

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: RISK MANAGEMENT

**SUBJECT: HAZARDOUS WASTE MANAGEMENT AND SPILL CLEANUP
ON COUNTY OWNED ROADS AND PROPERTIES**

PPM #: CW-O-006

ISSUE DATE
July 19, 2022

EFFECTIVE DATE
July 19, 2022

PURPOSE:

To minimize the risk associated with Hazardous Waste and Hazardous Material incidents and ensure regulatory compliance at County sites, as well as respond to and facilitate the clean-up of Hazardous Waste spills on County roads and remediation of unauthorized dumping on unincorporated County owned properties.

UPDATES:

Future updates to this PPM are the responsibility of the Manager of Employee Safety/Loss Control, (ES/LC) under the authority of the Director of Risk Management.

AUTHORITY:

- U. S. Environmental Protection Agency (USEPA) “ Subtitle C” as amended; maybe
- Resource Conservation & Recovery Act of 1976 (RCRA), 40 CFR Parts 260-299 as amended; maybe
- Florida Department of Environmental Protection (FDEP) Used Oil Management, 62-710; Hazardous Waste, 62-730; Management of Spent Mercury-Containing Lamps and Devices Destined for Recycling, Chapter 62-737 Fla. Admin. Code; and Aboveground Storage Tank Systems, Chapter 62-762, Fla. Admin. Code., as amended; maybe
- OSHA (Occupational Safety & Health Administration) 29 C.F.R. § 1910.120(e)(8) as amended; maybe
- Section 381.0098, Florida Statutes, as amended; maybe
- Biomedical Waste, Chapter 64E-16, Fla. Admin. Code, as amended; maybe and
- County PPM CW-O-022 and PPM CW-O-045 as amended; maybe
- USEPA 40 C. F. R. 265.195
- United Land Development Code(ULDC) , Article 14 Chapter B

SCOPE:

This policy applies to all Departments under the Board of County Commissioners and the Constitutional Offices.

DEFINITIONS:

For definitions, see Attachment A.

BACKGROUND:

The County has many sites that handle Hazardous Waste, Used Oils and Universal Wastes. Presently all County sites are registered with the Florida Department of Environmental Protection as “Very Small Quantity Generators”. This is the lowest level of Hazardous Waste generation and has the fewest requirements (*see definition*). Accordingly, this PPM only details requirements for this level of Hazardous Waste generation.

If any facility generates higher levels of Hazardous Waste, (greater than two hundred and twenty pounds (220 lb.) per month of Hazardous Waste, or greater than two point two pounds (2.2 lb.) of Acutely Hazardous Waste, or have, at any one time, greater than two thousand two hundred pounds (2200 lb.) total accumulation of Hazardous Waste), Risk Management shall be notified immediately and provide further details and determination whether it is an episodic event or a change in generator status.

This PPM is divided into two sections:

1. County generation of Hazardous and Universal Waste in the conduct of County activities; and
2. Hazardous Materials and Hazardous Waste clean-up activities, including roadway incidents and remediation for unauthorized dumping on County land.

POLICY:

County Departments shall safely generate, handle, store, transport and recycle or dispose of Hazardous Materials and Wastes in accordance with all applicable Federal, State and local regulations. Under no circumstances shall Hazardous, Universal, Biomedical, Oils or Pharmaceutical Wastes be disposed of in the trash or transferred to the County Surplus disposal operations.

Hazardous Materials or Waste, which come in contact with County roads and right of ways, will be remediated, removed, disposed of and/or recycled in compliance with all applicable Federal, State and Local environmental regulations.

RESPONSIBILITIES:

Department/Division Heads

Each Department and Division Head is responsible for ensuring the success of the Hazardous Waste Management Policy in all operations under their control.

Department / Division Heads shall:

1. Ensure that all immediate supervisors promulgate the procedures set forth in this policy, and ensure that employees are trained on the specific procedures for disposing of Hazardous, Universal, Pharmaceutical and/or Oil Waste(s) at their location.
2. Assign a Waste Coordinator for each facility where Hazardous and Universal Wastes and/or Oil recycling activities take place.
3. Notify Employee Safety/Loss Control of their Department/Division's generator status.
4. Ensure notification (including updates) to all regulatory agencies regarding their Department/Division's Hazardous Waste operations where required; and
5. Ensure that a record-keeping program is developed that meets the requirements of Hazardous Waste regulations and this policy, which requires that all Hazardous Waste Manifests and Bill of Ladings for Hazardous and Universal Wastes are maintained for 30 years by each department.

Supervisors

Supervisors shall:

1. Contact the Emergency Operations Center (EOC) at 561-712-6428 for all Hazardous Materials incidents, which may affect soil/water/air; The EOC shall make all required Notifications (e.g., State Warning point).
2. Ensure that all employees who generate Hazardous Waste, Waste Oils and Universal waste know how these materials are handled to comply with regulatory requirements and emergency procedures at their site.
3. Provide safety meetings to inform employees about proper waste handling, precautions, recycling procedures, etc.; and

4. Coordinate activities with the department Waste Coordinator.

Waste Coordinators

Waste Coordinators shall:

1. Ensure that Employee Safety/Loss Control is informed of all changes in Hazardous Waste generation or material handling which could change their status.
2. Ensure that record-keeping is maintained at the facility and required inspections are performed and documented.
3. Ensure that all employees who generate Hazardous Waste, Waste Oils, Pharmaceutical Waste and Universal Waste know how these materials are handled to comply with regulatory requirements and emergency procedures at their site; and
4. Provide safety meetings and trainings to inform employees about proper waste handling, precautions, recycling procedures, etc.

Employees

Employees shall:

1. Comply with all Hazardous Waste handling procedures.
2. Request clarification from their supervisor, or the Waste Coordinator, if unsure of proper processes/procedures involving Hazardous or Universal Waste or recycling; and
3. Immediately report all Hazardous Waste or Material incidents to their supervisor or the EOC-561-712-6428 (if their supervisor is unavailable and if the spill is of a reportable quantity).

Emergency Operations Center

Upon notification of a Hazardous Waste incident, EOC staff shall:

1. Document the following information:
 - Caller's name & phone number;
 - Exact location of spill;
 - Type of material spilled (if known);
 - Estimated quantity of material spilled (gallons/pounds);
 - Possibility of surface water, or soil, contamination; and
 - Responsible party (as much information as is known)

2. Provide the following notifications based on the nature of the spill:

Petroleum spills less than 25 gallons on roadways (not including waterways)

- No formal notifications are required as long as there is no contaminated soil or water (Courtesy notifications are advised.);
- PBC Fire Rescue Special Operations;
- PBC Engineering – Roads Section; and
- Risk Management – Employee Safety/Loss Control.

Any amount of petroleum or other chemical spilled onto surface water

- National Response Center 1-800-424-8802
- State Watch Office (within 1 hour); 1-800-320-0519
- For navigable waterways, the spill must be reported to the National Response Center and;
- Florida Fish & Wildlife Conservation Commission (FWC)
- Risk Management – Employee Safety/Loss Control
- Florida Department of Health, Palm Beach County

Petroleum spills equal to or greater than 25 gallons (roadways)

- State Watch Office (within 1 hour)
- Florida Department of Health Palm Beach County
- PBC Engineering – Road & Bridge Division
- Risk Management – Employee Safety/Loss Control.

Hazardous Materials/or petroleum spills equal to or greater than 100 gallons (roadways)

- FDEP

Request FDEP assistance immediately if:

- There is a potential to contaminate surface waters or the drainage system, (regardless of quantity); or
- The incident involves suspect hazardous materials (any quantity).

Employee Safety/Loss Control

Employee Safety/Loss Control shall:

1. Provide support to all departments to facilitate employee training;
2. Coordinate all training program tracking and attendance and hold safety meetings as necessary to reinforce these Hazardous Waste handling procedures for all supervisors and employees;
3. Make recommendations to Facilities Development and Operations (FD&O) and other departments when a change of generator status is warranted;
4. Respond to and maintain record-keeping for significant Hazardous Waste emergency clean-up incidents on County owned roads;
5. Coordinates the use of an Emergency Response Contractor for clean-up of large oil and/or oil related products on roadways when a responsible party cannot be identified.
6. Respond to the spill site if first on site or requested by Road and Bridge Division.

Responsible Party

Note: By Federal and State Law, the Responsible Party is the owner/operator of the vehicle that lost the Hazardous Material or petroleum whether it is from cargo, saddle tank, hydraulics, engine oil, etc., and no matter who or what may have caused the accident.

- If the Responsible Party is identified, they shall coordinate the cleanup. Timeliness is an important factor for roads that have been closed. The Responsible Party must fill out FDEP Pollution Notice Form located at: <https://prodenv.dep.state.fl.us/DepPNP/user/pnpRequest>
- Responsible Party must contact a Contracted Environmental Emergency Response company (EERC).

Facilities Development & Operations (FD&O)

FD&O shall:

1. Perform all permitting of County owned facilities as required by regulatory agencies (e.g., obtaining Small Quantity Generator or Large Quantity Generator Facility ID #, notification or changes of generator status, underground storage tank registration, wastewater discharge

permits, storm water permitting, Spill Prevention Control and Countermeasure (SPCC), etc.).

2. Provide technical assistance and support to ensure proper closure and remediation of all facilities that generated or stored Hazardous Materials.
3. Perform all procedures and monitoring of programs related to land and/or groundwater remediation at all County owned facilities that have contamination and require clean-up; and
4. Respond to and handle suspect materials or spills found on County owned property.
5. Administer contracts for the routine disposal of Hazardous Waste for emergency response to spills found on County owned property.

County Employee or Department discovering a spill on a roadway

A County employee discovering a spill on a County owned roadway shall:

1. Obtain relevant information and report the spill to the EOC-561-712-6428;
2. Obtain a copy of the law enforcement case number; and if a Responsible Party can be identified (see definition of “Responsible Party” above), obtain the Responsible Party’s information which will include:
 - Company name, address, telephone;
 - Driver’s name; and
 - Motor vehicle insurance carrier and policy number (include all corresponding phone numbers).

PROCEDURES:

Presently, PBC departments generate Hazardous Waste as Very Small Quantity Generators (VSQG). This PPM only addresses the requirements for this level of Hazardous Waste generation. It is important that this level of Hazardous Waste generation be maintained or reduced to continue to operate without increased requirements. Should a department anticipate or generate higher quantities of Hazardous Waste, Employee Safety/Loss Control must be notified to ensure that regulatory compliance is maintained.

Very Small Quantity Generator Requirements:

All VSQG’s must:

1. Perform a Hazardous Waste determination.
2. Not-accumulate:
 - 100 kg (220 lb.) or more of Hazardous Waste or 1 kg (2.2 lb.) of Acutely Hazardous Waste at any time.
 - 100 kg (220 lb.) ~~kg~~ of residue or contaminated soil, waste, or other debris resulting from the cleanup of a spill or 1 kg (2.2 lb.) of residue or contaminated soil, waste or other debris from the cleanup of an acutely hazardous waste spill.
3. Ensure delivery of Hazardous Waste to proper recycling or Treatment Storage and Disposal (TSD) facility
4. Keep records documenting proper disposal.

Universal Wastes:

1. Departments accumulating Universal Wastes in the County collect less than 5,000 kg at any one time making them Small Quantity Handlers of Universal Waste.
2. Universal Wastes must be managed according to 40 C.F.R. Part 273.
3. Universal Wastes are not counted when determining if a site is a SQG or VSQG.
4. Labeling – Containers must be marked:
 - “Universal Waste Batteries” or “Waste Batteries” or “Used Batteries”
 - “Universal Waste Pesticides” or “Waste Pesticide”
 - “Universal Waste Mercury-Containing Equipment” or “Waste Mercury-Containing Equipment” or “Used Mercury-Containing Equipment”
 - “Universal Waste Lamp” or “Waste Lamps” or “Used Lamps”
5. Generators can accumulate Universal Waste for a maximum of one year. Documenting accumulation dates can be satisfied by:
 - Marking each item with the date it was initially accumulated, or marking the container holding the waste with the date of initial accumulation; and

- Use of an inventory tracking system.
6. All employees must be informed about proper waste handling and emergency procedures appropriate to the type of waste they are handling. Mercury containing fluorescent lamps must be properly stored to prevent breakage (properly sized container).
 7. All releases must be immediately contained, and residues evaluated to determine if they are hazardous waste in which case they must be managed accordingly. Appropriate cleanup materials and Personal Protective Equipment must be readily available to facilitate any unforeseen releases.
 8. Manifests are not required for shipment but may be required by the transporter/shipper.

Used Oil

1. Used oil must be managed according to 40 C.F.R. Part 279 and Chapter 62-710, Fla. Admin. Code)
2. Recycling of used oil and oil filters is required.
3. Used oils are not counted when determining if a site is a Small Quantity Generator or Very Small Quantity Generator.
4. Used oils that show Hazardous Waste characteristics must be managed under the Hazardous Waste regulations, 40 C.F.R. Parts 260 – 270 and Chapter 62-730, Fla. Admin. Code.
5. On-site management of used oil requirements include:
 - Storing in tanks or containers
 - Containers and above ground tanks must be in good condition and not leaking.
 - ✓ Clearly marked or labeled with the words “Used Oil”
 - ✓ Used oil tanks shall be “double walled” if stored outside, or secondary containment provided if a discharge inside could lead to fluids going outside.
 - ✓ If a release is detected:
 - stop and contain the release
 - cleanup and manage properly the released oil, and
 - repair or replace any leaking tanks or containers.
 - Follow all applicable Spill Prevention Control and Countermeasure (SPCC) rules (40 C.F.R. Parts 110 – 112), Underground Storage Tanks (UST) rules (40 C.F.R. Part 280) and

Chapter 62-761 Fla. Admin. Code, and Aboveground Storage Tanks (AST) rules (40 C.F.R. Parts 260 and 279) and Chapter 62-762, Fla. Admin. Code.

- Oil Filters are not considered “containers” subject to the “empty” rule.
- Used filters shall be collected in a drum, labeled “Drained Used Oil Filters”.
- Oil filters can be crushed, drained and recycled as per the waste oil rules.
- Used oil filters (crushed and uncrushed) need to be recycled through a used oil filter processor, as no County facilities are designated as a used oil filter processor.

Biomedical Waste

The Palm Beach County Health Department has the primary authority and responsibility for County facilities that generate, transport, store or treat Biomedical Waste through processes other than incineration. The DEP has the responsibility for Biomedical Waste incineration and final disposal. County departments generating Biomedical Wastes (including sharps) must follow pertinent regulations (Section 381.0098, Florida Statutes, and Chapter 64E-16, Florida Administrative Code). Sites which generate Biomedical Waste must have a permit. For locations that generate less than 25 lb. of waste per month, they are exempted from the permit fee but still must follow applicable regulations/requirements.

Universal Pharmaceutical Waste

Departments that generate/accumulate Pharmaceutical Wastes must dispose of the waste appropriately. Pharmaceutical Waste that meets the definition of Hazardous Waste, as defined by regulation, must be disposed of as Hazardous Waste. Pharmaceutical Wastes, which are not Hazardous Waste, must be “reverse distributed” back to the manufacturer(s). This is normally performed by contract companies who specialize in this work. For further information, see EPA 40 C.F.R. Part 266, Subpart P and Florida Administrative Code Rule 62-730.181.

Inspection Program:

Generators are required to inspect areas where Hazardous Wastes are stored, and any emergency equipment used for responding to chemical incidents/emergencies. Supervisors will inspect and document:

1. Inspection Frequency

- Used Oil Storage tanks must be inspected daily per the Palm Beach County Unified Land Development Code, Article 14 Chapter B, Wellfield Protection, and EPA 40 C.F.R. § 265.195.

- Hazardous Waste container storage areas shall be inspected at least weekly per EPA 40 CFR §§ 262.16, 262.17, and 265.174.

2. Storage Containers (Inspection and use) must be:

- in good condition and compatible with the wastes contained;
- used only for wastes which are compatible;
- washed between uses if a new material is incompatible with the material formerly contained therein;
- kept closed except when waste is added or removed;
- covered and kept closed if a funnel is used;
- properly disposed of unless a container is being recycled back to the manufacturer/distributor (never triple rinse acutely hazardous material containers, dispose of them as acutely hazardous waste); and
- Labeled with the accumulation start date and content Name and Hazards per OSHA 29 C.F.R. 1910 Subpart Z (Standard Number 1910.1200)

Spill Prevention and Cleanup:

1. County Owned Facilities:

In the event of a spill, contain the flow of Hazardous Materials or Waste to the extent possible using spill pads, berms, pigs of dikes, as long as it can be done safely. If there is a question, whether the spill can be controlled safely contact EOC and evacuate the area. All emergencies within County facilities shall follow the procedures as per PPM CW-O-022 fire safety and emergency evacuation procedures.

- For non-emergency, small incidents, the spill shall be cleaned up immediately.
- For spills that have potentially contaminated soils, contact EOC immediately. Additional testing and cleanup procedures may be needed to determine the level of cleanup necessary.
- In the event of a fire, explosion, or other release which could threaten human health outside the facility or when it is known that a spill has reached surface water, contact EOC immediately to notify the National Response Center.

2. Other County Owned properties:

FD&O will respond to petroleum and hazardous waste spills and to “suspect” containers found on County owned property. They will assess the situation and contact the approved vendor for clean-up. Departments that manage County owned properties must report petroleum and hazardous waste spills and “suspect” containers to FD&O.

3. County Owned Road Spills:

Risk Management and The Road and Bridge Division will cooperatively respond to spills on County owned and maintained roads to assess and determine cleanup and remedial action.

- Employee Safety/Loss Control will help facilitate cleanup requirements by responding to the spill site if first on site or requested by Road and Bridge

Cleanup shall be completed in the following order, from most desirable to least.

First – The Responsible Party or the insurance carrier who either has or agrees to hire an EERC may respond in a timely manner (e.g., less than 90 minutes for road closures).

Second – If the Responsible Party is not responsive in a timely manner or refuses to hire an EERC for cleanup, the County will contact FDEP to request support and cleanup assistance.

Third – If The Responsible Party cannot be identified or will not be conducting the cleanup and FDEP will not assist, the County will assume the work and bill the Responsible Party (if known) for the costs of the cleanup.

- Road and Bridge support will be provided if:
 - ✓ the Responsible Party cannot/will not conduct the work in a timely manner or is unknown;
 - ✓ the spill impacts road surfaces;
 - ✓ the spill is estimated to be less than 25 gallons;
 - ✓ the spill is restricted to vehicle fluids (e.g. fuels (except gasoline), oils, hydraulics, etc.);
 - ✓ the spill can be cleaned up safely without special respiratory equipment and personal protective equipment (PPE); or
 - ✓ feasible for spills exceeding 25 gallons on County road surfaces. The feasibility of cleanup by Road and Bridge will be determined on a case by case basis. If Road and Bridge is unable to conduct the cleanup, an EERC will be contracted for the work.

Training:

1. Waste Generators: Employees working in areas that generate Hazardous Waste, including Biohazardous Waste, Universal Waste, Pharmaceutical Waste or Used Oils must be trained by supervisor/Waste Coordinator. Employee Safety/Loss Control and FD&O will assist supervisor as requested. All employees must know:

- ✓ how to properly dispose of or recycle Hazardous Waste, Universal waste and Used Oils;
- ✓ proper procedures and use of PPE and when to request help / advice;
- ✓ how to respond / report emergencies appropriately;
- ✓ how to conduct cleanup activities when materials are spilled/broken;
 - Small scale cleanup may be accomplished by employees;
 - Larger scale, toxic or flammable chemical spills or spills possibly contaminating soil/water will require cleanup coordination with Risk Management/FDO.
 - Hazardous Waste Operations and Emergency Response training depends on the job function , responsibilities and previous level of training
 - Contact ES/LC to determine which level of Hazwoper training is required

2. Road Cleanup Spill:

ES/LC will assist in training Road and Bridge employees in proper procedures, materials and personal protective equipment to be used during small scale cleanup activities.

Waste Minimization Program:

It is the County's goal to minimize the amount of Hazardous Waste that it generated and subsequently, disposed of. Waste minimization is the most effective way to reduce Hazardous Waste handling costs and future Hazardous Waste liability. Waste minimization also aids in the reduction of chemicals that have the properties of persistence, bioaccumulation, and toxicity. Employee Safety/Loss Control will assist and advise County departments in the elimination or substitution of chemicals listed as EPA's priority chemicals.

1. Inventory Control: Hazardous Wastes are sometimes generated when unused raw materials must be disposed.. Supervisors will establish stock rotation procedures for dated materials (e.g., laboratory materials). Purchasing trends will be reviewed because large quantity discounts are often offset by the costs of disposing of surplus materials.
2. Product Substitution: County Departments will replace hazardous products with non-hazardous products whenever possible (steam substituted for solvents). When nonhazardous

products cannot be used, less hazardous products will be utilized (e.g., products containing carcinogens substituted with non-carcinogen containing products).

3. Procedural Changes: Supervisors will review routine work to determine if waste quantities can be decreased. Departments will cooperate in the operational changes recommended to minimize waste generation. Large volumes of waste can also be generated when cleaning up chemical spills. Supervisors will train employees in techniques that minimize the generation of contaminated material (e.g., proper use of absorbents and rinse waters).

Transportation and Disposal Procedures:

County Facilities that generate Hazardous Waste are required to comply with RCRA and DOT shipping, and training requirements. All Hazardous Waste MUST be shipped from the generating facility and not be transported to a main collection facility within the County unless that facility is a DEP Registered Large Quantity Generator. If the waste has the same properties as the original material, it must be shipped from the facility in the same type of container approved to originally ship the material. If the Hazardous Waste is to be shipped in a previously used container, completely obliterate or remove old markings to prevent misidentification of the waste during on-site handling, transportation, off-site management, or even potential clean-ups at treatment, storage and disposal facilities. Before offering Hazardous Waste for transportation, each container of 110 gallons or less must be marked with the following information:

1. Proper shipping name;
2. United Nations/North American (UN/NA) hazardous materials identification number; and
3. The proper DOT Hazard Class Label containing the following words:
HAZARDOUS WASTE
Federal law prohibits improper disposal.
If found, contact the nearest police or public safety authority or the U.S. Environmental Protection Agency.
Generator Name & Address:
Manifest Document Number (if applicable):
Waste description
(Note: These labels are available through the Purchasing Warehouse.)

Record keeping and Reporting Requirements:

The following records shall be maintained in permanent form, and available for inspection, unless otherwise exempt in accordance with law, at the facility for a minimum of (30) years. Note that all waste analysis (lab testing) must be retained indefinitely unless the process or materials change.

1. Hazardous Waste Manifests, or Bill of Lading (BOL), TSD confirmation of receipt of waste (signed manifest or receipt), exception reports, test results, waste analysis or other determinations are to be completed by the supervisor with copies to Employee Safety/Loss

Control (Note that VSQGs do not need to use a manifest and may ship their own wastes to a licensed TSDF);

2. Employee training records (copies or electronic recordkeeping);
3. Hazardous waste and Chemical inventories; and
4. Internal facility inspections.

Contractor/Vendor Requirements

All bid documents for contract services involving Hazardous Waste handling, transportation, storage and disposal shall contain verbiage that requires contractors to abide by the requirements of RCRA, 40 C.F.R. Parts 260-299; FDEP Chapter 62-730 Fla. Admin. Code, and OSHA 29 C.F.R. 1910.120 (e)(8)



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. Administrative Order #6-10, dated 1/31/84
2. PPM# CW-O-006 effective 07/01/88
3. PPM# CW-O-006 effective 07/13/2000
4. PPM# CW-O-006 effective 07/17/2012
5. PPM# CW-O-006 effective 02/09/2018

Attachment A:

DEFINITIONS:

Acutely Toxic: Fatal to humans in low doses, or has lethal effects on experimental organisms, or causes serious irreversible or incapacitating illnesses that result either from a single exposure or from multiple exposures in a short period of time (usually less than 24 hours). To be described as acute toxicity, the adverse effects should occur within 14 days of the administration of the substance

Biomedical Waste: Biomedical waste is any solid or liquid waste, which may present a threat of infection to humans, including non-liquid tissue, body parts, blood products and body fluids from humans and other primates; laboratory and Veterinary wastes, which contain human disease-causing agents; and discarded sharps. The following are also included:

- Used, absorbent materials saturated with blood, blood products, body fluids or excretions or secretions contaminated with visible blood and absorbent materials saturated with blood or blood products that have dried and
- Non-absorbent, disposable devices that have been contaminated with blood, body fluids, secretions, or excretions visibly contaminated with blood, but have not been treated by an approved method.

Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA): provides Federal authority to respond directly to releases or threatened releases of hazardous substances that may endanger public health or the environment.

Characteristic Hazardous Waste: Wastes that exhibit characteristics that can identify a waste as hazardous to human health and the environment. Characteristic wastes are regulated under RCRA if they exhibit one of the following characteristics:

- **Ignitable Wastes:** Waste that is determined to be flammable under certain conditions. Liquids, other than aqueous solutions containing less than 24 percent alcohol, which have a flash point less than 140 degrees Fahrenheit (using specified tests), ignitable compressed gas (40 C.F.R. Part 261), an oxidizer (40 C.F.R. Part 261) or a non-liquid that can cause fires due to friction, absorption of moisture, spontaneous chemical changes, or retained from processing. Examples are solvents, paint thinners and oxidizers. The hazardous number is D001.
- **Corrosive Wastes:** Waste that corrodes metals or has a very high or low ph. Aqueous materials that have a pH of less than or equal to 2.0 or greater than 12.5 or can corrode steel SAE 1020 greater than .250 inches per year at 130 degrees Fahrenheit. Examples are acids and bases. The hazardous waste number is D002.

- **Reactive Wastes:** Waste that readily explodes or undergoes violent reactions. Reactive wastes are capable of detonation, explosive decomposition or reaction at normal temperatures and pressures; normally lacks stability; undergoes violent chemical change without detonating; reacts violently with water and releases toxic gases, fumes or vapors; a cyanide or sulfide bearing waste which can generate toxic gases, vapors, or fumes when exposed to mild acidic or basic conditions. Examples are perchlorates, peroxides, and cyanides. The hazardous waste number is D003.
- **Toxicity and TCLP Wastes:** Chemical and manufacturing process wastes and specific chemical wastes as in Subpart D of 40 C. F.R. Part 261. A solid waste which when tested using the Toxicity Characteristic Leaching Procedure, test Method 1311 contains any of the contaminants equal to or greater than the concentrations listed in table 1 (40 C.F.R. § 261.24). The hazardous waste numbers are D004 through D043.

Department of Transportation (DOT): United States Department of Transportation – establishes many of the regulations associated with the transportation of hazardous materials.

EPA TRI (Toxic Release Inventory) priority chemicals list – A list of over 800 chemicals targeted for waste reduction or elimination in order to control potential health effects and environmental impacts.

Hazardous Materials: Incident: an accidental or unintentional release of a solid waste or hazardous waste, which could pose a threat to health, and or safety of employees, the public or property.

Hazardous Waste: Is a waste with properties that make it dangerous or potentially harmful to human health or the environment. In regulatory terms, a RCRA hazardous waste is a waste that appears on one of the four hazardous wastes lists (F-list, K-list, P-list, or U-list), or exhibits at least one of four characteristics—ignitability, corrosively, reactivity, or toxicity.

Incidental Release: Responses to incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of release by employees in the immediate release area, or by maintenance, personnel are not considered emergency responses within the scope of this standard. Responses to releases of hazardous substances where there is no potential safety or health hazard (i.e., fire, explosion, or chemical exposure) are not considered emergency responses.

Listed Wastes: Wastes from generic industrial processes, wastes from certain sectors of industry, and unused chemical products and formulations. As listed in 40 C.F.R. Part 261 Subpart D

- F Listed - Common industrial and manufacturing processes also known as wastes from nonspecific source. (40 C.F.R. § 261.31).
- K Listed - Wastes from specific industrial sources (40 C.F.R. § 261.32).

- P Listed - Discarded unused chemicals pure or commercial grade with acutely toxic and reactive properties. (40 C.F.R. § 261.33).
- U Listed - Discarded unused chemicals pure or commercial grade with primary hazardous properties of toxicity, reactivity, ignitability, corrosively (40 C.F.R. § 261.33).

Resource Conservation and Recovery Act (RCRA): the act created in 1976 as the framework for the hazardous and non-hazardous waste management programs.

Regulated Medical Waste (RMW): also known as “biohazardous” waste or “infectious medical” waste or “biomedical Waste” is the portion of the waste stream generated by healthcare / laboratory and veterinary operations. (See Biomedical Waste)

Reportable Quantity: a hazardous material spill in a quantity as defined by CERCLA (see site-specific contingency or emergency response plans) or a petroleum spill greater than 25 gallons on a pervious surface.

Small Quantity Generator (SQG): Generates more than 100 kg, but less than 1000 kg of hazardous waste per month (220 to 2200 lb).

Solid Waste: Garbage, refuse or sludge in a solid, liquid, semi-solid or gaseous state, which is discarded or has served its intended purpose or is inherently waste like. Industrial wastes or other discarded, abandoned materials including solid, semisolid, liquid or contained gaseous materials resulting from industrial, commercial, mining, agricultural and community activities.

Universal Waste: Commonly recycled wastes, regulated under 40 C.F.R. Part 273 including batteries, pesticides, mercury containing equipment and Lamps (i.e. fluorescent light bulbs).

Universal Pharmaceutical Waste: Pharmaceutical means any chemical product, vaccine or allergenic (including any product with the primary purpose to dispense or deliver a chemical product, vaccine or allergenic), not containing a radioactive component, that is intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease or injury in man or other animals; or any chemical product, vaccine or allergenic (including any product with the primary purpose to dispense or deliver a chemical product, vaccine or allergenic), not containing a radioactive component, that is intended to affect the structure or function of the body in man or other animals. This definition includes products such as transdermal patches, and oral delivery devices such as gums or lozenges. This definition does not include sharps or other infectious or biohazardous waste, dental amalgams, medical devices not used for delivery or dispensing purposes, equipment, contaminated personal protective equipment or contaminated cleaning materials.

A pharmaceutical universal waste is defined as a pharmaceutical that is a hazardous waste as defined in 40 C.F.R. § 261.3, and containers (e.g., bottles, vials, IV bags, tubes of ointment/gels/creams, ampoules, etc.) which have held any hazardous pharmaceutical waste and which would be classified as hazardous waste under 40 C.F.R. § 261.7. The Agency decided to define "pharmaceutical universal waste" to ensure that any container, which has held hazardous pharmaceutical wastes (and thus is considered a hazardous pharmaceutical waste, unless that container is considered "RCRA-empty") could also be managed in the universal waste system.

Used Oil: Oil that has been refined from crude oil or synthetic oil and has been used resulting in physical or chemical impurities making it no longer useful. Animal and vegetable oils are excluded from this definition. Oils such as lubricants, hydraulic fluids, heat transfer fluids, buoyant and other similar purposes are considered to be used oil. Products used solely for their solvent properties as well as certain petroleum derived products like antifreeze and kerosene are excluded. Any contamination must be as a result of use and not by having this waste stream contaminated (e.g., solvent contamination).

Very Small Quantity Generator (VSQG): Generates less than 100 kg / month (220 lb.) and less than 1 kg (2.2 lb.) of acutely hazardous (such as some pesticides, toxins or arsenic and cyanide compounds) waste per month. VSQGs are exempt from many of the Hazardous Waste Regulations but must still:

- Perform Hazardous determinations.
- Cannot accumulate more than 1000 kg (2200 lb.) at any time
- Ensure delivery of hazardous waste to a proper recycling facility or Treatment Storage and Disposal Facility (TSDF) within one year of generation.
- Keep records documenting proper disposal.

Waste Coordinator: the designated employee responsible for coordinating the identification and correct disposal or recycling of Hazardous Waste, Universal Waste and Waste Oils and maintaining waste storage areas as required by Hazardous, Universal and Waste Oil standards as identified in this PPM.

Small Quantity Handlers: (SQH) Generates less than 5,000 kilograms (kg) (approximately 11,000 pounds) of all universal waste categories combined at their locations at any time. SQH are required to manage universal waste in a way that prevents releases to the environment.