


Hazardous & Regulated Waste Disposal

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| Purpose | <p>Hazardous and regulated waste is defined as waste that poses substantial or potential threats to public health or the environment. It is illegal to dispose of any material deemed hazardous and regulated waste. TJX Management and Associates are strictly prohibited from improperly disposing of any item that falls under the hazardous and regulated waste category. Training will encompass a review of what items fall into the hazardous and regulated waste categories and how to properly handle and dispose of this waste.</p> <p>To promote the importance and execution of proper Hazardous Waste disposal procedures with all Associates, we have a new Hazardous Waste slogan – “Know It, Before You Throw It”. Use the slogan to help remind Associates that they should always ask how to dispose of all marked out of stock merchandise.</p>  | | | | | | |
| Impact | <p>Ensure Associates clearly understand their role in:</p> <ul style="list-style-type: none"> Identifying the different types of merchandise that are considered hazardous and regulated waste while recovering, taking markdowns and processing returns, etc. Removal of hazardous materials and separate from common waste according to government guidelines | | | | | | |
| Types of Hazardous & Regulated Waste | <p>Discuss the 6 categories of hazardous and regulated waste. (See examples below and on bin labels)</p> <table border="0"> <tr> <td>1. Aerosols & Flammable Liquids</td><td>4. Toxic</td></tr> <tr> <td>2. Corrosive Acids</td><td>5. Oxidizer</td></tr> <tr> <td>3. Corrosive Bases</td><td>6. Universal Waste</td></tr> </table> | 1. Aerosols & Flammable Liquids | 4. Toxic | 2. Corrosive Acids | 5. Oxidizer | 3. Corrosive Bases | 6. Universal Waste |
| 1. Aerosols & Flammable Liquids | 4. Toxic | | | | | | |
| 2. Corrosive Acids | 5. Oxidizer | | | | | | |
| 3. Corrosive Bases | 6. Universal Waste | | | | | | |
| Separating Hazardous & Regulated Waste | <p>Discuss segregating hazardous and regulated waste.</p> <p>Damaged or defective merchandise considered hazardous and regulated must be separated from the store’s common waste and not disposed of in the store trash or recycling bins.</p> <ul style="list-style-type: none"> All hazardous and regulated waste must be segregated by category, processed and placed appropriately in the store’s Hazardous and Regulated Waste Collection Area bins located in the backroom. Foyer and restroom trash receptacles must be lined with clear plastic bags and checked to ensure they are free from hazardous and regulated waste. Any hazardous and regulated waste must be removed before placing it with common trash. Use gloves and goggles when necessary. | | | | | | |
| Disposal into Hazardous & Regulated Waste Bins | <p>Only Coordinators, Key Carriers or Store Management can make the decision on which bin hazardous or regulated waste should be placed in after it is marked out of stock.</p> <p>Once an Associate marks an item out of stock and a Coordinator or above must notified to determine if the item qualifies as regulated or hazardous waste. If the item does qualify, it must be immediately brought to the Hazardous/Regulated Waste sorting area and placed into the proper bin.</p> | | | | | | |

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| Hazardous & Regulated Waste Disposal Process | <p>Discuss how to process hazardous and regulated waste.</p> <p>As soon as damaged merchandise is marked out of stock and the coordinator and/or manager has identified the item as hazardous or regulated waste:</p> <ol style="list-style-type: none"> 1. Remove all batteries if it is an electronic device and bag separately 2. Write the name of the item on the plastic zip lock bag with permanent black marker 4. Place the item in a plastic bag and securely close the bag <ul style="list-style-type: none"> ▪ Multiple like items can be placed in the same bag if they are not leaking 5. Place bag into the appropriate hazardous and regulated waste bin 6. Securely close the bin lid (don't overfill; lid must <u>always</u> be able to be closed completely) <ul style="list-style-type: none"> • Goggles and rubber gloves are available and should be worn when necessary for proper handling <p>Discuss how to process oversized or leaking hazardous and regulated waste items:</p> <ul style="list-style-type: none"> • Place leaking items in a separate bag along with sufficient absorbent and securely close the bag (depending the volume of liquid place 40%-60% of absorbent in bag) • Keep oversized items that are too large to fit into a plastic bag in the original packaging or place in a cardboard box, label and seal shut with packing tape • Place oversized leaking items in a cardboard box with enough absorbent to control the leak, label and seal shut with packing tape • Place the oversized secured item in the bin, if it will not fit, place it next to the appropriate hazardous or regulated waste bins in the collection area |
| Focus Areas For Associates | <p>Ask Associates how they may encounter hazardous and regulated waste in the following locations:</p> <ul style="list-style-type: none"> • Front End – <i>When a customer returns an item that has been opened and it is non-saleable and needs to be marked out of stock.</i> • Backroom – <i>When items arrive damaged off of the truck or during processing.</i> • Sales Floor / Markdowns – <i>During recovery or taking markdowns, finding open or damaged or tampered product that needs to be marked out of stock.</i> <ul style="list-style-type: none"> ○ Beauty – <i>During recovery finding items with missing actuators, damaged or open packages.</i> ○ Other notable categories including electronics, cleaning products, etc. (see list below) • In store cleaning products – <i>When cleaning products or solutions are empty.</i> <p><i>When in doubt – ask the Manager on Duty.</i></p> |
| Knowledge Check | <p>Ask Associates:</p> <ul style="list-style-type: none"> • “What do you do when you mark an item out of stock?” • “What special handling is required for leaking hazardous and regulated waste items?” • “How do you identify which items could be considered hazardous or regulated waste?” • “What is the new Hazardous Waste slogan?” |

HAZARDOUS & REGULATED WASTE, *continued*



Use proper supplies when handling / disposing of
Hazardous and Regulated Waste

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| Goggles #31064 | Rubber Gloves #31S-418 | Spill Absorbent #71213-5 | Zip Lock Bags 9 x 12 Size - #71213-3 13 x 18 Size - #71213-4 |

Remember! Never stack the bins, always securely close the bin after use, and Corrosive Acids are not to be placed next to Corrosive Bases.

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| UW Universal Waste <i>(Electronic Waste & Batteries)</i> | Electronic Waste <i>Examples include but not limited to:</i> <ul style="list-style-type: none"> • Radios / Walkie Talkies • Remote Controlled Toys • Batteries & Battery Chargers • Cell Phones • Toys with an On/Off Switch • Curling & Straightening Irons • Computer Items • Any and all EAS tags to be disposed of | Batteries <i>Examples include but not limited to:</i> <ul style="list-style-type: none"> • Alkaline Batteries • Common household batteries • Nickel Cadmium • Cell Phone Batteries • Most rechargeable batteries |
| AF Aerosols & Flammable Liquids | Aerosols <i>Examples include but not limited to:</i> <ul style="list-style-type: none"> • Any Aerosol • Any Aerosols without actuators • Aerosol Hairspray • Air Freshener Spray • Furniture Polish • Bug Spray • Spray Sunscreen • Baseboard Stripper • Gum Freezer • Candles | Flammable Liquids <i>Examples include but not limited to:</i> <ul style="list-style-type: none"> • Perfume & Cologne • Nail Polish & Nail Polish Remover • Non-Aerosol Hairspray • Diffusers • Furniture Polish & Wax • Liquid Sunscreen • Liquid Soaps & Cleaners (CA Only) |
| C-A Corrosive Acids | Corrosive Acids <i>Examples include but not limited to:</i> <ul style="list-style-type: none"> • Calcium / Lime / Rust Removers • Metal & Jewelry Cleaners / Polish • Dry Dishwashing Detergents • Toilet Bowl Cleaner | Keywords on Corrosive Acids <i>Examples include but not limited to:</i> <ul style="list-style-type: none"> • Corrosive • Causes burns • Poison • Reactive • Harmful or fatal if swallowed • Sulfuric Acid • Hydrochloric Acid • Hydrofluoric Acid • Nitric • Chromic • Acetic • Muriatic |

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| C-B Corrosive Bases | Corrosive Bases <i>Examples include but not limited to:</i> <ul style="list-style-type: none"> • Oven Cleaners • Tile & Grout Cleaners • Liquid Dishwashing Detergents • Floor Strippers • Drain Opener • Spot Remover • Ammonia | Keywords on Corrosive Bases <i>Examples include but not limited to:</i> <ul style="list-style-type: none"> • Corrosive • Causes burns • Harmful or fatal if swallowed • Avoid contact with skin or eyes • Ammonia or Ammonium Hydroxide • Potassium Hydroxide (Caustic Soda) • Lye |
| TX Toxic | Toxic Waste <i>Examples include but not limited to:</i> <ul style="list-style-type: none"> • Broken Lightbulbs (bagged for containment) • Disinfectants • Items containing mercury • Pesticides • Ice Melt • Shampoo / Conditioners / Health & Beauty | Keywords on Toxic Items <i>Examples include but not limited to:</i> <ul style="list-style-type: none"> • Toxic or poison • Harmful if swallowed • Keep out of reach of children |
| OX Oxidizer | Oxidizers <i>Examples include but not limited to:</i> <ul style="list-style-type: none"> • Bleach • Hydrogen Peroxide • Hair Bleach Products • Benzoyl Peroxide | Keywords for Oxidizers <i>Examples include but not limited to:</i> <ul style="list-style-type: none"> • Causes burns • Avoid contact with skin or eyes • Harmful or fatal if swallowed • Reactive • Oxidizer • Chlorine • Bleach • Sodium Hypochlorite |