

Approved by:

Subject: Hazardous Materials-  
Safe Handling and Disposal

  
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Julia Rupp, Executive Director

I. PURPOSE:

Provide a procedure that demonstrates our commitment to be environmentally responsible and provide a safe work place. HealthWest will handle, store, and dispose of hazardous materials in a manner that conforms to instructions provided on the Material Safety Data Sheet (MSDS). When possible, all materials including hazardous materials should be disposed of at one of the Recycling Centers in Muskegon County.

II. APPLICATION:

All HealthWest employees, interns and volunteers.

III. DEFINITIONS:

Hazardous materials: All items included in the SDS book including all biohazardous substances, industrial strength cleaning supplies, oil-based paints, fluorescent light bulbs, copier toner, and computer monitors.

Maintaining confidentiality: All documents containing any Personal Identification Information. Any computer, printer or fax machine which have hard drive memories.

IV. PROCEDURE:

- A. All documents with Personal Identification Information (PHI) will be disposed of in one of the locked shredding containers located through each facility.
- B. When disposing of computers, fax machines, and printers, all of which have hard drive memories, should have their hard drives wiped clean before disposing.

- C. A wide variety of products can be recycled; please dispose of glass, aluminum, papers, cardboard, and plastic in the recycling bins placed throughout all facilities.
  
- D. Muskegon County has several web sites which can be utilized for the disposal of hazardous waste and materials. You can go to the following websites for additional information.
  - 1. [www.lamprecycle.org](http://www.lamprecycle.org) for information about Fluorescent/Mercury containing lamps.
  - 2. [www.valleycityer.org](http://www.valleycityer.org) for information about recycling electronics.
  - 3. [www.mamdp.com](http://www.mamdp.com) for the proper disposal of prescription and over the counter drugs.
  
- E. The following is from the Muskegon County Web site: [www.Co.Muskegon.MI.US/HHW](http://www.Co.Muskegon.MI.US/HHW). This website provides specific direction and instructions for the disposal of hazardous waste. HealthWest will follow these directions for the disposal of all hazardous waste.

1. **Muskegon County Household Hazardous Waste (HHW) Program**

Muskegon County Department of Public Works offers a free disposal program to Muskegon County residents for unwanted Household Hazardous Waste (HHW) generated in county. Please note that Commercial and Industrial waste is prohibited. The goal of the HHW program is to divert hazardous materials from the landfill in order to protect residents and the environment. Should you possess any of the following materials, the HHW program will dispose of them in a safe and responsible manner.

- a. Mercury or mercury containing devices (i.e. Compact Florescent Light bulbs, mercury thermometers or thermostats, etc.)
- b. Petroleum products\*
- c. Automotive Fluids
- d. Antifreeze
- e. Pesticides
- f. Insecticides
- g. Herbicides
- h. Aerosol cans (containing hazardous materials)
- i. Acids (i.e., Batteries, Muriatic Acid)\*\*
- j. Bases (i.e., Drain cleaner)
- k. Alkaline and Rechargeable (Li-Ion, Ni-Cad, etc.) batteries. No Lead Acid (Car) batteries are accepted\*\*
- l. Other products with approval

\* Recycling Used Oil is preferred over disposal as HHW. Used oil can be recycled, free of charge, at any [AutoZone location](#) among other outlets. [Click here](#) for a complete list of Used Oil recycling options in Muskegon County.

\*\*LEAD ACID BATTERIES (i.e., car/boat batteries) are **NOT** accepted.

**NOTE: Latex Paint is not accepted.** The best way to dispose of paint is to use it up or recycle it! If you're purchasing paint for a project, consider the area

you have to cover and use a paint calculator to ensure you're not buying too much.

**If you have leftover (never frozen) latex paint that you wish to recycle**, you can bring it to the Muskegon County Habitat for Humanity Re-Store Locations or to Port City Paints/RepcLite Paints, Inc.

As a last resort, if you cannot find a use/recycling outlet for old left-over latex paint, it may be disposed of with your household trash **as long as it is dried or solidified** by adding kitty litter, (or other drying media) and leaving it open to dry in a well-ventilated area, away from children and animals.

2. **Regular Collection Hours:** The second and fourth Friday each month, from May to October 1:00-3:00 PM. Late fall and winter collection is by appointment only. Appointments are made only for those who are not able to wait for a normal collection day.
3. **Muskegon County HHW Regular Collection Location:**  
Household Hazardous Waste Site (Rear Lot of Pound Buddies)  
1300 KeatingMuskegon, MI

If you have questions regarding materials that you would like to dispose of, please contact Greg Leverence at Muskegon County Solid Waste, 231-724-6003.

V. REFERENCES:

HealthWest MSDS Sheets

Muskegon County, Public Works-Household Hazardous Waste. [www.co.muskegon.mi.us/hhw](http://www.co.muskegon.mi.us/hhw)

TN/jec