University Environmental Health and Safety
Hazardous Waste Charge-Back Process

- At 90 day intervals (based on federal law & cost savings), a hazardous waste disposal company is summoned to Portland, Gorham, and LAC campuses, to package hazardous chemical waste generated by the different departments of the University, for transportation and disposal at a licensed facility.

- Individual waste containers are collected from each department, sorted, and placed into larger shipping containers based on Department of Transportation (DOT) packing groups or waste streams, i.e. (solvents, acids, solids, etc.). The individual waste containers from each department are counted as they are placed into the larger shipping containers. The quantity of containers from each department contributing to the specific waste stream determines the percentage each department will actually pay for that particular packing group.

- Each department’s total container contribution for the specific waste stream, is then compared to the total of containers packed in that shipping container. Example: Department A contributed 5 containers of solvent waste (alcohol) to the shipping container of solvent waste – 15 containers of solvent waste were collected in total. Department A’s percentage = 33%, would be the percentage Department A pays for the cost to dispose of the solvent waste. Note:
  - Each shipping container is numbered and represents a corresponding line item on the shipping manifest.
  - Each line item on the shipping manifest corresponds to a specific charge on the invoice.

- In addition to line item expenses for the disposal of each container, there are other miscellaneous handling and processing costs associated with the shipment. These costs or “shared fees” are divided equally among all departments contributing hazardous chemical waste to the shipment. Each department’s “shared fee” is added to the sum of their line item fees in order to arrive at the total cost for each department.

- Based on these calculations, a journal entry is made charging back each department for their contribution to the hazardous waste disposal shipment. The named representative from each department (See Department Contact List in Forms menu of this website) will receive formal notification of the charges by email prior to the actual journal entry.