



<i>Environmental Guideline</i> General Regulated Waste Management	
<i>Document Identification Number:</i>	CCD-301.03.10
<i>Version:</i>	5.0
<i>Revision Date:</i>	October 7, 2008
<i>Contact Person:</i>	Paul Bedard (DEQ)
<i>Controlled Copy Location:</i>	Not applicable.

Activity Description
<p>General Regulated Waste Management: the collection, containment, and disposal of waste and discarded materials other than normal sanitary and municipal solid waste (paper, food scraps, consumer product packaging, sanitary wastewater).</p> <p>Regulated waste of specific concern:</p> <ul style="list-style-type: none"> • waste and discarded liquids (incl. process/industrial wastewater); • solid and liquid chemical products; • all petroleum fuels, oils and greases; • janitorial products; • automotive and industrial maintenance products (and all wastes and spent materials generated from their use); and, • facility and grounds maintenance products (and all wastes and spent materials generated from their use) • all RCRA hazardous and universal wastes.

Potential Environmental Risks
<p>The following environmental concerns are associated with this activity:</p> <ul style="list-style-type: none"> • Contaminating your workplace • Causing respiratory irritation & odors • Creating a chemical burn hazard for eyes and skin • Creating other health hazards • Creating a fire hazard • Creating other safety hazards • Contaminating a large quantity of otherwise non-regulated waste • Generating contaminated spill absorbent • Generating a large quantity of contaminated water. • Contaminating soil and ground water • Contaminating surface water • Causing Sanitary sewer damage
<p>Potential consequences from performing the activity incorrectly:</p> <ul style="list-style-type: none"> • Personal injury, injury to co-workers or members of the public, contamination of local eco-systems, property damage, and environmental pollution • Job loss and significant disruption to delivery of services to the public. • Legal orders and penalties for violation of local, state and federal laws- civil and criminal proceedings arraignment, litigation and financial and other legal penalties.

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED. Always refer to the online EMS document library prior to use to ensure you are using the most current version.



Critical Operating Requirements

A. General Requirements

Responsible: All Staff

Prohibited Activities

- Do not discard in the trash or mix with normal municipal solid wastes.
- Do not discharge to any drain.
- Do not sweep or wash spills into any sewer system or waterway, or on to any soils.
- Contaminated soil, water, or other media shall not be left in place to cause further contamination or harm, and must be contained and remediated as soon as possible.
- Disposal of RCRA hazardous wastes, universal wastes, FIFRA and TSCA regulated wastes, infectious wastes, oil and petroleum are required by law to be managed in a specific manner. See Guidelines for Hazardous Waste Management, Pesticide Management, Asbestos and PCBs Management, Oil and Petroleum management.

Critical Operating Requirements

A. General Requirements

Responsible: All Staff

General Considerations

- Each person performing a job which results in a waste is responsible for understanding the composition of the waste, how the waste may be managed and disposed of, and if there are any specific rules or procedures that need to be followed. This Environmental Guideline is provided for guidance only and does not supersede any regulations.
- To determine how a waste needs to be managed and if any special rules apply to it, the waste generator or manager of the waste must understand its chemical and physical characteristics and have some knowledge as to the process(es) that generated the waste.
- Material Safety Data Sheets (MSDSs) provided by product suppliers often contain valuable information on the chemical make-up and physical hazards of the material.
- Be sure to obtain and make available to all workers MSDSs for all chemical products in use at your worksite. MSDSs for materials no longer used should be saved in a separate file.
- Activities which involve the use of materials with known hazards (including painting, striping, cleaning, etc.) are likely to generate wastes with the same hazards as the materials consumed (such as flammability, corrosivity, etc.).

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED. Always refer to the online EMS document library prior to use to ensure you are using the most current version.



Training Requirements

- Workers and supervisors who generate, manage, or regularly encounter regulated wastes on the job, may be required by state and federal law to have specific training relating to hazardous materials, petroleum, and waste management.
- Training generally consists of classroom instruction and discussion of applicable topics plus some hands-on practice in the workplace.
- Workers are required to complete initial training and “refresher” training once a year thereafter.

Storage & Material Handling Requirements

- Some regulated wastes may be incompatible with other wastes, other materials, or the container in which they are placed. Avoid creating hazards due to placing incompatible materials in contact with each other. Keep separate wastes separate. Do not mix regulated wastes unless specifically instructed to do so.
- Always pick up spilled regulated wastes plus the media (rags, soil, etc.) and absorbents contaminated by the spill.
- All regulated wastes need to be properly contained. Determine the best container and means of collecting regulated wastes, and always keep containers of regulated wastes closed when not adding to or emptying the container.
- Maintain legible labels and markings on all containers, waste receptacles and tanks, follow established standards for labeling and marking.
- Don't store regulated wastes outdoors where they may easily contaminate rain, snow and soil.
- Don't store regulated wastes where they could be damaged by collision or fire, or cause injury or a fire.

B. Planning Requirements

Responsible: <responsible party>

B1. Do not requisition or purchase more products containing hazardous materials than you can consume in six months.

B2. Do not purchase products which contain chemicals that are specifically prohibited from use according to the Prohibited Chemicals list of the Greenprint Denver Environmentally Preferable Purchasing Policy and guideline.

B3. Be sure to obtain and keep on hand all MSDSs for all products at your facility, especially products containing hazardous materials

B4. Procure the right containers and ancillary equipment (labels, funnels, cabinets, spill decks, etc.) needed to properly dispense the products and safely contain the wastes you will generate, before you generate it.

B5. Ensure that your facility has appropriate spill response materials at all times for the types of hazardous materials you use or store.

C. Critical Tasks

Responsible: All Staff

C1. Close all containers of regulated wastes when not adding to or emptying them.

C1. Label all containers of regulated waste accurately and completely according to specific work instructions or DEH standards.

C2. Close and tighten all caps, covers, lids, pour spouts, bungs, hoses, valves and equipment when transporting wastes to prevent leaking or spilling.

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED. Always refer to the online EMS document library prior to use to ensure you are using the most current version.



<u>D. Emergency Response</u>	<i>Responsible: <responsible party></i>
D1. If a spill occurs, refer to Environmental Guideline Spill Response. <ul style="list-style-type: none">• Call 311 immediately (during normal business hours) or at 303-206-0001 after normal business hours for all spills.	
D2. Control spills to minimize property damage and prevent an imminent risk to human health and the environment.	
D3. Containerize all collected wastes and evaluate for labeling, storage and disposal.	

<u>E. Inspection & Maintenance Requirements</u>	<i>Responsible: <responsible party></i>
E1. Inspect your workplace daily- walk around your work area or your facility as soon as you start your shift. Briefly check for leaks and spills, new or unidentified containers, products, and equipment, and unlabeled or mislabeled containers.	
E2. Get information and learn about anything new or any changes to your workplace and assigned tasks.	
E3. Perform and document all RCRA hazardous waste and required inspections.	
E4. Clean-up and organize anything that requires such attention according to these and other guidelines. Report any observed spills or contamination of the workplace to an operation supervisor ore manager and to the Operator of the facility and DEH.	
E5. Do not leave your workplace messy, contaminated with spilled material or absorbent, or in need of organization at the end of your shift.	

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED.
Always refer to the online EMS document library prior to use to ensure you are using the most current version.



Expected Records / Outputs	
<u>Record / Output</u>	<u>Instructions</u>
Waste disposal records (profiles, LDR forms, manifests, sample results, etc.).	<ul style="list-style-type: none"> DEH Facility Compliance Program staff will manage all regulated waste disposal activities at City facilities Manifests, LDRs & profile forms will be managed and maintained by DEH Facility Compliance Program. Maintain waste management records for a minimum of 3 years
Training Records	<ul style="list-style-type: none"> While formal certifications are not always necessary, some “proof of training” (such as sign-in sheets and handouts) is expected and should be maintained on file by supervisors or managers. Formal training and a record of training is required for staff directly involved with generation or management of hazardous wastes. Hazardous waste training is sponsored by the DEH and a formal record of training is generated for each participant .
Municipal Facility Runoff Control Plan (MFRCP)	<ul style="list-style-type: none"> This document may contain requirements for periodic site inspections to determine effectiveness of best management practices related to stormwater management.
Spill, Prevention, Control, and Countermeasures Plan (SPCC)	<ul style="list-style-type: none"> If applicable, this document will contain requirements for managing spills and accidental releases of petroleum products only, including spill prevention, mitigation, and remediation

References
<p>Phone Numbers</p> <ul style="list-style-type: none"> 311 (for Spill Reporting during normal business hours).....3-1-1 DEH DEQ Emergency Response (after normal business hours)..... (303) 206-0001 Paul Bedard (Facility Compliance Program Administrator) (303) 880-9865 Gary Lasswell (Environmental Compliance Supervisor) (720) 865-5440

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED. Always refer to the online EMS document library prior to use to ensure you are using the most current version.



References

Guidance Materials (list not limited to the following)

- MSDSs
- CCoD Compliance Bulletin
- Your RCRA Contingency Plan
- Your Municipal Facility Run-off Control Plan
- Your SPCC Plan

Training Materials (list not limited to the following)

- Operating procedures training (On-the-Job)
- Operator site specific training materials for handling Hazardous Wastes

Related Environmental Guidelines (list not limited to the following)

- Spill Response
- General Waste Management

Applicable Regulations (list not limited to the following)

- 6 CCR 1007-3 parts 260 through 279 Colorado Hazardous Waste Regulations
- 40 CFR 117.3 Determination of Reportable Quantities for a Hazardous Substance
- 40 CFR 122-124 NPDES Regulations for Storm Water Discharges
- 6 CCR 1007-3, Part 261 State RCRA Regulations
- CCoD Ordinances
- Denver Wastewater Management Division Rules & Regulations
- Metro Wastewater Reclamation District Rules & Regulations

Other Documents

- Compliance Bulletins
- CCoD Executive Orders