City of Seaside
Standard Operating Procedure #75
Hazardous Waste Control Procedure

I.   POLICY

It is the policy of the City of Seaside to dispose of hazardous waste in accordance with Federal, State and Local laws and regulations.

II.   DEFINITIONS

1. Accumulation start date - the date when material has been put into the hazardous waste storage area and labeled.

2. Hazardous waste - any material that poses a threat to public health or the environment; a product not useful in its present form. A product or raw material becomes a waste when the next thing done is to discard, treat, recycle, or when the materials' container has a breach of integrity.

3. Hazardous waste inventory sheet - the paperwork given to the Maintenance and Operations Supervisor, identifying the description and the amount of hazardous waste material.

4. Main file - the file maintained by the Maintenance and Operations Supervisor (or designee) of all paperwork pertaining to hazardous waste materials.

5. Manifest acknowledgment copy - a copy of the manifest acknowledging hazardous waste material has arrived at its final destination.

6. Manifest - an itemized list designed to facilitate the cradle-to-grave tracking of hazardous wastes that regulatory agencies monitor. Generators that ship their hazardous wastes off-site are required to complete a "Uniform Hazardous Waste Manifest" that, in general, identifies:

    a.   The nature and amount of waste that is being transported off-site.

    b.   The generator of the waste.

    c.   The transporter of the waste.

    d.   The destination of the waste.

7. Primary generator - any department (Administration, Maintenance, Public Works and so on) that produces a waste product considered to be hazardous.

8. Transporter - a company licensed to transport hazardous materials.

III.   GENERAL INFORMATION

1. The Primary Generator will:

    a.   Label hazardous waste material.

    b.   Properly package, store and secure hazardous waste material.

    c.   Supply hazardous waste material inventory sheets and other pertinent information to the warehouse.

    Note: See Exhibit "A" (Hazardous Waste Label).

2. Public Works will:

    a.   Ship hazardous waste within 180 days of the accumulation start date.

    b.   Provide a licensed transporter to transport the hazardous waste.

    c.   Witness the loading and verify the load to the manifest.

    d.   File and maintain all paperwork in the main file:
        i.   Hazardous waste manifest.
        ii. Manifest acknowledgment copy.
        iii. Material inventory sheet.

    e.   Handle correspondence with state and local agencies.

    f.   Provide specifications and necessary documents.

3. The Maintenance and Operations Supervisor will be the person signing the manifest. The Maintenance and Operations Supervisor's responsibility includes but is not limited to:

    a.   Verifying with the Public Works Maintenance Specialist and the transporter that all information in the manifest is correct.

4. The Public Works Maintenance Specialist will be the alternate person to sign the manifest.

IV.   REFERENCES

CCR Health & Safety Code Section 25160
CCR Labor Code Section 6390 – 6399.2

US Environmental Protection Agency
California Department of Toxic Substances Control

V.   <u>**ATTACHMENT**</u>

Exhibit A: Hazardous Waste Label

Exhibit A

HAZARDOUS WASTE

STATE AND FEDERAL LAW PROHIBIT IMPROPER DISPOSAL.
IF FOUND, CONTACT THE NEAREST POLICE OR PUBLIC SAFETY
AUTHORITY, THE U.S. ENVIRONMENTAL PROTECTION AGENCY
OR THE CALIFORNIA DEPARTMENT OF TOXIC SUBSTANCES CONTROL.

GENERATOR INFORMATION:
NAME _____

ADDRESS _____ PHONE _____

CITY_____ STATE_____ ZIP _____

EPA   MANIFEST
ID NO. DOCUMENT NO. _____ / _____

EPA   CA   ACCUMULATION
WASTE NO. _____ WASTE NO. _____ START DATE _____

CONTENTS, COMPOSITON: _____

PHYSICAL STATE: HAZARDOUS PROPERTIES   ☐ FLAMMABLE   ☐ TOXIC
☐ SOLID   ☐ LIQUID   ☐ CORROSIVE ☐ REACTIVITY ☐ OTHER_____

D.O.T. PROPER SHIPPING NAME AND UN OR NA NO. WITH PREFIX

HANDLE WITH CARE!

STYLE WMCA6

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