

Chapter 8, Household Hazardous Waste Center OP

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1. Introduction

The Hazardous Waste Center (HWC) accepts Household Hazardous Waste (HHW) and waste from Conditionally Exempt Small Quantity Generators (CESQG). The program accepts additional HHW only at the Rural Waste Service Centers and Remote Collection Events. This Standard Operating Procedure provides guidance to ensure proper requirements are followed for safe and efficient acceptance of materials, that the event is well organized, and that the event begins on schedule.

2. Regulatory and Contractual Requirements

The acceptance of HHW and CESQG is governed by the requirements established by Florida Department of Environmental Protection and United States Environmental Protection Agency.

3. Staff Qualifications

Training HWC staff is an integral part of ensuring that hazardous waste is properly managed.

- This facility shall have a written training program that describes the management of wastes relevant to job duties and shall include function-specific training, safety, regulatory and emergency procedures.
- Thorough knowledge and training in proper waste processing is required. Staff shall receive HAZWOPER 24 or 40 hour training within six months of hire or starting a new position at the facility, or be supervised by trained staff until that time. Refresher training shall be conducted annually and properly documented. The manager will receive HAZWOPER Supervisor and DOT Hazmat Transport training.
- Encourage staff to enroll in dispute resolution training for unruly participants

4. Health and Safety Precautions

4.1 SAFETY REQUIREMENTS

- Staff shall assess unknown or abandoned containers (i.e. temperature sensitive, spontaneously combustible, bulging/leaking containers, explosives) to determine if a threat to life, health or environment exists. Staff shall ensure proper management of the materials and/or situations on a case by case basis.
- Employ proper ergonomic techniques for handling materials. Safe work practices shall be utilized to minimize or eliminate risk for event staff. To prevent injury, avoid bending or twisting movements (especially while lifting materials from vehicle trunks). Use carts, drum dollies, or fork lift to transport large or heavy containers.
- Implement a Personal Protective Equipment (PPE) policy specific for procedure. Unique environmental conditions and judgment of the site manager shall determine the PPE level used.

- Allow ample time for staff to take breaks, especially in hot weather. Provide refreshments in a designated location away from waste processing areas. Instruct staff to remove PPE and wash hands before taking breaks. Disposable PPE will not be reused.
- Take immediate action if danger threatens customers, staff or property. Keep alert for suspicious activities or behaviors in accordance with the program's Security Plan.
- Ensure emergency eyewash equipment has a 15 minute supply of water within 10-seconds travel distance to areas where chemicals are handled.
- The following minimum PPE shall be used by staff when handling hazardous material:
 - a. Safety glasses or goggles.
 - a) Nitrile gloves.
- Additional PPE will be worn as described in specific operations below.

4.2 SPILL RESPONSE

- Chemical spills may pose a potential safety or health hazard, so staff shall be trained and able to respond to those situations. Staff shall be responsible for cleaning up incidental spills that may happen in the course of managing hazardous material. Only designated and trained staff or an emergency contractor shall respond to control and clean up spills requiring assistance beyond the capabilities of staff.
- Any spills are to be immediately contained, covered with appropriate absorbent, and cleaned up as soon as practical. Under no circumstances are spills to be allowed to remain overnight. If the spill has a reportable quantity, telephone the state spill contact point at 800-232-0124.
- Staff shall handle leaking containers using caution to minimize spills by immediately placing leaking containers into secondary containment. Prevent slipping hazards and potential environmental impacts by immediately cleaning up spills.

5. GENERAL HAZARDOUS WASTE CENTER OPERATIONS

- Main ventilation fans are to be on at all times while building is occupied
- Overhead doors at drive-through are to be opened by 8:00 AM and closed at 5:00 PM.
- Drive-through, parking areas and access drives are to be swept of debris at least weekly.
- Main working floor will be swept at least weekly.
- No food or drink in processing areas.
- No smoking except in designated areas.
- Appropriate footwear to be worn at all times in the work areas. Either county-issued work shoes (steel toe, puncture resistant) for regular staff or work boots for temp labor staff. All visitors must wear closed-toe shoes. Additional required PPE will be noted for each work process.
- Only authorized persons allowed in work areas. Do not allow customers to browse swap shop staging carts within the work area.
- Building to be closed, lights turned off and all exterior doors locked at end of day.
- Good personal hygiene to be maintained. Wash hands after leaving work areas, before using restroom or before eating or smoking.
- Safety showers and eyewash stations to be kept clear at all times.
- Fire extinguishers are to be kept clear at all times.

- No materials to be placed on bare floor or ground. Items should be kept on carts or placed on pallets.
- Good housekeeping to be maintained. Sweep or pick up trash. Remove slip and fall hazards. If unable to remove, mark or take action to identify hazard and protect staff from it.
- A minimum of two staff will be scheduled for work at any given time.

6. SPECIFIC HAZARDOUS WASTE CENTER OPERATIONS

6.1 ABC DRY CHEMICAL FIRE EXTINGUISHERS

- PPE includes nitrile gloves, dust mask and eye/face protection.
- Check label to insure that fire extinguisher is of the proper type. Process only ABC dry chemical extinguishers. All other types are to be set aside for separate disposal.
- Treat all units as if they are fully pressurized, even if gauge indicates otherwise.
- If valve is damaged or unit otherwise looks unreliable, set aside for separate disposal.
- Vent into a non-rated 55 gallon drum using the following procedure:
 - a) Open both bungs on drum head.
 - b) Loosely insert wipe-all into $\frac{3}{4}$ " bung.
 - c) Invert fire extinguisher and insert hose into drum.
 - d) Loosely pack wipe-all around hose
 - e) Using short, light squeezes, empty propellant into drum. Do not rush.
 - f) Holding valve away from body, slowly unscrew and remove.
 - g) Place body and valve in scrap metal drum
 - h) Allow dust in drum to settle before processing another unit.
 - i) After every 10-12 units, rotate drum to latex paint processing.

6.2 ACCEPTING MATERIAL FROM CESQG CUSTOMERS

- PPE includes nitrile gloves and eye protection as needed.
- Greet customers upon arrival at drive-through.
- Ask if customer is a CESQG. If an SQG or LQG, inform them that we cannot accept materials and direct them to Florida Department of Environmental Protection for hazardous materials contractors. At technician's discretion, customers with large or suspicious loads can be asked to sign a statement of household origin form.
- Direct customers to proper unloading areas: general hazardous waste, electronics, televisions or used oil. Customers with electronics will need to go over the scale before unloading.
- Direct customers to unload material onto top level of carts. Provide assistance if necessary. Material placed on lower level of carts can cause unnecessary bending or back strain when removed and should be avoided when possible.
- For large amounts of material, use the forklift to bring a pallet to the customer for loading.

- Inspect material for prohibited items: radioactives, biohazards (including sharps) or pharmaceuticals. Provide information on proper disposal.
- Record approximate weight or gallon volume on log sheet.
- Complete CESQG record form. There is no charge and no need to complete form if total will be \$10 or less.
- Due to the mixed nature of material delivered, Goodwill Industries is charged a generic 1\$ per pound.
- Pink copy of form goes to Hazardous Waste Manager.
- Customer will take white and yellow copies to scale house for payment. Customer will keep white copy as receipt and proof of proper disposal.
- Sort material to appropriate processing areas. Transfer compromised or leaking containers to secondary containment.
- Transfer unknown materials to identification table.

6.3 ACCEPTING MATERIAL FROM RESIDENTS

- PPE includes nitrile gloves and eye protection as needed.
- Greet customers upon arrival at drive-through.
- Ask if customer is residential. If not, process as a CESQG or if an SQG or LQG, inform them that we cannot accept materials and direct them to Florida Department of Environmental Protection for hazardous materials contractors.
- Direct customers to proper unloading areas: general hazardous waste, electronics, televisions or used oil.
- If customer has very large amount of material or considerable amounts of normally commercial products, they may be asked, at technician discretion, to complete a statement of residential waste.
- Direct customers to unload material onto top level of carts. Provide assistance if necessary. Material placed on lower level of carts can cause unnecessary bending or back strain when removed and should be avoided when possible.
- For large amounts of material, use the forklift to bring a pallet to the customer for loading.
- Inspect material for prohibited items: radioactives, biohazards (including sharps) or pharmaceuticals. Provide information on proper disposal.
- Record approximate weight or gallon volume on log sheet.
- Sort material to appropriate processing areas. Transfer compromised or leaking containers to secondary containment.
- Transfer unknown materials to identification table.

6.4 AEROSOL LOOSE PACKING

- PPE will include Face protection, nitrile gloves and long-sleeved clothing.
- No food or drink in processing area.
- Paint will be loose packing into UN-rated cubic yard boxes. Boxes are to be marked "Aerosols" when first put to use.
- Caps and nozzles must be removed. Any valve stems must be clipped flush with side-cutters.
- When full, the box is to be properly closed and sealed.

- Box is to be marked with closure date and a DOT Flammable Gas decal applied.
- Move box to storage area.

6.5 ASBESTOS CONTAINING MATERIALS (ACM)

- All inquiries concerning ACM abatement and disposal will be referred to the Hazardous Waste Manager at 606-1816.
- All ACM disposal appointments will be made through the Hazardous Waste Manager, at 24 hours in advance of the disposal.
- The Hazardous Waste Manager will e-mail the scale house, the SW Director, SW Superintendent, the Landfill Supervisor, the Hazardous Waste Staff and concerned citizen, M. L. Abbott.
- This e-mail will include:
 - a) Appointment date and time.
 - b) Volume of ACM.
 - c) Material description.[friable (regulated) as bagged, wrapped or bladder bag, or non-friable (unregulated) as contained or bulk.
 - d) Contractor and hauler.
 - e) Contact telephone numbers for contractor and hauler.
- The SW Superintendent, the Landfill Supervisor, or the Landfill Sr. operator determines that an appointment cannot be accommodated; they shall inform the Hazardous Waste Manager by the end of the same operating day.
- Prior to the appointment, a hole in the asbestos disposal area will be prepared by SW staff.
- Hazardous Waste Staff will determine latitude, longitude and elevation with a handheld Global Positioning System receiver.
- Upon arrival, the scalehouse will direct contractor to delivery site.
- Contractor must have proper manifest for friable materials. Hazardous Waste staff will provide forms to document nonfriable disposals.
- After disposal of material, SW staff will properly cover by the end of the day.
- Hazardous Waste staff will confirm covering of disposal area.
- The Hazardous Waste Manager will maintain records of each ACM disposal, including all details mentioned above.
- Residential customers with small amounts of ACM (less than ~6 cubic feet) can drop it off at the Hazardous Waste Center at no charge. Material will be double-bagged, labeled and placed on a storage pallet for storage until the next scheduled deposit, when it will be added to the overall disposal.

6.6 BUILDING DEMOLITION WASTE

- Customer must have inspection list of material to be processed from Aquifer Protection. For questions, contact Mike Lindert, 891-1226.
- Complete Building Demolition form and inventory all items accepted.
- Keep and file pink copy, customer receives white and yellow copies.
- Fax copy of completed form to Aquifer Protection, 891-1062.

6.7 ELECTRONIC SCRAP PROCESSING

- Determine what types of electronic scrap customer has and direct to appropriate drop-off point.
- Functional devices that **do not** have a memory can be placed in the Swap Shop.
- Stack computer CPU boxes on pallets inside building. Shrink wrap when pallet is complete.
- Stack computer CRT monitors on pallets inside building. Shrink wrap when pallet is complete.
- Stack microwave ovens on pallet at northwest corner of building. Shrink wrap when pallet is complete.
- Stack CRT televisions on pallets staged outside the north side of building. Shrink wrap when pallet is complete.
- Use safe lifting and carrying procedures. Use more than one person to lift heavy items.
- Place small electronic items in Gaylord boxes located just inside building entrance.
- Remove batteries from small devices and recycle. Batteries may be removed from backup power supplies, but it is not mandatory.
- Roll-off containers from RWSC locations are to be given processing priority and should be cleared within 2-3 days.
- Load trailer. Two pallets across and two pallets high.
- Contact Mike Sorrels with Creative Recycling (813-476-2980) to schedule trailer swaps.
- Replacement Gaylord boxes will be provided by Creative Recycling upon request.
- Spare pallets are stored next to the tent house to the northwest of drive behind building. Keep at least four to six pallets at the ready next to the television processing area.
- No salvage of electronics without specific approval of Solid Waste Director.
- Under no conditions are items with memory to be salvaged.

6.8 EPOXY/RESINS LOOSE PACKING

- PPE will include nitrile gloves.
- No food or drink in processing area.
- Two-part epoxies and resins will be loose packed only into UN-rated 55-gallon drums with properly fitting lids and bolt rings or into UN-rated cubic yard boxes. Drums and boxes are to be marked "Epoxies and Resins" when first put to use and a DOT Flammable Liquid label affixed.
- Because of the inhalation hazard, individual product containers should never be opened.
- Compromised containers must be placed in secondary containment, such as a sealed zipper bag.
- Add containers one layer at a time.
- Try to maximize space by using smaller containers to fill gaps between larger ones.
- When drum contents reach within 2 inches of lip, close with properly fitting lid with seal. Check fit while tightening bolt ring. If using a box, seal liner and tape closed following directions on box.
- Move to storage area and mark with closure date

6.9 FLUORESCENT LAMP PROCESSING

- PPE will include nitrile gloves.
- Drive-through rack has space for 4 ft, 8 ft tubes and a box for CFL and smaller lamps.
- Take care at all times to avoid breakage. Fluorescent lamps use thin glass and contain mercury.
- Do not try to carry too many at once. Make more trips.
- Bulk 4 ft tubes into fiber drums, 8 ft tubes into boxes and small lamps into proper boxes.
- Apply a Universal Waste label to each container and date with accumulation start date.
- Keep containers closed when not adding lamps.
- When full, seal container and date. Store in designated area until pickup.
- In case of breakage, clear the area and wait at least 30 minutes before reentering. Sweep up broken lamp and place into a large zipper bag. Place zipper bag into small lamp box.

6.10 HYDROCHLORIC ACID LAB PACKING

- Concentrated hydrochloric acid is very corrosive. Make sure you use PPE and follow these procedures for your safety and the safety of others.
- PPE required is a tyvek coverall, eye and face protection, chemical-resistant rubber gloves and tyvek shoe covers or rubber overboots.
- Spill control supplies including sodium bicarbonate neutralizing agent must be on hand.
- Bulking to be done only in UN-rated 55 gallon poly drums. Cover bottom of drum with a layer of vermiculite
- Many commercial plastic containers will degrade over time. Take extra care to inspect these for compromised or leaking containers.
- Slowly place one container at a time into bulking drum. Watch for any chemical reactions and evacuate immediately if any are noticed.
- As each layer is complete, fill space around acid containers with bicarbonate and cover with a complete layer of vermiculite.
- When packing is complete, wipe down outside of drum with plenty of water to remove any spilled acid.
- Mark drum "Hydrochloric Acid", date and affix a DOT Corrosives label.

6.11 LACQUER-BASED PAINT LOOSE PACKING

- PPE will include nitrile gloves.
- No food or drink in processing area.
- Lacquer-based paints will be loose packed only into UN-rated 55-gallon drums with properly fitting lids and bolt rings or UN-rated cubic yard boxes. Drums and boxes are to be marked "Lacquer Paint" when first put to use and a DOT Flammable Liquid label affixed.
- Because of the inhalation hazard, individual product containers should never be opened.
- Add containers one layer at a time.
- Try to maximize space by using smaller containers to fill gaps between larger ones.
- When contents reach within 2 inches of top, close and properly seal liner and tape closed following directions on box.

- Move to storage area and mark with closure date.

6.12 LATEX AND WATER-BASED PAINT BULKING

- PPE will include Face protection and nitrile gloves. During high-temperature conditions, employees are to take frequent breaks to avoid heat stress.
- No food or drink in processing area.
- Paint will be bulked only into non-rated 55-gallon drums with properly fitting lids and bolt rings. Drums are to be marked "Latex Paint" when first put to use.
- Splash guard is to be put in place on top of open drum, followed by metal draining screen.
- Overhead door next to processing area is to remain open at all times with large floor fan set to ventilate air outside.
- Trash cans for empty containers are to be double-bagged and absorbent material added. When trash bags of empty containers are full, tie each bag separately and place in forklift hopper for disposal.
- Open paint cans with 5-in-1 tool.
- Inspect paint and confirm that it is latex. Do not allow oil-based paints in latex drum. If still usable, close lid and set on storage pallet for recycling paint program.
- Invert can over drum and allow liquid to drain. Use garden spade to scoop remaining pigments and materials from can and deposit in drum. Cans should be RCRA empty (less than ¼ cup of liquid material left in a one gallon can).
- Take care to minimize splashing as much as possible.
- When empty, place metal cans and lids into scrap metal hopper for recycling. Place plastic containers in trash cans described above.
- When drum contents reach within 4 inches of lip, close with properly fitting lid with seal. Check fit while tightening bolt ring.
- When moving drum to storage area, watch for leaks in lid. Reseat or replace lid as needed.
- Drum is to be marked with closure date.
- When done for the day, clean paint from splash guard and grill. Scrape with 5-in-1 tool if needed. Do not use thinners.
- Cover with temporary lid.
- Sweep area.
- Temporary labor used for paint bulking shall be supervised at all times to avoid expensive mixing of oil and latex paint.
- During periods of high activity, latex paint may be loose-packed in cubic yard boxes.

6.13 LATEX PAINT RECYCLING

- PPE includes nitrile gloves and eye protection. Apron is recommended to protect clothes.
- Five gallon pails will be lined up in work area and grills placed on top.
- Sort paint by basic colors.
- Cans opened with 5-in-1 tool and double-checked as appropriate for recycling.
- When available, latex primer will be added to each pail to improve durability.
- Open cans will be inverted and placed on rack to drain into pails.
- Trash cans for empty containers are to be double-bagged and absorbent material added.

- When empty, metal cans and lids are to be placed in scrap metal hopper, while plastic cans and lids are to be placed in trash cans.
- When pail is full, seal with proper lid.
- Place on shaker to mix.
- Place mixed pails on pallet.
- Each pail will be opened and a color sample placed on the lid.
- Each lid will be marked with a recycled paint label and dated.
- Pallets will be staged in the electronics side of building for distribution.
- Paint will be made available to the public at 8:00 AM on Thursday mornings. One pail per customer.
- Non-profit organizations and government institutions may request paint be set aside by contacting the Hazardous Waste Center in advance. Requests must be in writing on organization letterhead. Each request will be recorded and the paint, if available, set aside for pickup. Amounts may be limited based on total availability and color requested.
- Paint not picked up will be placed in the next distribution.

6.14 LIQUID PESTICIDE BULKING

- PPE will include Face protection, nitrile gloves and long-sleeved clothing. Preferred is a tyvek coverall or tyvek apron with tyvek sleeves. During high-temperature conditions, employees are to take frequent breaks to avoid heat stress.
- No food or drink in processing area.
- Pesticides will be bulked only into UN-rated 55-gallon poly drums with properly fitting bungs. One bung should have fine threads for can puncturing unit. Drums are to be marked "Bulked Dilute Liquid Pesticides" when first put to use and marked with a DOT Toxic label.
- Fitted absorbent pad is to be placed on drum top.
- Overhead door next to processing area is to remain open at all times with large floor fan set to ventilate air outside. Additional fans are to be placed to move air from processing away from employee.
- Trash cans for empty containers are to be double-bagged and absorbent material added.
- Set large funnel into bung.
- Household use pesticides with "Caution" signal word or "Warning" signal word if less than 1/3 full can be bulked. Overly viscous, highly volatile (like Malathion), materials marked "Danger", or materials no longer labeled for use are not to be bulked. If there are questions, refer to Hazardous Waste Manager. Any material that the label requires respiratory protection for loading/handling will not be bulked. Non-bulked materials should be placed in storage locker for lab packing.
- Open containers slowly. If can shows signs of pressure, like bulged lid, puncture first to vent. Use adequate ventilation.
- Drain contents into drum.
- Triple-rinse container with water and then discard.
- When trash bags are full, tie each bag separately and place in forklift can for disposal.
- When drum contents reach within 4 inches of lip, seal bung.
- When moving drum to storage area, watch for leaks in lid. Reseat or replace bungs as needed.

- Drum is to be marked with closure date.

6.15 LIQUID PESTICIDE LAB PACKING

- PPE will include Face protection, nitrile gloves and tyvek coverall or apron/sleeves. During high-temperature conditions, employees are to take frequent breaks to avoid heat stress.
- No food or drink in processing area.
- Pesticides will be packed only into UN-rated 55-gallon drums with properly fitting bolt-ring lids. Drums are to be marked with "Liquid Pesticides" and date when first put to use. Affix DOT Toxic and Flammable Liquid labels.
- Drums will be marked with manifest ID in the format: LEO-YYMMDD-#, using two-digits to identify year, month, day and drum number packed that day.
- The bottom 2 inches of the drum will be covered with vermiculite.
- Overhead door next to processing area is to remain open at all times with large floor fan set to ventilate air outside. Additional fans are to be placed to move air from processing away from employee.
- Trash cans for empty containers are to be double-bagged and absorbent material added.
- A manifest sheet on clipboard will be on hand to record each container packed. Start with largest containers. Record active ingredient(s), percent(s) and container size on manifest sheet and place into drum.
- Work from center of each layer to outer edge, keeping two inches away from wall of drum.
- Contents of identical materials can be combined into a single container if they have a low volatility, are easy to pour and do not require respiratory protection to handle. If in doubt, don't combine.
- Use secondary containment like zipper bags to secure compromised containers.
- When a layer is complete, fill the interstices with vermiculite and then completely cover all containers.
- Repeat layers until drum is filled to within 3-4 inches of the top, then close with properly fitting lid with seal. Check fit while tightening bolt ring.
- If the drum is not filled during a session, place manifest into a 1-gallon zipper bag and tape to outside of lid. When closing lid, invert the bolt-ring to indicate that packing is not complete.
- When packing is complete, enter manifest information onto computer and print manifest. Seal into a packing list pouch and affix to drum. Computer file will be forwarded to contractor with disposal request.

6.16 NEUTRALIZING ACIDS AND BASES

- PPE includes face and eye protection, tyvek aprons with sleeves or coveralls, nitrile or heavy rubber gloves.
- Position tank trailer on an outdoors, impervious surface with ready access to water and electricity.
- Stage absorbents and neutralizer for ready use if needed.
- Add approximately 12 inches of tap water to tank.
- Install aerator and turn on.
- Position access stand next to tank.

- Slowly add corrosive materials to tank. One container at a time.
- Use a water thief tube to collect samples and test for pH.
- Alternate adding acids and bases to keep pH near neutral (7)
- If a reaction occurs, back away and allow time for the reaction to stop.
- If any fumes are noticed, back away until fume generation has stopped.
- Add sodium bicarbonate, if necessary, for additional neutralization.
- When done, drain tank at leachate collection system cleanout.

6.17 OIL-BASED PAINT BULKING

- PPE will include Face protection, nitrile gloves and long-sleeved clothing. Preferred is a tyvek coverall or tyvek apron with tyvek sleeves. During high-temperature conditions, employees are to take frequent breaks to avoid heat stress.
- No food or drink in processing area.
- Paint will be bulked only into UN-rated 55-gallon drums with properly fitting lids and bolt rings. Drums are to be marked "Oil-Based Paint" when first put to use and a DOT Flammable Liquid label affixed.
- Processing will be done with the drum inside the fume hood.
- Splash guard is to be put in place on top of open drum, followed by metal draining grill.
- Overhead door next to processing area is to remain open at all times with large floor fan set to ventilate air outside. Additional fans are to be placed to move air from processing away from employee. Do not direct fans toward fume hood as that can degrade the effectiveness of it.
- Quarterly, or at times when there has been a process change, employee will be required to wear an organic solvent badge to monitor air quality in the working environment.
- Trash cans for empty containers are to be double-bagged and absorbent material added.
- Open paint cans with 5-in-1 tool. If can shows signs of pressure like a bulged lid, puncture first to vent using situation appropriate technique.
- Do not bulk roofing tar, lacquer-based products, auto body products (filler), acetone, toluene or high vapor pressure products. Those should be placed in the designated area for loose packing.
- Set aside paint thinner to use for cleanup.
- Invert can over drum and allow free liquid to drain. Use garden spade to scoop remaining material from can and deposit into drum.
- Take care to minimize splashing as much as possible.
- Cans are to be RCRA empty for disposal. For 1 gallon containers, this is about ¼ cup of remaining liquid or less.
- When bags are full, tie each separately and place in forklift can for disposal.
- When drum contents reach within 4 inches of lip, close with properly fitting lid with seal. Check fit while tightening bolt ring.
- When moving drum to storage area, watch for leaks in lid. Reseat or replace lid and/or seals if needed.
- Drum is to be marked with closure date.
- When done for the day, scrape excess paint from splash shield and grill.
- Cover with temporary lid.

- Sweep work area.
- Temporary labor used for paint bulking shall be supervised at all times to avoid expensive mixing of oil and latex paint.
- Oil paint can be loose-packed into UN-rated cubic yard boxes and appropriately labeled.

6.18 OIL RECYCLING AREA

- PPE includes nitrile gloves. Tyvek apron or coverall is highly recommended when cleaning or moving oil containing or contaminated items.
- All staff members of the Hazardous Waste Center are responsible for regularly checking the oil recycling area and addressing any issues as they are found. Optimally, the area should be checked at least every hour or less.
- The daily checklist should be completed by a technician every morning.
- Inspect trash cans and empty as needed. Replace liners immediately.
- Inspect concrete for drips and spills. Cover with absorbent and clean up immediately.
- Inspect bulk containers for spills or overflows. Address immediately if found, bringing in any assistance needed.
- Check screen basket in bulk used oil tank. Replace with fresh screen if needed.
- Inspect sink. Replace/clean screens if they are clogged with debris.
- Check level in cooking oil drum. Move funnel to new drum if level is within 6-8 inches of rim.
- Check oil filter drum. Discard paper waste or other material that does not belong.
- Check paper towel dispenser. Replace roll if empty.
- If rainwater has accumulated in containment area, use sump pump to transfer to tank trailer. Dispose of water at the sewer lift station.

6.19 OTHER CHEMICAL LAB PACKING

- PPE will include Face protection, nitrile gloves and tyvek coverall. During high-temperature conditions, employees are to take frequent breaks to avoid heat stress.
- No food or drink in processing area.
- Chemicals will be packed only into UN-rated containers appropriate to total volume of material to be lab packed. Containers must have properly fitting closures. Containers are to be marked with contents and date when first put to use. Affix appropriate DOT labels to match contents.
- Drums will be marked with manifest ID in the format: LEO-YYMMDD-#, using two-digits to identify year, month, day and drum number packed that day.
- The bottom 1-2 inches of the container will be covered with vermiculite. One inch for small (5 gallon – 15 gallon) and 2 inches for larger containers.
- Overhead door next to processing area is to remain open at all times with large floor fan set to ventilate air outside. Additional fans are to be placed to move air from processing away from employee.
- Trash cans for empty containers are to be double-bagged and absorbent material added.

- A manifest sheet on clipboard will be on hand to record each container packed. Start with largest containers. Record the chemical contents and container size on manifest sheet and place into container.
- Work from center of each layer to outer edge, keeping two inches away from wall of drum.
- Contents of identical materials can be combined into a single container if they have a low volatility, are easy to pour and do not require respiratory protection to handle. If in doubt, don't combine.
- Use secondary containment like zipper bags to secure compromised containers.
- When a layer is complete, fill the interstices with vermiculite and then completely cover all containers.
- Repeat layers until drum is filled to within 3-4 inches of the top (1-2 inches for 5-15 gallon), then close with properly fitting lid with seal. Check fit while tightening closure.
- If the container is not filled during a session, place manifest into a 1-gallon zipper bag and set on top of vermiculite. When closing lid, invert the bolt-ring to indicate that packing is not complete or otherwise mark as not complete.
- When packing is complete, enter manifest information onto computer and print manifest. Seal into a packing list pouch and affix to drum. Computer file will be forwarded to contractor with disposal request.

6.20 ROOFING TAR LOOSE PACKING

- PPE will include nitrile gloves.
- No food or drink in processing area.
- Roofing tar containers will be loose packed only into UN-rated 55-gallon drums with properly fitting lids and bolt rings or UN-rated cubic yard boxes. Drums and boxes are to be marked "Roofing Tar" when first put to use and a DOT Flammable Liquid label affixed.
- Add containers one layer at a time.
- Try to maximize space by using smaller containers to fill gaps between larger ones.
- When drum contents reach within 2 inches of lip, close with properly fitting lid with seal. Check fit while tightening bolt ring. If using a box, seal liner and tape closed following directions on box.
- Move to storage area and mark with closure date.

6.21 SHIPPING HAZARDOUS MATERIALS WITH PRIMARY CONTRACTOR

- Hazardous Waste Manager will schedule pickup date with primary contractor.
- Request for material pickup will include a full inventory of all containers to be shipped, packing lists for each lab pack (electronic copies) and MSDS for rarely encountered materials.
- All drums will be properly labeled, dated, and DOT shipping decals applied.
- Make sure drums are staged and ready for loading before truck arrives.
- Coordinate with contractor staff to ensure that drums are loaded in proper order and that all requested drums are shipped.
- Hazardous Waste Manager will sign all required EPA and DOT paperwork needed to transport materials.

6.22 SOLID PESTICIDE LAB PACKING

- PPE will include Face protection, nitrile gloves and tyvek coverall or apron/sleeves. During high-temperature conditions, employees are to take frequent breaks to avoid heat stress.
- No food or drink in processing area.
- Pesticides will be packed only into UN-rated 55-gallon drums with properly fitting bolt-ring lids. Drums are to be marked with "Solid Pesticides" and date when first put to use. Affix a DOT Toxic or Poison label.
- Drums will be marked with manifest ID in the format: LEO-YYMMDD-#, using two-digits to identify year, month, day and drum number packed that day.
- The bottom inch of the drum will be covered with vermiculite.
- A manifest sheet on clipboard will be on hand to record each container packed.
- Overhead door next to processing area is to remain open at all times with large floor fan set to ventilate air outside. Additional fans are to be placed to move air from processing away from employee.
- Trash cans for empty containers are to be double-bagged and absorbent material added.
- Start with largest containers. Record active ingredient(s), percent(s) and container size on manifest sheet and place into drum.
- Use secondary containment like zipper bags to secure compromised containers.
- Use smaller containers to fill spaces between large containers.
- Because of the respiratory risk, do not attempt to combine contents of multiple containers.
- Build up layers until drum is filled to within two inches of the top, then close with properly fitting lid with seal. Check fit while tightening bolt ring.
- If the drum is not filled during a session, place manifest into a 1-gallon zipper bag and set on top of packed material. When closing lid, invert the bolt-ring to indicate that packing is not complete.
- When packing is complete, enter manifest information onto computer and print manifest. Seal into a packing list pouch and affix to drum. Computer file will be forwarded to contractor with disposal request.

6.23 SMALL PRESSURE TANK PROCESSING

- PPE will include leather gloves and face protection.
- Identify contents of tank. If unknown, **do not process**. If a two-part polyurethane tank, loose pack in a UN-rated cubic yard box marked "Two-part polyurethane pressure tanks". When box is full, seal liner and close following instructions on box.
- Do not process tanks holding refrigerants. Transfer to storage area for processing by licensed refrigerant gas recycler.
- Do not process LP or similar small-torch tanks larger than 1 lb. Transfer to storage area for processing by vendor.
- If uncertain about risks of a tank, set aside and investigate materials.
- Puncture with a non-sparking tool bronze punch to vent. Always vent material way from body and face. Always vent in a well-ventilated location.
- Dispose of tank as scrap metal.

6.24 SWAP SHOP STOCKING

- PPE includes nitrile gloves.
- Items for swap shop must be normal consumer products. Products designed for professional use, such as restricted pesticides, are not to be placed in swap shop.
- Items must have intact labels and instructions.
- Items should be at least half-full.
- If item has an expiration date, do not place in Swap Shop if after that date.
- Check all items for leaks, cracks, excessive corrosion or other compromises in container. Place in proper disposal area if any compromise found. Place in secondary containment if necessary.
- Clean dust, grime and other material from surface of items to be placed in swap shop.
- Stock on cart to move out to Swap Shop.
- Record approximate weight or gallon volume on log sheet.
- Regularly inspect swap shop for spills, damaged containers or other problems. Address issues as they are found.
- Items that are in good shape and otherwise would be disposed of as Class III refuse may be placed in the Swap Shop.
- Very large items that will not fit on shelves can be placed outside the Swap Shop along the edge of the drive-through.

6.25 RURAL WASTE COLLECTION SITES

- PPE includes nitrile gloves for handling any potentially hazardous materials.
- If questions arise, attendants should contact the HWC at 606-1803.
- The RWSC dropoff points are intended primarily for paint, oils, antifreeze, batteries and fluorescent lamps. Other materials should be brought to the Hazardous Waste Center or to a collection event.
- The hazardous waste collection area should be inspected at least daily.
- All spills will be covered with absorbent immediately after being noticed. Spilled material will be cleaned up before the end of the day.
- Leaking containers should be placed in secondary containment, such as a 5-gallon pail, cat litter container or zipper bag.
- The Inmate Supervisor will collect material from the sites on a weekly basis. If the IS is not available, HWC staff will conduct the collections.
- The IS or HWC staff will be responsible for proper transportation of hazardous.
- When materials are picked up, the containment pallets will be inspected and cleaned out if needed.
- The IS or HWC staff will inspect and ensure that the collection area is clean.

7. Remote Collection Events

7.1 EVENT SITE REQUIREMENTS

- Must be more than 150 feet from water supply wells.
- Must meet local zoning, building and fire codes.
- Work areas must not block fire hydrants.
- Work areas must not be near natural gas valves or other above-ground equipment.
- Must have access to water and lavatories for entire duration of event from setup to takedown.
- Work areas with controlled or restricted access to the general public.
- Traffic queuing areas must be away from a busy street or road. Overflow must not go out into traffic.
- Work areas must be able to accommodate proper equipment and staff used to collect, sort, store and transport all items collected.
- Work areas must be able to accommodate maximum traffic flow efficiently with entrances and exits clearly marked.
- Operational area must include a separate rest area for staff to use for eating and drinking so that they are not exposed to hazardous materials.
- Event and location must not be held in conjunction with any other event.
- Must have level, paved surface area at least 150-175 feet long and 3-4 traffic lanes wide to accommodate necessary vehicles, equipment and work areas.

7.2 MINIMUM STAFFING REQUIREMENTS

Necessary staffing must be arranged before the day of the event and should include:

- Safety Officer*
- Site Manager*
- 1-2 Sorting Table Staff (can include site manager and/or safety officer)*
- Greeter/Survey Taker
- 2 Traffic Control
- 6 Customer Service Staff (4 chemicals, 2 electronic scrap)
- Oil/Fuel/Antifreeze Bulking Technician
- Paint Rolloff Can Technician

Additional staff, including Community Service Workers, to be added as needed.

*Must be 40-Hour HAZWOPER certified.

Staff will be directed to arrive on site one hour before opening and park in designated area or to report to the Hazardous Waste Center if they will be driving vehicles. Staff should wear appropriate clothing, most commonly, Leon County work uniforms.

7.3 EVENT PROMOTION

Collaborate with the Leon County Community and Media Relations (CMR) to prepare advertising and promotion for upcoming events. These can include press releases, paid newspaper advertising, and features in the *Leon County Link*. Use available electronic formats like community calendars and online publications. Promotional activity should give sufficient lead time to allow residents to plan on participating in the event.

7.4 EQUIPMENT AND VEHICLES NEEDED

7.4.1 All equipment and vehicles must be ready prior to the event.

Administrative	Personal Protective Equipment
Information cards – HWC & Meds/Sharps	Tyvek Coveralls
HW Manager business cards	Tyvek Aprons
Shipping papers	Nitrile Gloves
Emergency contact information	Leather Gloves
Hand counter	Waste Processing
Emergency Response	6 ml polyethylene liner for paint rolloff can
Spill control absorbent (Oil Dri)	6 ml polyethylene liner for sorting table
Spill control boom	ID of unknowns kit
Shovel	Carts and drum dolly
Broom	Sorting tables
Overpack drum	Duct tape
Secondary containment (pails & zipper bags)	Marked, color-coded transport drums*
Decontamination equipment	5 gallon pails
Fire control equipment (1 per station)	5-in-1 tools
Emergency eyewash station	Tool box with bung & crescent wrenches
First aid kits	Fiber boxes and tubes for fluorescent lamps
Cell phone	Pail for mercury-containing devices
<i>Emergency Response Guidebook</i>	Pails for small, rechargeable batteries
<i>NIOSH Guide to Chemical Hazards</i>	Pails for alkaline batteries
Traffic Control	Marking pens
Traffic cones and barricades	Hammers
Safety tape	20 cubic yard rolloff for paint
Signage	20 cubic yard rolloff for e-scrap
High visibility traffic vests	HWC mobile unit (truck and trailer)
Staff Needs	HWC secondary unit (truck and trailer)
Drinking water/sport drink mix	Roll-off truck to transport containers
Waterless hand cleaners/sanitizers	Heavy truck to transport nonhazardous waste
Access to restrooms (Sonitrol Card)	Trash cans and can liners

*These include three steel drums each for Flammables (red), Nonflammables (green), Pesticides (black), Aerosols (blue), Swap Shop (silver), and Fertilizers (yellow, 1 drum only) to be used in sorting area. Two poly drums each will be used for Acids, Bases and Oxidizers to be placed in mobile unit. Two close-top drums for fuel/oils and one drum (brown) for loose packing antifreeze in mobile unit. Also see 7.7 for cart inventories

7.5 COLLECTION EVENT ACTIVITIES

7.5.1 Arrival and Site Preparation

- Designated drivers will arrive at the Hazardous Waste Center at the appointed time to drive all vehicles, trailers and rolloff containers to the work site.

- Other staff will arrive on site one hour before start of event.
- Site manager or safety officer will ensure that site is secure, that water and restroom facilities are open and that there are no safety issues with the location.
- Position mobile unit in designated area. Sorting area will be behind the open end gate of trailer.
- Position paint rolloff on opposite side of sorting area from mobile unit. Line container with poly sheet and secure with duct tape.
- Position secondary unit in line with paint rolloff with open end gate of trailer facing rolloff and sufficient space between to maneuver carts and drum dollies.
- Position heavy truck for nonhazardous waste on opposite side of customer drive path from sorting area.
- Position e-scrap rolloff on opposite side of customer drive path from secondary unit.
- Secure any storm drains with absorbent boom to prevent any spill from entering sewer system.
- Position sorting tables, cover with poly sheet and secure with duct tape.
- Position trash cans at each side of sorting table and one more next to paint can.
- Line up color-coded transport drums behind sorting table.
- Position 4ft tube fiber drum and fiber box for small fluorescent lamps behind transport drums.
- Fill eyewash and place on top of empty drum behind sorting area.
- Place refreshment table at designated location clear of all processing areas. Stock with water, sports drinks, hand wash/sanitizers, disposable drying towels and a small trash can.
- Locate spill control kit next paint rolloff trash can.
- Place fire extinguishers at each work location.
- Locate mercury device, small battery containers at sorting table.
- Stock sorting table with ID kit, markers, manager business cards and sharps/meds information cards.
- Place directional and entrance signs on approach roads.
- Place cones, barricades and safety tape to channel traffic into the proper path.
- Designate waiting area for customers that need containers returned.

7.5.2 On Site Safety Training and Review

- Review collection day process, individual assignments and appropriate PPE.
- Location of designated areas (sorting, paint, refreshments).
- Instruction on donning, using, and removing PPE. No reuse of disposable PPE.
- Reminder to wash hands before eating, drinking or using restroom.
- Review of Emergency Contingency Plan, including Rally Point.
- Review of Spill and Injury procedures.
- Location and use of safety equipment.
- Physical hazard review.
- Chemical hazard review.
- Reminder to shower as soon as possible after event to wash away possible contaminants.
- Dangers and logistics of traffic flow.

- Reminder to notify lead staff of potentially dangerous situations.
- Explanation of inclement weather and lightning protocol.

7.5.3 Staff Responsibilities

7.5.3.1 Safety Officer

- Must have 40-Hour HAZWOPER certification.
- Responsible for the safety of all staff and visitors to the event site.
- Responsible for ensuring safe transport of hazardous material from event site to Hazardous Waste Center.
- Prepares transportation packing list.
- Authorized to cancel or postpone event in response to unsafe conditions, such as inclement weather.
- Responsible for contacting proper authorities in case of safety-related incidents. Will act as Incident Commander until relieved.

7.5.3.2 Site Manager

- Must have 40-Hour HAZWOPER certification.
- Oversees logistics of organizing the event.
- Responsible for recruiting sufficient staff for event.
- Ensures that all necessary supplies and equipment are available on site.

7.5.3.3 Sorting Table Staff

- Must have 40-Hour HAZWOPER certification.
- Sort incoming material and loose pack into proper transportation containers.
- Identify unknowns to sufficient level for transportation.
- Must be familiar with chemical risks and hazards.

7.5.3.4 Greeter/Survey Taker

- Greets customers and introduces them to the operation.
- Counts number of incoming vehicles.
- Provides customers with HHW information card.
- If event includes a survey, will ask survey question and record answers.

7.5.3.5 Traffic Control

- Guides customers to proper traffic flow lanes.
- Provide stop/go guidance of vehicles if needed, such as for delays while cleaning a spill.
- Works to keep vehicles single file and moving at a safe speed.

7.5.3.6 Customer Service

- Typically will work in pairs.
- Provide courteous and prompt service.
- Inform customers that they may remain in their vehicles and to please open trunks.
- Using proper ergonomic techniques, unload vehicle and place materials onto cart.
- For E-scrap, place materials directly into rolloff container.

- Be aware of weak or leaking containers, loose lids or airborne powders. Place into secondary containment immediately.
- Bring cart to sorting table or to paint rolloff.
- Return containers to customer if requested.
- Assist with spill cleanup under direction of Site Manager or Safety Officer.
- Ascertain if materials are from household or non-household source. Non-household and CESQG waste will not be accepted.
- Check bags and boxes for materials not permitted. If found, explain to customers what materials are not permitted and provide information card if these include medicine or sharps.

7.5.3.7 Oil/Fuel/Antifreeze Bulking

- Drums for bulking fuels and oils will be properly grounded during operations and have intrinsically-safe, vented bungs.
- Responsible for draining contents of oil and fuel containers. For oils, as much time as feasible should be allowed for material to drain.
- Monitor level of material in drum and swap drums to prevent overflow.
- Drain and return requested containers.
- Loose pack antifreeze into proper drum.

7.5.3.8 Paint Roll-off

- Responsible for properly stacking architectural paints into rolloff container to maximize space and still allow safe access during operations.
- Be aware of weak or leaking containers. Place into secondary containment immediately.
- Place smaller (1 qt) containers into boxes if available.

7.6 POST-EVENT ACTIVITIES

7.6.1 Event Closure

- At designated time, Greeter will close down entrance and retrieve signage. Report customer tally and survey results to Site Manager.
- Paint roll-off will be closed and poly sheeting folded over top of contents.
- All drums will be sealed with lever-lock lids and placed into mobile unit for transport.
- Sorting table will be cleared and all supplies stowed for transport. Poly sheeting will be removed and discarded.
- Fiber drums and boxes will be loaded onto secondary unit.
- All safety supplies will be returned to supply carts and carts stowed on mobile unit.
- E-scrap container will be closed and prepared for transport.
- All trash can liners will be sealed and placed onto heavy truck.
- Eyewash station empty and stowed.
- Storm drain protection picked up and stowed.
- Area policed for loose debris
- Packing list of drums will be prepared and carried by mobile unit driver.
- When all units are secured, they will return to Hazardous Waste Center.
- Roll-off truck will transport e-scrap first and return for paint roll-off.
- One staff member will remain on site unit paint roll-off has been picked up.

- Returning vehicles will go over the scales at the Solid Waste Facility.
- Site Manager will record gross weight of each vehicle on proper form, along with attendance.

7.6.2 Transporting Materials to Hazardous Waste Center

- Driver will have packing list of drum types contained in mobile unit.
- Program will insure compliance with DOT regulations.

7.6.3 Unpacking and Storage of Material for Processing.

- Upon return to Hazardous Waste Center, the e-scrap roll-off will be deposited next to the vendor trailer. These materials will be processed the following week.
- The paint roll-off container will be deposited inside the Hazardous Waste Center through the large, south overhead door.
- Center staff, with possible assistance of Community Service Workers, will sort paint from container as latex or oil-based and place on pallets.
- Drums from mobile unit will be offloaded and stored in the electronics side of the Center until processed the following week.
- Fluorescent lamps will be unloaded from secondary unit and stored in electronics side of Center until processed.
- Fuel/oil drums will remain on mobile unit until vacuumed by vendor.

7.7 MOBILE UNIT CART INVENTORIES

Gray Cart	Black Cart
Aprons: 2 cs.	Tool Box
Safety Glasses: 20 ea.	Medium Zipper Bags: 2 pk.
First Aid Kits: 2 ea.	Large Zipper Bags: 2 pk.
Nitrile Gloves: 2 bx.	Extra-Large Zipper Bags: 1 pk.
Neoprene Gloves: 1 pr.	Clip Board: 2 ea.
Work Gloves: 3 pr.	Brochures: HHW and Sharps/Meds
Sol-Vex Type Gloves: 4 pr.	pH kit/markers, pens: 1 pk.
Dust Mask: 2 bx.	Business Cards: 1 pk.
Tyvek Coveralls: 2 bx.	Counter: 2 ea.
Garbage Bags: 2 cs.	Waterless Hand Cleaner: 2 ea.
Caution Tape: 2 roll	Hand Sanitizer: 3 ea.
Wypalls: 2 bx.	Sunblock: 3 ea.
Duct Tape: 2 roll	WD-40: 2 ea.
Safety Vest: 10 ea.	Mercury Containers: 2 ea.
Sorting Trays: 10 ea.	Fire Extinguishers: 6 ea.
Absorbent Pads: 1 bx	Paint Remover: 2 ea.
Tyvek Sleeves: 1 bx	Sonitrol Card for break room: 1 ea.