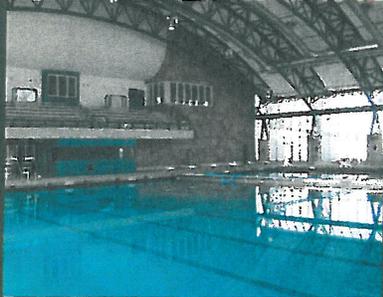
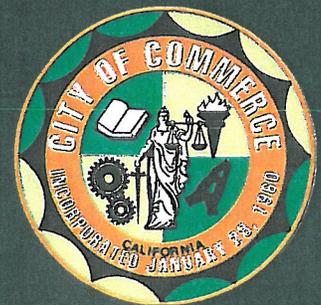




THE MODEL CITY
CITY OF COMMERCE



**HAZARDOUS MATERIALS
MANAGEMENT AND
CONTINGENCY PLAN**



Introduction – Standard Operating Procedure

Many common products that we use in our daily operations contain hazardous ingredients and require special care to dispose. It is illegal to dispose of hazardous waste in the trash, down stormdrains, or on the ground. Chemicals illegally or improperly disposed can contaminate our air, water, and possibly the food we eat. Disposing of hazardous waste in the trash also can cause additional hazards to your trash handler.

This Standard Operating Procedure (SOP) for hazardous materials management serves to identify the proper storage, disposal, and response methods for City-generated hazardous waste and spills.

Purpose

This policy sets procedures for disposal of hazardous waste in accordance with Federal, State, and Local laws and regulations.

Definition

Accumulation Start Date. The date when material has been put into the hazardous waste storage area and labeled.

Extremely Hazardous Material. A substance or combination of substances which, if human exposure should occur, may likely result in death, disabling personal injury or serious illness caused by the substance or combination of substances because of its quantity, concentration or chemical characteristics.

Extremely Hazardous Waste. Means any hazardous waste or mixture of hazardous waste which, if human exposure should occur, may likely result in death, disabling personal injury or serious illness.

Four Characteristics of Hazardous Waste

1. Toxicity (poisonous)
2. Reactivity (can explode)
3. Ignitability (can catch fire)
4. Corrosivity (acidic or alkaline; can cause burns)

Hazardous Material. Any material that, because of its quantity, concentration or physical or chemical characteristics, poses a significant present or potential hazard to

human health and safety or to the environment if released into the workplace or the environment.

Hazardous Waste. A waste or combination of wastes, which because of its quantity, concentration or physical, chemical or infectious characteristics may either cause or significantly contribute to an increase in mortality or illness or pose a substantial present or potential hazard to human health or the environment.

Main File. The file maintained by the warehouse of all paperwork pertaining to hazardous waste materials.

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:

1. The nature and amount of waste that is being transported off-site;
2. Who is the generator;
3. Who is the transporter;
4. What is the waste's destination.

Manifest Acknowledgment Copy. A copy of the manifest acknowledging hazardous waste material has arrived at its final destination.

Primary Generator. Any department (Administration, Maintenance, Public Works and so on) that produces a waste product considered to be hazardous.

Transporter. A company licensed to transport hazardous materials.

Universal Waste. Waste that pose a lower risk than other hazardous waste, are generated by a wide variety of people, and allow for its handling and transportation under a simple set of rules. Universal Waste include cathode ray tubes (CRTs), batteries, lamps, electronic devices, mercury thermostats, non-empty aerosol cans, mercury switches, mercury thermometers, pressure or vacuum gauges, dilators and weighted tubing, rubber flooring, mercury-added novelties, mercury gas flow regulators, counterweights and dampers, and gauges.

General Information

A. The Primary Generator will:

1. Label hazardous waste material;
2. Properly package, store and secure hazardous waste material;
3. Supply hazardous waste material inventory sheets and other pertinent information to the Environmental Services Manager.
4. Ship hazardous waste within 90 days of the accumulation start date;
5. Provide a licensed transporter to transport the hazardous waste;
6. Witness the loading and verify the load to the manifest.
7. File and maintain all paperwork in the main file:
 - a. Hazardous waste manifest;
 - b. Manifest acknowledgment copy;
 - c. Material inventory sheet.
8. Handle correspondence with state and local agencies
9. Provide specifications and necessary documents.

B. The Primary Generator Supervisor will be the person signing the manifest.

C. The Environmental Services Manager will be the alternate person to sign the manifest.

Safety Information

Read all labels on containers of hazardous materials you handle. If no label is present, do not use the materials until you have learned of its contents and their necessary safety precautions. Because labels do not provide all the information you may need when working with hazardous materials, you should refer to the **Material Safety Data Sheet (MSDS)** for that material. MSDSs provide vital information about the hazardous materials in your workplace.

Manufacturers supply MSDSs on all of their products containing hazardous materials. An MSDS must be available for all hazardous materials used in City operations. Ask your supervisor for their location. If an MSDS is not available for a particular hazardous material, contact the manufacturer to obtain one.

MSDSs generally contain most or all of the following information, but may be grouped differently and under different headings:

- Chemical product and company identification.
- Composition and information on ingredients.
- Hazards identification.
- First-aid measures.
- Firefighting measures.
- Accidental release measures.
- Handling and storing.
- Exposure controls and personal protection.
- Physical and chemical properties.
- Stability and reactivity.
- Toxicological information (poisonous).
- Ecological information (environmental impact of release).
- Disposal considerations.
- Transport information.
- Regulatory information.
- Other information that may be useful.

Hazardous Materials Storage

Hazardous materials should be stored in secure storage areas and sheds which are appropriately ventilated and capable of containing any leaks or spills. Each City department is responsible for ensuring that its hazardous materials are stored in accordance with this SOP.

- Store and transfer all hazardous materials and hazardous waste in a manner that will not threaten human health or the environment.
- Attach placards to storage sheds/areas that accurately identify the characteristics of the hazardous materials stored within.
- Place “No Smoking” signs wherever there is a hazard from ignitable or reactive waste.

Restricted Access to Storage Areas/Sheds

Storage areas and sheds must be secure at all times to prevent unauthorized personnel from accessing the hazardous materials. Keys to the locked storage sheds should be assigned to maintenance supervisors who have been trained in proper hazardous materials handling and storage procedures.

Storage Limitations

Under California law, a facility that generates less than 220 pounds per month is allowed to accumulate up to 220 pounds of hazardous waste for an indefinite period of time. In excess of 220 pounds for hazardous waste and 2.2 pounds of extremely hazardous waste, there is a 90-day storage limitation. The 90-day limit begins when any amount of hazardous waste starts to accumulate.

Storage Containers

Hazardous materials must be stored in containers, drums, or on secured shelves within a covered and locked enclosure or designated area within a structure on City property. Do not open, handle, transfer or store hazardous waste storage containers in a manner that may rupture the containers or cause them to leak. Inspect all areas used for hazardous waste storage or transfer at least weekly to detect leaking or deterioration of containers and the containment system which could be caused by corrosion or other factors. Use of a secondary container for storage of hazardous materials will help contain potential leaks.

Storage containers must be:

- In good condition and free of rust and defects.
- Made or lined with materials that will not react with or otherwise be incompatible with the hazardous waste stored in them.
- Marked with the start date of when the 90-day accumulation period began.
- Labeled “hazardous waste” and indicate the contents’ particular hazardous waste properties such as “flammable” or “reactive.”
- Labeled with the City of Commerce and City address as the generator.
- Closed during storage and transfer to prevent spills except when it is necessary to add or remove hazardous waste.

WARNINGS

Place all hazardous waste storage containers with ignitable or reactive waste in portable hazardous materials storage sheds or at least 50 feet from the facility’s property line.

To avoid injury, do not place incompatible hazardous wastes or incompatible wastes and other materials in the same container or portable hazardous materials storage shed.

Separate any container holding a hazardous waste that is incompatible with any waste or other materials transferred or stored nearby in other containers, piles or open tanks from the other materials, by means of a wall or other device.

Protect all hazardous waste from sources of ignition or reaction including open flames, smoking, cutting and welding, hot surfaces, frictional heat, sparks (static, electrical or mechanical), spontaneous ignition (i.e. from heat-producing chemical reactions), and radiant heat.

Special Waste Handling Procedures

The following provides general guidelines for handling special hazardous waste materials:

Aerosol Spray Paint or Solvent Cans

Empty aerosol cans are recyclable. Aerosol cans are considered empty when the pressure in the container approaches atmospheric pressure. If there is any propellant in the cans or if the cans are at all pressurized, they must be managed as hazardous waste. Place pressurized cans in a drum marked "small spray cans" located in designated the storage sheds/areas.

Consumer Batteries

Consumer batteries such as flashlight batteries include nickel-cadmium, alkaline, carbon-zinc, mercuric oxide, silver oxide, and lithium batteries. Once used completely, treat these batteries as hazardous waste. Place them in a drum or other suitable container marked "used batteries" and store the drum in the hazardous storage area or shed.

Car Wash Sediment

Vehicle washing is prohibited on City property except for the dedicated Transportation wash area for City buses. Depending on the type of detergent or solvents used in washing vehicles, they may or may not contribute to the hazardous waste stream. However, washing vehicle engines with a degreaser can add hazardous constituents such as heavy metals to the water stream. Also, the City's National Pollutant Discharge Elimination System (NPDES) prohibits the runoff of water into stormdrains.

Paint and Supplies

Non-hazardous

Empty paint containers or dry brushes and trays are not considered hazardous waste, provided that all of the procedures are met:

- Do not leave paint containers open to allow solvents to evaporate into the air.
- Make sure that the containers have been emptied so that only a thin film of paint remains in the containers.
- Make sure that the thin film of paint that remains in the containers is completely dried and solidified.
- Make sure that the containers are not giving off vapors from solvents or thinners which have been mixed with the paint.

- Make sure that the paint on the brushes or in the trays is completely dried and solidified.

Hazardous – paint and supplies

Paint containers, brushes, and trays that do not meet the criteria noted above must be managed as hazardous waste. The following procedures must be followed:

- Retain all residual liquid paint in their original containers and place the containers, brushes, and trays in a drum marked “paint waste” stored in the hazardous waste storage area or shed.

Hazardous – thinners, removers and turpentine

Paint thinners, removers, and turpentine are hazardous materials. The following procedures must be followed:

- Store all residual materials in their original containers within a drum marked “thinners, removers, turpentine.” The drum must be stored in the hazardous waste storage area or shed.

Container Disposal

Dispose of all containers of 5 gallons or less, that previously contained oils, soaps, solvents or degreasers, and are drained of all free-flowing liquids in the trash container except for plastic and metal containers, they are recyclable. If the containers have liquid residue remaining, place them in a drum marked “hazardous waste containers for disposal.” Place the drum in the hazardous waste storage area or shed.

Lead-painted Construction Debris

Intact, painted building materials are generally not considered hazardous materials. It depends on if during the demolition or dismantling of buildings, the paint is separated from the building material such as chemically or physically removed. The paint waste should then be evaluated independently from the building material to determine its proper management.

Catalytic Converters

Catalytic converters that have been removed from automobiles are hazardous waste. Catalytic converters however may be treated as scrap metal as long as the catalyst material is left in the converter shell during collection and transport and the converters will be recycled.

Contaminated Rags and Gloves

Place all rags and gloves that have been contaminated with oil, containing or suspected of containing Polychlorinated Biphenyls (PCBs), in a drum marked "Oily Rags/Gloves - PCBs" in the hazardous waste storage area or shed.

PCBs were used in the manufacture of electrical transformers, capacitors, light ballasts, X-Ray machines and vacuum pumps. Its quality as a fire retardant and insulator made them useful in high temperature applications. However, concern over the toxicity and persistence in the environment of PCBs led to a ban of the use of the substance for most applications in 1979.

Place all rags and gloves saturated with non-PCB oil, grease, and solvents in a drum marked "Oily Rags/Gloves" in the hazardous waste storage area or shed.

Spill Residue

Materials such as sand, Safe Step, kitty litter, absorbent pads or soil used in a spill clean-up should be managed as hazardous waste. Place this waste in drums marked with their contents, such as kitty litter and gasoline. Place the drum in the hazardous waste storage area or shed.

Automotive Antifreeze

The primary component of automotive antifreeze is ethylene glycol which is an odorless, colorless liquid. According to the California Department of Toxic Substance Control (DTSC), any waste containing greater than or equal to 33 percent ethylene glycol is a hazardous material. This assumes that the material exhibits no other hazardous material characteristic and that ethylene glycol is the only constituent of concern in the waste.

The 33 percent rule does not apply to used antifreeze, which is always considered a hazardous material because of its ethylene glycol content and the presence of heavy metals. Automotive antifreeze can be recycled.

Waste Oil and Filters

Waste Oil

Waste oil can contain such contaminants as lead, magnesium, copper, zinc, chromium, arsenic, chlorides, cadmium, and chlorinated compounds. Oil poured down drains or onto the ground can work its way into our ground and surface waters and cause serious pollution. One gallon of waste oil can foul a million gallons of drinking water. Federal reports indicate that waste oil accounts for more than 40 percent of the total oil pollution of our nation's harbors and waterways. Waste can be recycled and reused. Drain all waste oil into a leak-proof drum and label it "waste oil" and store the drum in the hazardous waste storage area or shed.

Metal Oil Filters

If metal oil filters are drained of all oil and are recycled for their metal, then they are not considered hazardous waste. Otherwise, treat as a hazardous waste and set them aside in a drum labeled "Oil Filters" in the hazardous waste storage area or shed for proper disposal.

Universal Wastes

Common examples of universal waste include cathode ray tubes (CRTs) found in televisions and computer monitors, electronic devices such as VCRs and DVD players, batteries, fluorescent lamps, and Mercury thermostats and switches. Universal wastes pose a lower risk than other hazardous wastes. In order not to have to manage universal waste as hazardous waste, the following must be recycled:

- Cathode ray tubes (TV and computer glass)
- Fluorescent lamps
- Mercury thermostats, switches, and gauges
- Dilators and weighted tubing
- Gas flow regulators
- Counterweights and dampers

Do not store universal waste for longer than one year after generating or receiving the waste. Accumulation time must be documented and labeled on the universal waste or on containers or packages of universal waste. Emergency response personnel must be able to identify the universal waste. *A manifest is not necessary for recycled universal waste and can be transported in a City vehicle.*

Hazardous Waste Transportation and Disposal

Much of what the City generates as hazardous waste can be recycled or safely disposed of if not recyclable. **There is a 90-day storage limitation.** The 90-day limit begins when any amount of hazardous waste starts to accumulate. The following hazardous waste transporters are available for use:

Oil, Antifreeze, Paint, Hazardous Waste	
Express Oil 21601 Parthenia St. Canoga Park, CA 91304 (818) 700-7996	Stress Less Environmental <i>Emergency Spill Response</i> (909) 587-1260 (emergency pick-up) (909) 899-0044 (office)
Asbury Environmental Services (AES) 2100 N. Alameda St. Compton, CA (800) 974-4495	Enviroserv, Inc. <i>Emergency Spill Response</i> Signal Hill, CA (800) 368-4778
Ocean Blue Environmental <i>Emergency Spill Response</i> 925 West Esther Street Long Beach, CA 90813-1423 (562) 624-4120	
E-Waste (Computers, TVs)	
E-Waste Center 5788 Smithway St. Commerce, CA 90040 (323) 837-9950	Global e-Recyclers, Inc. 13238 Florence Ave. Santa Fe Springs, CA (562) 321-9310
Tires	
A & B Tire 10659 Forest St. Santa Fe Springs, CA 90670 (562) 944-3823	Daniel's Tire Service 11850 E. Slauson Ave. Santa Fe Springs, CA 90670 (562) 698-9401
Medical Waste	
Stericycle 2775 E. 26 th St. Vernon, CA (323) 807-6885	

Batteries - Fleet	
E-Waste Center – Consumer Batteries 5788 Smithway St. Commerce, CA 90040 (323) 837-9950	Wayne Electric – Fleet Batteries 1560 W. Anaheim St. Long Beach, CA 90813 (562) 432-0928

EPA Identification Numbers for Transporting Hazardous Waste

EPA ID numbers, issued either by the U.S. Environmental Protection Agency (U.S. EPA) or by the California Department of Toxic Substances (DTSC), identifies each handler (the City in this case) of hazardous waste on hazardous waste manifests and other paperwork. This allows the waste to be disposed of or recycled and tracked to its end destination. EPA ID numbers are assigned to each site generating hazardous waste that is not physically connected. The following are the City's EPA ID numbers that must be used on all manifests when transporting hazardous waste for disposal:

EPA ID Number	Site Name & Address	Purpose
CAL000248241	North Annex 5550 Harbor St. Commerce, CA 90040	Disposal of all hazardous waste generated by City operations, not transportation related
CAL000331671	Veteran's Park 6364 Zindell Ave. Commerce, CA 90040	Disposal of lead from the marksmanship range.
CAL000195380	Transportation 5555 Jillson St. Commerce, CA 90040	Disposal of all hazardous waste related to transportation operations
CAS111111019 <i>L.A. County EPA ID #</i>	Public Right-of-Ways L.A. County response per City request.	Disposal of abandoned hazardous waste not generated by City operations.

Oil Spill Contingency Response

An Oil Spill Contingency Plan meeting the provisions of 40 CFR part 109 and a written commitment of personnel, equipment, and materials is required to expeditiously control and remove any quantity of oil discharged that may be harmful to human health.

Definition of Authorities, Responsibilities, and Duties

The City of Commerce is the responsible agency. The Departments of Transportation, Public Works & Development Services, and Community Services work in conjunction to respond expeditiously to hazardous waste spills with in-house personnel, City-owned and operated equipment, and contracted services. In particular, Fleet Maintenance Supervisors and Mechanics, Public Services maintenance staff, and emergency response team members serve as first responders and are involved in planning or directing oil removal operations. The Community Services Department serves as the City's emergency response coordinator and has an in-house Search and Rescue Team in addition to an onsite Emergency Operation Center (EOC) and is under contract for emergency response with Los Angeles County Sheriff's and Fire Departments.

The City's first responsibility is to train employees handling hazardous waste and prevent spills. Employees are trained annually on the proper handling of hazardous materials through the City's Joint Powers Insurance Authority (JPIA) and on the use of personal protective equipment and the City's and Department's safety measures prior to engaging in the handling of hazardous waste. Refresher training must be completed annually.

Containment and Notification Procedures

For the purpose of early detection and timely notification of an oil discharge, the following procedures must be followed:

1. To contain spills, containers of hazardous materials must be stored as described in the Hazardous Materials Storage section contained in this Plan.
2. Responsible personnel involved in the clean-up must wear protective gloves, safety glasses, and protective clothing. Also available for use as needed are respirators, face shields, first aid kits/stations, hard hats, plumbed eye wash stations, portable eye wash kits, safety showers, intercom system, portable radios, cell phones, and land lines.
3. Responsible personnel are to contain and mitigate spills of minimal quantities onsite with the use of chemical absorbent material and dykes.
4. Trained personnel may also use fire extinguishers and fire hoses to put out small fires.

5. City personnel will call 911 for large spills and/or fires that cannot be contained by in-house personnel, evacuate the immediate area, and notify the appropriate authorities as follows:

Emergency Contacts	
First	Second
Matthew C. Rodriguez Director of Safety and Community Services 323-722-4805, ext. 2386 (Office) 323-216-1896 (24-hour phone)	Claude McFerguson Director of Transportation 323-722-4805, ext. 2235 (Office) 323-712-4598 (24-hour phone)
Third	Fourth
Greg Guzman Fleet Supervisor 323-887-4419 (Office) 323-712-4598 (24-hour phone)	Larry Garcia Facility Maintenance Supervisor 323-887-4419 (Office) 323-216-9965 (24-hour phone)

The City will notify the appropriate regulatory authorities as outlined in the City's SPPC in the event that the City's facilities release oil to navigable water or adjoining shorelines.

1. Absorbed material must be placed in a leak-proof container that is approved for the waste and the container must be fitted with a tight lid and properly labeled as hazardous waste.
2. Responsible personnel shall call the City's licensed and certified hazardous waste hauler for disposal and manifests all disposal transactions.

References

CCR Health & Safety Code Section 25160

CCR Labor Code Section 6390 – 6399.2

US Environmental Protection Agency

California Department of Toxic Substances Control

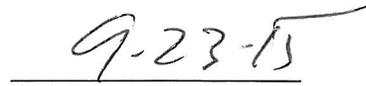
CITY OF COMMERCE

Hazardous Materials Management Plan



Michael A. Casalou

Human Resources Director

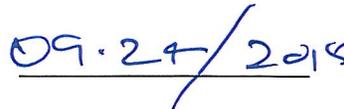


Date



Jorge Rifá

City Administrator



Date

