



City Manager: _____

THE CITY OF POMONA

SAFETY POLICIES AND PROCEDURES

HAZARDOUS WASTE MANAGEMENT POLICY

I. PURPOSE

To purpose of this Policy is to ensure that the City of Pomona is in compliance with applicable Federal, State, and local regulations affecting the storage, handling, and disposal of hazardous waste.

II. APPLICABILITY

This Policy applies to all City employees.

III. POLICY

It is the policy of the City of Pomona to manage hazardous waste in compliance with applicable Federal, State, and local regulations. Wherever possible, hazardous waste generated by the City will be managed in a manner that minimizes short and long-term liability associated with such waste. The City will make every effort to reduce the volume and toxicity of hazardous waste generated to the degree determined to be economically practicable (waste minimization).

IV. DEFINITION OF TERMS

“Compatible Containers” – a container that is defined as being compatible with the hazardous waste that is being stored in the container as referenced in column eight (8) of the Hazardous Materials Table, 49 CFR Section 172.101.

“Extremely Hazardous Waste” – waste materials which are identified as extremely hazardous by the California Environmental Protection Agency. Examples are: arsenic compounds, bromine, dinitrobenzenes, hydrazine, and other compounds and mixtures listed in 22 CCR 66261.

“Hazardous Waste” – a waste, or combination of wastes, which because of the quantity, concentration, or physical characteristics, may either cause or significantly contribute to an increase in mortality or an increase in a serious irreversible, or incapacitating illness, pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed (HSC 25117).

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“*Hazardous Waste Manifest*” – a shipping paper that is used to transport hazardous waste on the highway.

“*Land Ban*” – a Land Disposal Restriction is referred to as a "land ban" and the hazardous wastes affected are called "restricted wastes." Those subject to LDR's must provide notification and certification that the waste meets the applicable treatment standards. Restricted wastes must meet treatment standard levels prior to placement in a RCRA disposal unit (landfill, waste pile, land treatment unit, or surface impoundment).

“*Treatment*” – any method, technique, or process which changes or is designed to change the physical, chemical, or biological character or composition of any hazardous waste or any material contained therein, or removes or reduces its harmful properties or characteristics for any purpose (HSC 25123.5).

V. RESPONSIBILITIES

A. Department Directors shall:

1. Ensure that this Hazardous Waste Policy is implemented within their departments. The department director has the authority to delegate any or all portions of the Hazardous Waste Policy to subordinates, but the department director shall be held responsible for compliance.
2. Annually budget for hazardous waste disposal.

B. Division Managers shall:

1. Implement all aspects of this Policy within their divisions.
2. Arrange for transportation and disposal of hazardous waste generated within their divisions.
3. Provide information to Risk Management on waste being generated; including constituents and weight percentages, date of generation, special hazards, etc.

C. Employees shall:

1. Adhere to all aspects of this Policy.
2. Immediately report hazardous materials spills, leaking containers, or other release to their supervisors.

D. Safety Officer shall:

1. Maintain the Hazardous Waste Management Policy.
2. Inspect waste storage areas to ensure compliance with applicable regulations.
3. Prepare State Board of Equalization Tax Returns (generator fees, manifest fees) and regulatory agency reports (EPA Biennial Hazardous Waste Report, Waste Minimization Reports).
4. Make hazardous waste determinations.

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5. Attend inspections with regulatory agency personnel, correct citations, and prepare formal responses.
6. Maintain a list of established waste streams at the City of Pomona.

VI. PROCEDURE

A. Hazardous Waste Identification

Generally, hazardous wastes are any of those that meet the definition of hazardous waste provided in this document. However, this list is not all inclusive, and the determination of a waste as hazardous involves careful evaluation and/or laboratory analysis. Any questions regarding the status of a particular waste should be directed to the Safety Officer.

B. Hazardous Waste Generation

Prior to generating a new or previously unidentified hazardous waste, Division Managers will contact the Safety Officer and provide information on the waste being generated. Department personnel generating hazardous waste shall maintain labels with the following information:

- Accumulation start date (the date the first drop of waste was placed into the container);
- Chemical constituents;
- City's EPA ID number (CAD981463151); and
- City name and address.

All hazardous waste generated at 636 W. Monterey and the contiguous property at 148 N. Huntington Street shall be manifested under the City's EPA ID Number (CAD981463151). All hazardous waste generated at any other location will require a temporary EPA ID number. Departments who generate hazardous waste must contact the Safety Officer prior to obtaining a temporary EPA ID number.

All efforts shall be made to keep hazardous waste containers in good condition and free from exterior contamination. All hazardous waste containers must be stored in secondary containment. The secondary containment must be designed to capture 110% of the capacity of the largest container stored within the containment. Waste materials shall be collected and stored in compatible containers.

C. Hazardous Waste Disposal

Hazardous waste containers may be stored on-site for no more than 90 days. The 90 day period begins to run when the first drop of hazardous waste is placed into the container. It is the responsibility of the generating department to have the waste picked up by the City's hazardous waste disposal contractor before the 90 day period has expired.

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Hazardous waste manifests and land ban forms may only be signed by Division Managers, the Safety Officer, or Risk Manager. The manifests and land ban forms shall be sent to Safety Officer by the Division Manager for processing with the Department of Toxic Substances Control (DTSC). Manifests must be sent to the DTSC within 30 days of the waste being picked up for disposal.

D. Training

Unless otherwise specified, employees handling or generating hazardous waste must receive hazardous waste generator training on an annual basis. Additionally, individuals who have the authority to sign manifests must be trained in Department of Transportation (DOT) regulations. DOT refresher training must occur every three (3) years.

E. Recordkeeping

Departments are responsible for maintaining legible labels on all of the hazardous waste containers in their areas. Records of all manifests will be kept on site for a minimum of three (3) years from the established submittal date. Biennial Reports will be kept for 30 years. The Risk Management Division will maintain all manifests, biennial reports, and hazardous waste tax forms.

VII. ACTION

This revised Policy is effective 2/2/07.

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