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| *[Community Name] Environmental Protection Agency Department/Solid Waste Department* |
| Guidelines for Household Hazardous Waste Management |
| *Year* |

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# A. WASTE ACCEPTANCE

1. Establish protocol to reject and redirect regulated hazardous waste and any excluded waste.
2. Accept only household hazardous waste.
3. Accept waste only if there are disposal arrangements for that specific material and the material can be stored safely pending disposal.
4. Prevent wastes that are delivered in leaking or corroded containers from further leaking. Repack such containers in leak-proof containers.
5. Prevent mixing of incompatible wastes. Prevent hazardous waste from being placed in an unwashed container that previously held an incompatible waste or material.
6. Establish hours of operation to control the flow of people and materials at the facility.
7. Determine types and anticipated quantities of waste to be accepted during an average month.
8. Determine methods for identifying unknown wastes, including types of chemical analyses to be performed and procedures for handling unknown wastes.
9. Recording receipt of waste.
10. Determine methods for ensuring incompatible wastes are kept separated.

# B. WASTE SORTING AND STORAGE

1. Handle and store each waste in a manner appropriate to its characteristics and hazards.
2. Sort each waste into its appropriate Department of Transportation (DOT) hazard class immediately after the waste is unloaded.
3. Adequately delineate and mark the storage areas.
4. Establish limits for the maximum quantity of drums and other waste containers to be stored in each area.
5. Establish criteria for products to be included in a materials exchange program such as label and container integrity and no banned products.
6. Close all containers holding hazardous waste during storage except when it is necessary to add or remove waste.
7. Maintain minimum of 24 inches between rows of drums for aisle spaces in all storage areas.
8. Establish a dedicated storage area for each hazard class.
9. Drums or other sealed storage containers may be stacked no more than 2 high. Only compatible waste may be stacked.
10. Waste may be stored no longer than 180 days or, for materials being accumulated for a feasible means of being recycled, no greater than 1 year.
11. Protect storage containers from weather and temperature extremes.

# C. WASTE PACKING

1. Use containers that are made of, or lined with, materials which will not react with the waste to be stored.
2. Package incompatible wastes separately.
3. Label containers with the appropriate hazard classification stickers. Label containers as "Hazardous Waste" or "Household Hazardous Waste" and record the dates when waste accumulation begins and ends.
4. Maintain individual waste inventory sheets for each lab pack drum in the operating records.
5. Include the chemical constituents on the log sheets. The inventory sheets will be used in completing the shipping manifest.

# D. WASTE MANAGEMENT AND SHIPPING

1. Package, label, and manifest all wastes according to DOT requirements.
2. Send all household hazardous wastes that cannot be reused or recycled to a permitted hazardous waste treatment, storage, or disposal facility (including contaminated latex paint).
3. Any other waste disposal practices must be identified in the operating permit or reviewed and approved by DEQ before they are implemented.
4. Transport wastes from the facility according to DOT standards.
5. Manage solid wastes which are not household hazardous wastes or CEG wastes according to applicable local, State and Federal solid waste laws.
6. Maintain shipping manifests in the operating records, with individual waste inventory sheets for each drum, for at least 3 years.

Information to be submitted in Operations Plan:

1. Procedures for manifesting and shipping wastes.
2. State/EPA identification number.
3. Anticipated recyclers and treatment, storage, and disposal facilities to be used.
4. A plan to manage all waste streams collected.

# E. INSPECTIONS

1. Develop a written inspection schedule for monitoring equipment, safety and emergency equipment, security devices, and operating and structural equipment that are important to prevent, detect, or respond to, environmental or human health hazards. Include the condition of storage containers and the condition of the containment system in each inspection.
2. Repair any deterioration or malfunction of equipment or structures which inspection reveals.
3. Record inspections in an inspection log. Include in the log the date and time of the inspection, the name of the inspector, and a notation of the observations made, and the date and nature of any repairs or other remedial actions taken.
4. Record any facility or equipment maintenance or follow-up actions taken pursuant to inspections.
5. Perform an inspection of the entire secondary containment system, at least once per year.

# F. WORKER SAFETY

1. Establish safety procedures for entering and leaving the waste handling areas.
2. Establish the level of safety protection needed to perform different activities at the facility.
3. Provide safety equipment and accessible storage areas for safety equipment.
4. Comply with OSHA requirements for training, medical monitoring, equipment use, etc.

Information to be submitted in Operations Plan:

1. Description of personal protective clothing and equipment that will be used for each activity.
2. Description of how owner/operator will comply with OSHA requirements.
3. Description of safety procedures for entering and leaving waste handling areas.
4. Decontamination procedures for leaving waste handling areas.
5. List of personal protective and safety equipment and clothing that will be used.

# G. PERSONNEL TRAINING

1. Prior to beginning work, all personnel must receive training to reduce the potential for accidents and protect worker health.
2. Train workers about all emergency procedures.
3. Prior to beginning work, train workers to understand the mechanics of performing all facility operations why each operation must be performed as indicated in the operations plan.
4. Train workers in implementing the inspections, spill response and contingency plans.
5. Include in the training program the various types of hazardous wastes and household hazardous wastes and their characteristics, handling precautions, and worker safety.
6. Send all employees who will handle wastes must attend a 24-hour hazardous waste personnel protection and safety training course or an equivalent 24-hour hazardous waste training program, in accordance with OSHA requirements. Send these workers to an 8-hour health and safety refresher course once a year.
7. Maintain training plans and records for each employee in the operating records.
8. Document in the operating records that the required training has been completed by facility personnel.

# H. SPILL PREVENTION AND EMERGENCY RESPONSE

1. Adopt a written spill prevention and control plan to minimize the risk of environmental contamination from accidental releases.
2. Maintain copies of the preparedness and emergency response plan at the facility.
3. Familiarize police, fire departments, and emergency response teams with the layout of the facility, properties of the waste handled at the facility and evacuation routes.

Information to be submitted in the Emergency Response Plan:

1. Procedures to minimize the occurrence of spills when handling.
2. Description of secondary containment in storage and shipping areas.
3. Description of engineered barriers that separate the facility from the surrounding environment.
4. List of emergency equipment at the facility, the equipment locations, and a brief description of equipment capabilities.
5. The names and telephone numbers of all persons qualified to act as emergency coordinators, and of individuals to be contacted 24 hours a day in the event of an emergency.
6. List of emergency cleanup contractors available on a 24-hour standby basis to be used in the event of an emergency.
7. Evacuation procedures and routes for the public and employees in the event of an emergency.
8. Procedures for removing spilled or leaked waste and accumulated precipitation from the sump or collection area in as timely a manner as possible, and decontamination procedures.
9. Description of appropriate emergency equipment and locations.
10. System to keep records of any spills or incidents requiring implementation of spill prevention or emergency response plan, along with follow-up actions.

# I. EQUIPMENT

Facilities must be equipped with the following equipment:

1. An alarm, air horn, or other signal system that will alert personnel to a spill.
2. A device, such as a telephone or hand-held two-way radio, capable of summoning emergency assistance.
3. Portable fire extinguishers; fire control equipment, including special extinguishing equipment such as that using foam, inert gas, or dry chemicals that are compatible with the categories of hazardous substances stored at the facility; spill control equipment; and, decontamination equipment.
4. Water at adequate volume eye wash stations, water hoses, foam producing equipment, automatic sprinklers, or water spray systems. Water systems must be freeze protected.
5. Eye wash, emergency shower, first aid or other safety equipment necessary to prevent or provide initial treatment of injury to personnel who handle wastes.

Information to be submitted in Emergency Response Plan:

1. A list of all safety and emergency equipment on-site, with a description of the capability of each device.
2. Schedule describing equipment testing and maintenance procedures.
3. System to document regular inspections, testing and maintenance of the facility's communication and/or alarm systems, fire protection equipment, spill control equipment, and decontamination equipment in the operating records.