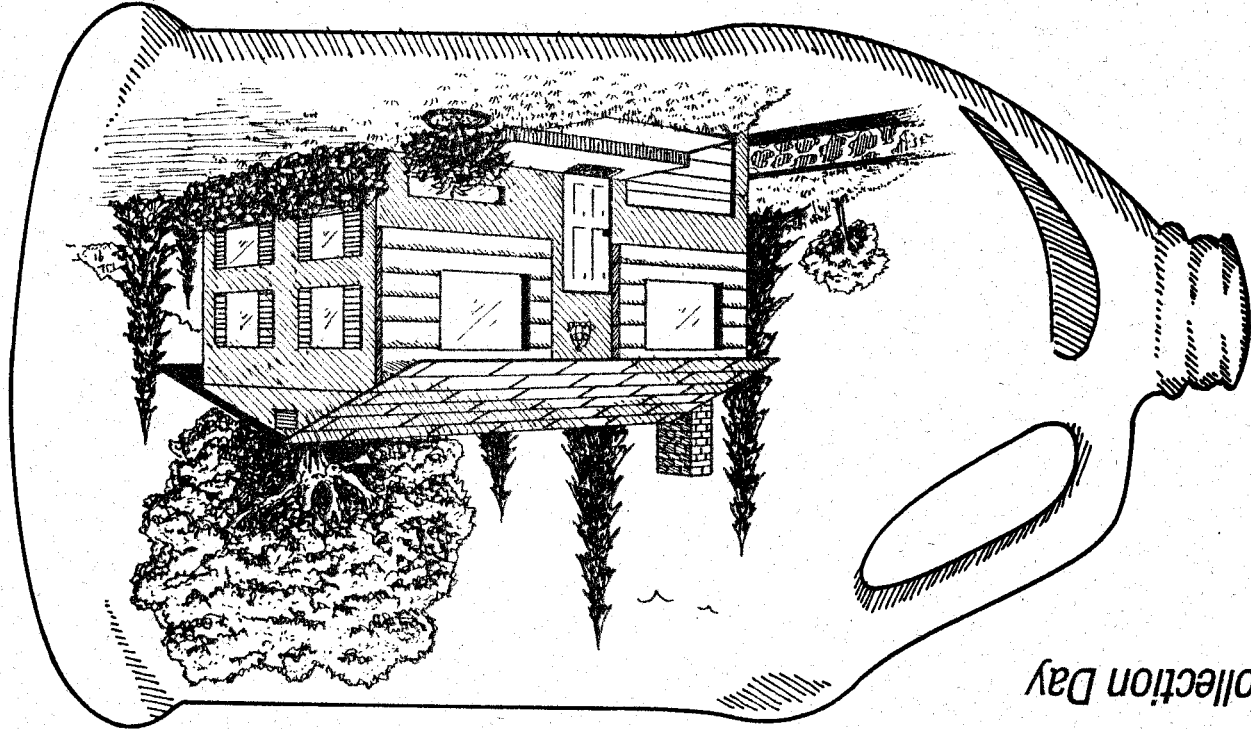


# HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAMS

*An Organizer's Guide to Planning, Orchestrating, and Surviving a Household Hazardous Waste Collection Day*



Prepared by:

**Center for Hazardous Materials Research**  
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A Subsidiary of the University of Pittsburgh Trust

**Hazardous Materials Information Hotline**  
800-334-CHMR



# CHMR HAZARDOUS MATERIALS FACT - SHEET

MAY 1990

## HOUSEHOLD HAZARDOUS SUBSTANCES LESS TOXIC ALTERNATIVES

Many products on the market today are designed to make household activities easier, faster, and more efficient. But in providing these benefits, these products may expose the user to potentially harmful chemicals or adversely affect the environment during use or disposal.

Conscientious consumers can minimize their exposure to hazardous chemicals through careful shopping practices (reading labels to determine which products are safer to use) and replacing hazardous materials with non-toxic substitutes. While the less hazardous products may require a little more "elbow grease" to get the job done, the extra effort is well worth the benefits to your health and the environment.

Below are some examples of how potentially toxic products can be replaced with less toxic alternatives.

<u>PRODUCT</u>	<u>ALTERNATIVE</u>
cleaning products	baking soda and water paste, vinegar with salt and water
window cleaner	spray with vinegar, wipe with newsprint
furniture polish	beeswax, lemon oil, lemon juice and olive oil
air freshener	fresh air, open box of baking soda, flowers
oil-based paint	latex paint (water-based)
paint thinner or turpentine	use latex paint so thinner or turpentine is not needed
silver polish	soak silver in boiling water with baking soda, salt, and a piece of aluminum
mothballs	cedar chips, aromatic herbs
roach spray	boric acid (dusted out of reach of children and pets)

FOR MORE INFORMATION CALL THE TOLL-FREE, CONFIDENTIAL  
CHMR HAZARDOUS MATERIALS HOTLINE  
1-800-334-CHMR



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(412) 826 - 5320 800 - 334 - CHMR



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**DECEMBER 1991**

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## ACKNOWLEDGEMENTS

Development of this manual was supported by a grant from the Pennsylvania Department of Environmental Resources (PADER) to the Center for Hazardous Materials Research (CHMR) at the University of Pittsburgh. One of the purposes of this grant is to support the development of specialized educational materials addressing key environmental issues. The contents of this household hazardous waste manual addresses the issues surrounding household hazardous waste and the organization of household hazardous waste collection programs.



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City of Pittsburgh, PA  
Township of Shaler, PA

In appreciation for the excellent additions to the appendices:

City of Santa Clara, CA  
County and City of San Diego, CA  
County of Sacramento, CA  
Dana Duxbury and Associates  
Dow Chemical's Louisiana Division  
Louisiana Department of Environmental Quality  
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United States Environmental Protection Agency



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## **DISCLAIMER**

This manual has been prepared to provide general information and guidance on organizing household hazardous waste collection programs.

The information provided herein is accurate as of the date of publication; however, no warranty, express or implied, is made that this manual inclusively contains all regulatory requirements. Further, no warranty, express or implied, is made with respect to the methods and practices provided herein.

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## INTRODUCTION AND PURPOSE

This handbook is designed as a step-by-step guide to organizing a single or multi-day drop-off household hazardous waste (HHW) collection at a temporary facility. Municipal leaders, county coordinators, and other interested parties will find this comprehensive guide useful for planning, publicizing, staging, and surviving a HHW collection day.

While we usually associate the generation of hazardous waste with industrial activities, many of the products we use in our homes and discard every day are very similar to industrial wastes. Hazardous chemicals are present in hundreds of consumer products including oven cleaner, paint remover, pool chemicals, and mothballs. Federal and state laws govern the manufacture, use, and disposal of industrial hazardous waste. However, these laws specifically exempt management of another category of hazardous waste: household hazardous waste.

Almost every homeowner in the United States uses and disposes of hazardous chemicals daily. It is estimated that approximately 1% of residential waste is HHW. As a nation, we dispose of nearly 160 million tons of waste per year. That means approximately 1,600,000 tons of HHW enter our landfills annually.

In many parts of the country, communities have organized special collection programs to safely remove HHW from the wastestream while educating the public on the proper handling and disposal of HHW along with waste minimization techniques.

Collection may be a one-time occurrence, but it is ideally an annual or semi-annual event. This provides homeowners a reliable, safe option for disposal of their HHW.

---

## Household Hazardous Waste Collection Program Goals

1. Improve public awareness of HHW issues, including types of hazardous materials found in homes, possible health and environmental problems associated with these materials, and less toxic alternatives to common household products.
2. Educate householders on the best methods of handling and disposing of HHW as well as HHW minimization techniques.
3. Provide for safe disposal of HHW.
4. Reduce health risks and potential pollution by removing HHW from homes.
5. Reduce risks to firefighters, sanitation workers, and sewage treatment workers.

## How To Use This Handbook

To enhance your understanding of HHW and to acquaint you with perhaps new concepts, Chapter 1 provides a quick but essential overview of the issues surrounding HHW. If you are well-versed on the issues surrounding HHW, skip directly to Chapter 2 where we begin our planning of the HHW collection program.

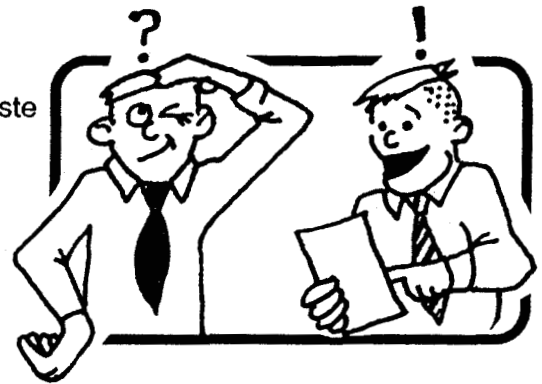
Sprinkled throughout the text, you will find Pennsylvania-specific information in the margins. Consult your state environmental agency to determine any special requirements or guidelines your state may have concerning HHW.

Within each chapter, you will find checklists, worksheets, and timelines to assist you in your planning process. Feel free to photocopy these lists or write directly in this handbook. You may also want to make notes in the extra wide margins on each page.

Chapter headings can also provide structure to your organizational strategy as you begin to choose your management team and support staff, and formulate your overall plan.

# CHAPTER 1.0 HOUSEHOLD HAZARDOUS WASTE: ISSUES AND ANSWERS

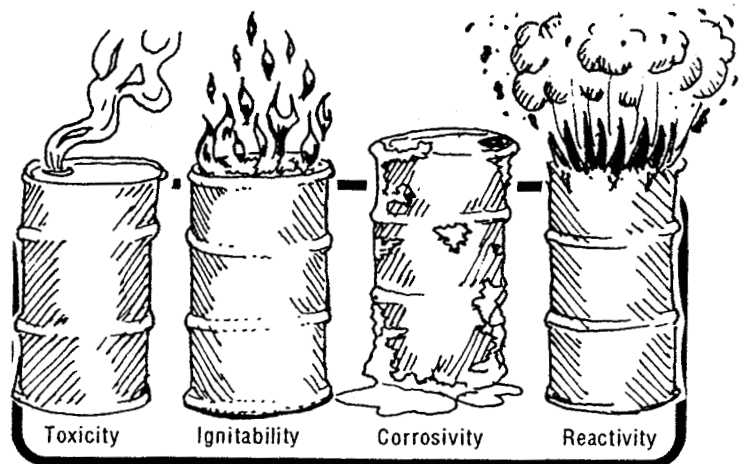
Before you begin any planning of a household hazardous waste collection event, it is important to understand the issues surrounding this subject. Familiarize yourself with the key points in this chapter before proceeding.



## 1.1 What Is Household Hazardous Waste?

Household hazardous waste is any waste generated from household activities that exhibits any of the following characteristics:

- |                  |   |
|------------------|---|
| <b>toxic</b>     | harmful or fatal if ingested; may release fumes that irritate eyes, skin, or other tissues                |
| <b>ignitable</b> | flammable   |
| <b>corrosive</b> | may cause irritation or burns to the skin, eyes, or other tissues; may corrode plastic, rubber, and steel |
| <b>reactive</b>  | unstable; may react violently with water; forms potentially explosive mixtures                            |



---

## 1.2 Why Be Concerned About Household Hazardous Waste?

Environmental and human health problems can result from:

<b>ACTION</b>	<b>DESCRIPTION</b>	<b>EXAMPLE</b>
<b>improper use</b>	mixing chemicals that generate toxic gases, vapors, or fumes	mixing chlorine bleach with ammonia or strong acids such as toilet bowl cleaner
<b>improper handling</b>	chemical exposures which may cause adverse health effects	when sprayed, the contents of an aerosol can are dispersed into particles small enough to be inhaled
<b>improper storage</b>	storing flammable products near heat or flame; not restricting access by kids or pets	transferring small amounts of an unused product to another unlabeled container
<b>improper disposal</b>	dumping; landfills and wastewater treatment plants may not be able to handle hazardous chemicals	incompatible materials may become mixed in refuse trucks, causing fires or explosions

## 1.3 How Can Household Hazardous Waste Affect Human Health?

Some household products, such as drain cleaner, solvents, and automotive fluids, contain chemicals which can cause adverse health effects. Symptoms, including headaches, dizziness, nausea, or skin rash, can result from overexposure. Chemicals can gain entry into the body in three ways:

- inhalation - breathing vapors or fumes
- absorption - getting chemicals on skin
- ingestion - swallowing products

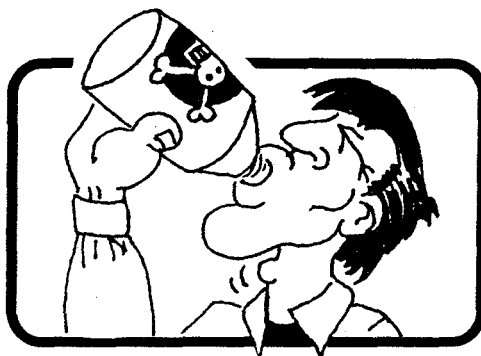
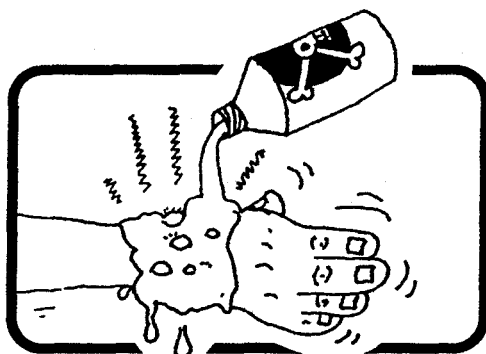
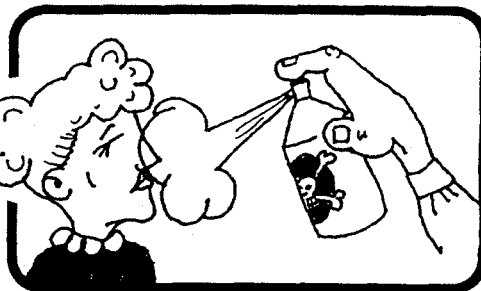
Of course, not every chemical exposure produces observable and immediate adverse health effects. The degree to which health is affected depends upon a number of factors including, but not limited to:

- duration of exposure
- concentration of exposure
- route of exposure (inhalation, absorption, or ingestion)
- nature of toxic action on the body
- the pre-existing medical condition of the victim
- age of the victim

Although we may not be aware of it, everyone of us has some stake in the proper management of HHW. Household are affected when prolonged or improper disposal causes a fire. Children may ingest cleaning solutions or other hazardous materials that have been transferred to coffee cans or mason jars. In addition, large quantities of hazardous materials stored in a small area (such as a basement or tool shed) may also pose a danger to firefighters who respond to a fire.

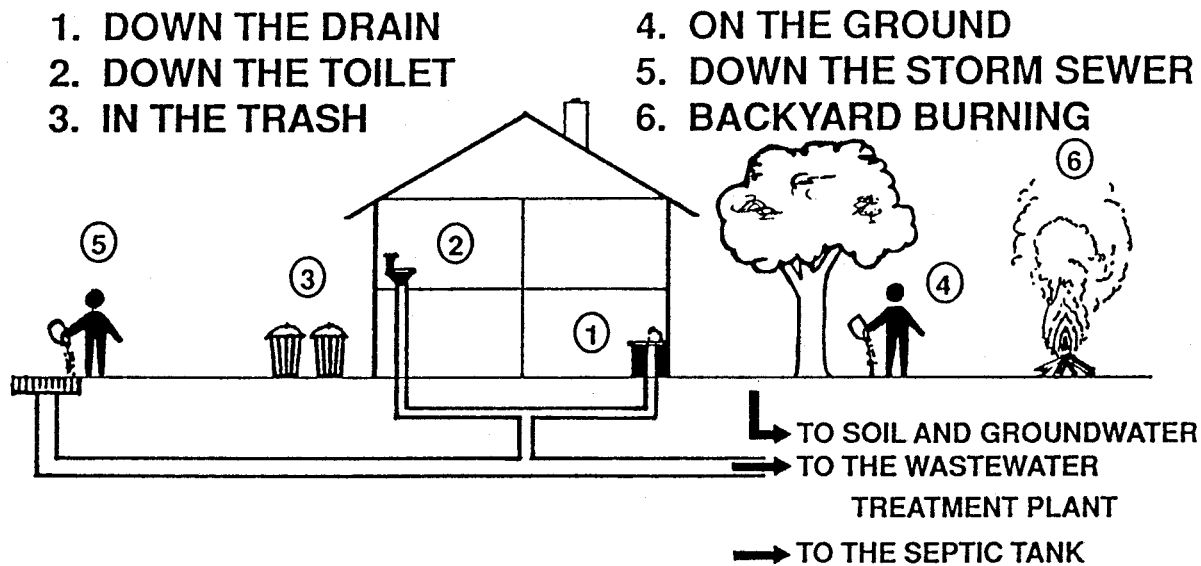
While householders may legally dispose of hazardous wastes with their trash, sanitation workers can be injured by chemical reactions between incompatible chemicals or splashes from improperly disposed materials.

Hazardous chemicals that are poured down the drain don't really "go away" either. In the sewer system, they may ignite, explode, or react with other chemicals. HHW may also interfere with the workings of the wastewater treatment plant by killing the microorganisms that actually degrade the sewage.



## 1.4 How Can Household Hazardous Waste Affect Environmental Quality?

Improper disposal of HHW can result in groundwater and surface water pollution, drinking water contamination, soil contamination, and air pollution. The following diagram shows typical routes of entry of HHW into the environment:



*In PA:  
To protect soil and groundwater, Pennsylvania regulations require leachate treatment and double liners for all landfill sites. Most other states have similar requirements.*

Once water and soil are contaminated, cleanup can be extremely difficult and costly. In addition, wildlife and pets may be adversely affected by contaminated food and water supplies. Municipal solid waste landfills can generally handle HHW; however, some people are concerned about the concentration of HHW in landfills and any inadvertent mixing of chemicals that may occur. Although municipal solid waste landfills are not hazardous waste landfills, most have been engineered to protect the surrounding soil and groundwater.

## 1.5 How Can Household Hazardous Waste Be Disposed Of Safely?

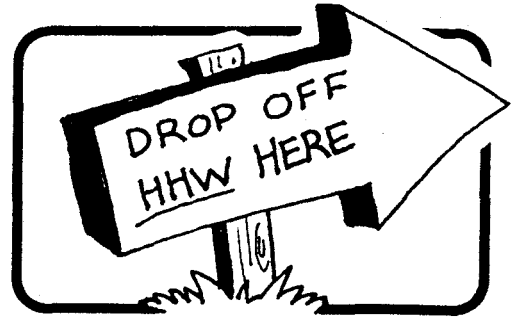
When HHW is handled and disposed of correctly, its impact on health and the environment can be kept to a minimum. Many product labels recommend specific methods of disposal (pesticide labels are required to include such information), in addition to suggestions for safe use. Some companies even provide a toll-free telephone number on the label for questions about their product.

Of course, the most effective method for managing HHW is careful and sound purchasing and use practices. Buy only what is needed, look for less or non-toxic products, use all the product according to label directions, and finally, give away any excess to someone who will use the product.

Still, many homeowners may find themselves with difficult to manage or excess products that are best managed through hazardous waste disposal. Many concerned householders would prefer to dispose of their HHW in a way that will protect themselves, disposal workers, and the environment. But for an individual householder, the cost of hiring a hazardous waste specialist to remove and properly dispose of HHW is prohibitive. It is more cost effective for an entire community to arrange to collect HHW and dispose of it properly.

Communities have experimented with a variety of methods for collecting and disposing of HHW, including permanent collection facilities, temporary collection facilities, mobile collection units, and curbside pickup.

Establishing a permanent collection facility is an ideal way to service one or several communities. A permanent facility provides uninterrupted service for the proper disposal of HHW. The complexities of setting up such a facility are not included in the scope of this manual.



---

Curbside collection with mobile collection units is convenient for householders in that trained personnel in specially-equipped trucks pick up the waste by appointment at the home and transport it for disposal. Curbside collection is not as popular among collectors as it has a number of drawbacks:

- It is very expensive. Collection costs can be up to ten times higher than other collection programs.
- It is very time consuming and labor intensive.
- Vehicles may have limited waste carrying capacity.
- Materials may spill or mix because of participants' poor packaging.
- Wastes overexposed to heat may combust or explode.
- People and animals may inadvertently be exposed to the materials.

For these reasons, curbside collection is generally restricted to elderly and handicapped citizens.

Use of the drop-off site is one of the most popular approaches to HHW collection. In this approach, one or more temporary drop-off sites are selected for a municipality, county, or multi-county area. Once the HHW has been collected at the site, it can be safely transported to the proper disposal facility.

It is this final option - HHW drop-off collection programs - that this manual will address.

Organizing and staging a household hazardous waste collection event can be easily accomplished with careful planning and advance organization. Before starting, it is a good idea to understand several issues which have bearing on the event.

## 1.6 Is Household Hazardous Waste Regulated By Law?

Federal laws regulate hazardous wastes generated by businesses. Wastes generated by households are exempt from these laws. Refer to Appendix A for a discussion of the legal aspects of HHW.

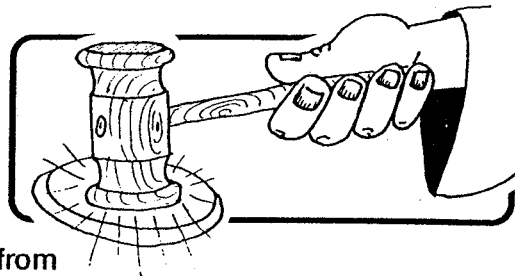
Many states regulate the organized collection of HHW. Most states also provide some guidance and resources to organizers of collection programs. **Before proceeding, you should contact your state environmental department to obtain any guidelines, regulations, or registration forms required by your state.** (See Appendix B for State Hazardous Waste Management Agencies.)

## 1.7 Planning

Anyone who has ever participated in planning any major public event knows how much coordinated work it takes to make the event a success.

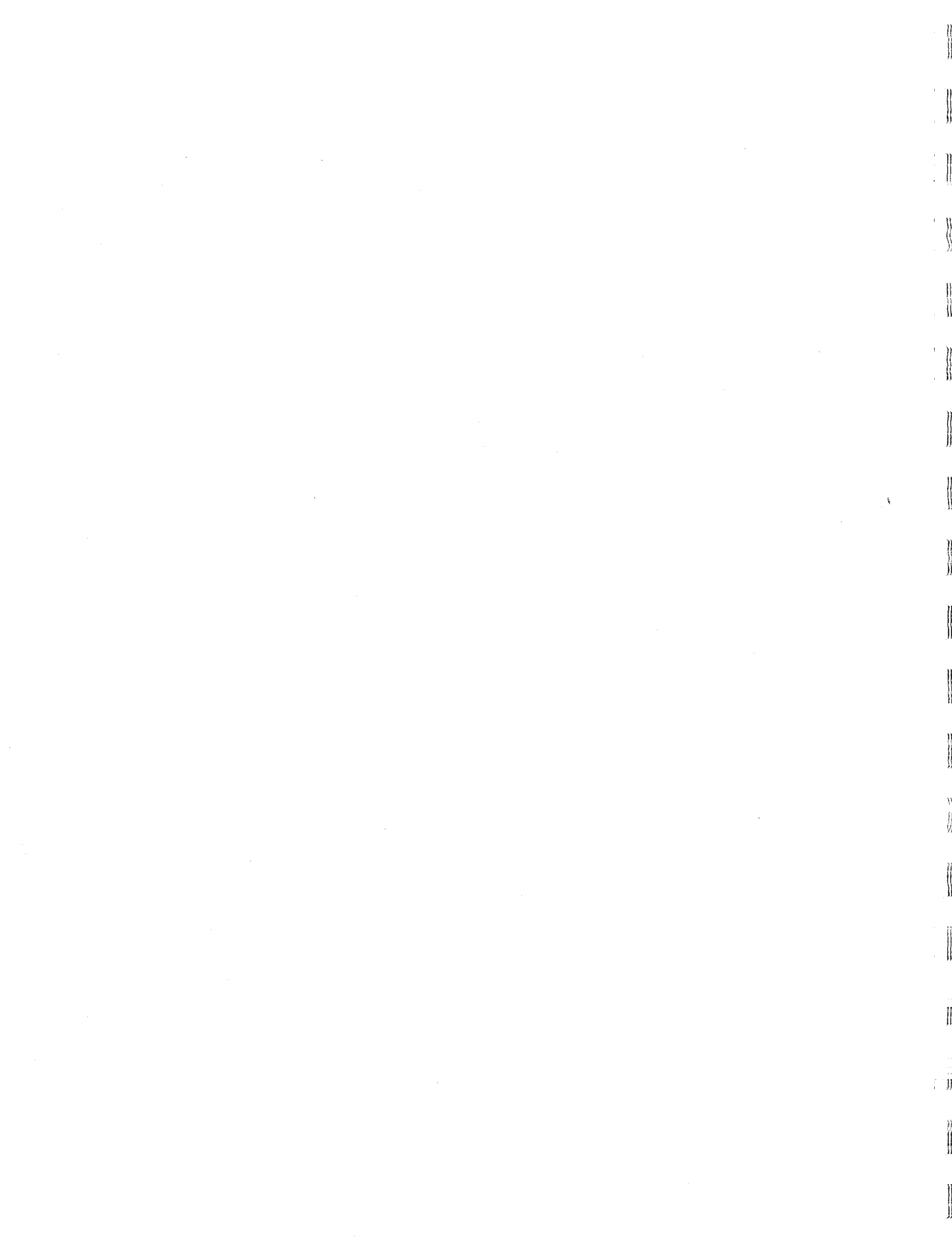
Although a single organization (sponsoring agency) may wish to shoulder primary responsibility for an event, it is a good idea to enlist the support of other groups, including local and state agencies, local businesses, and civic and environmental groups. Co-sponsors can be an invaluable source of ideas, equipment, in-kind services, publicity and volunteers. Several small neighboring communities may even wish to combine their resources and manpower to jointly sponsor and organize a collection program.

It's time to start planning your collection program. Roll up your sleeves, sharpen your pencil, and turn the page.



*In PA:  
The Municipal Waste Planning, Recycling and Waste Reduction Act, Act 101 of 1988, defines HHW as "any waste that would be considered hazardous under the Solid Waste Management Act (Act 97), but for the fact that it is produced in quantities smaller than those regulated under that Act and is generated by persons not otherwise covered by that Act.*

*In PA:  
Organizers of the HHW collection programs must register their programs with the PA Department of Environmental Resources (PA DER). See Appendix B for PA DER Regional Contacts and Appendix C for PA Registration Information.*



---

## CHAPTER 2.0

### ASSEMBLING YOUR HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM MANAGEMENT TEAM



A HHW collection program is too large a project to be undertaken by one person. A strong management and support team is essential to make your program a success. The positions and committees outlined in this chapter will give you a solid base from which to work, although individual circumstances may dictate the need for special committees or jobs.

#### 2.1 Organizer/Organizing Committee

The Organizer is the driving force, the instigator, the cheerleader for the collection program. The Organizer may be one person or a small dedicated group. In either case, the Organizer must be ready, willing, and able to delegate! As previously mentioned, this type of project is not a one-person job. If you are the Organizer, surround yourself with a strong legion of enthusiastic workers.

#### 2.2 Sponsor

The Sponsor, one or several, may actively assist in the organization of the program, or may prefer to provide more financial, rather than labor, support. By all means, the sponsor should have as large a role as he wants.

Your sponsor may be a municipality, citizens group, corporation, or state. Chances are, the organizer has direct ties with the sponsor.

Make sure your sponsor(s) receives ample praise and visibility throughout the duration of the project. Without your sponsor, you have no program.

---

## **2.3 Site Coordinator** (See Chapter 6)

The Site Coordinator will be one of the most vital members of your Management Team. Although the Site Coordinator may want (and need) to delegate many of the following tasks, he/she remains responsible for making sure assistants follow through. If your group is large enough, you should appoint a Volunteer Coordinator (see below). If not, the Site Coordinator will have to do double duty. Choose this person carefully as he/she will be responsible for:

- Coordinating the work of the various Committees.
- Serving as a go-between for the sponsoring organization, volunteers, and the contractor.
- Overseeing all collecting, manifesting, loading, and shipping procedures.
- Being on hand to sign the manifests and all other important documents.
- Keeping all signed paperwork.
- Keeping the itemized inventory of all waste collected and packaged at the site in a safe, dry place.
- Verifying that all hazardous waste has been packed, all manifest and other records completed.
- Collecting and routing the completed manifests, packing lists, and any additional documents.

## **2.4 Volunteer Coordinator** (See Chapter 9)

Volunteers are an essential part of a successful collection effort. Volunteers will be needed to:

- distribute literature
- accept and organize registration forms
- set up traffic lanes, barriers, tables, chairs, etc.
- act as go-fors
- distribute surveys and questionnaires
- clean up non-hazardous trash generated by the collection process
- be available to help the collection process run smoothly throughout the day

---

But first, volunteers must be recruited and trained. Because this is such a big job, the Site Coordinator may wish to delegate some of these responsibilities to a Volunteer Coordinator. The Volunteer Coordinator will:

- recruit volunteers
- assign tasks to volunteers
- arrange to have refreshments donated
- prepare a timetable for the day
- appoint a key traffic control person and arrange to obtain traffic control devices (cones, surveyors tape, etc.)
- obtain information to be handed out to participants from the group working on publicity
- arrange volunteer training
- schedule shifts of volunteers throughout the day
- keep track of the arrival of all volunteers
- write thank you notes to volunteers after the program

In recruiting volunteers, use the networks you have developed in organizing the program. Get representatives of each sponsoring organization to recruit within their group. Then identify other organizations that are likely sources of volunteers. Post notices where these organizations meet, or advertise for volunteers in newsletters. Some newspapers have a volunteer-needed section.

## **2.5 Financial Director/Fundraising Committee** (See Chapter 3)

The Financial Director/Fundraising Committee will be responsible for securing all the necessary funding to run the program (if a major sponsor is not already in place). This committee will also be responsible for establishing and managing the planning and operating budget and paying all the bills.

---

## **2.6 Contractor Selection Committee**

(See Chapter 4)

The Contractor Selection Committee will develop and issue your Request For Proposals (RFP) for a collection contractor. The RFP outlines the scope of work for planning and carrying out your collection event plus all requirements for submitting a proposal to the organizer of your program. At a minimum, the leader of this committee should have experience in developing RFPs, evaluating proposals, and negotiating contracts.

## **2.7 Site Selection Committee** (See Chapter 6)

The Site Selection Committee and the Site Coordinator will be responsible for choosing a site based upon a number of criteria. Your site will be an important component in the success of your event.

## **2.8 Emergency Services Committee**

(See Chapter 7)

Your Emergency Services Committee serves as the liaison between the organizer and the professional public safety groups in your area. These professionals include police, firefighters, hazardous materials response teams, and the health department.

The Emergency Services Committee may be responsible for developing the Emergency Response Plan, and will assist in establishing safety procedures and define liability.

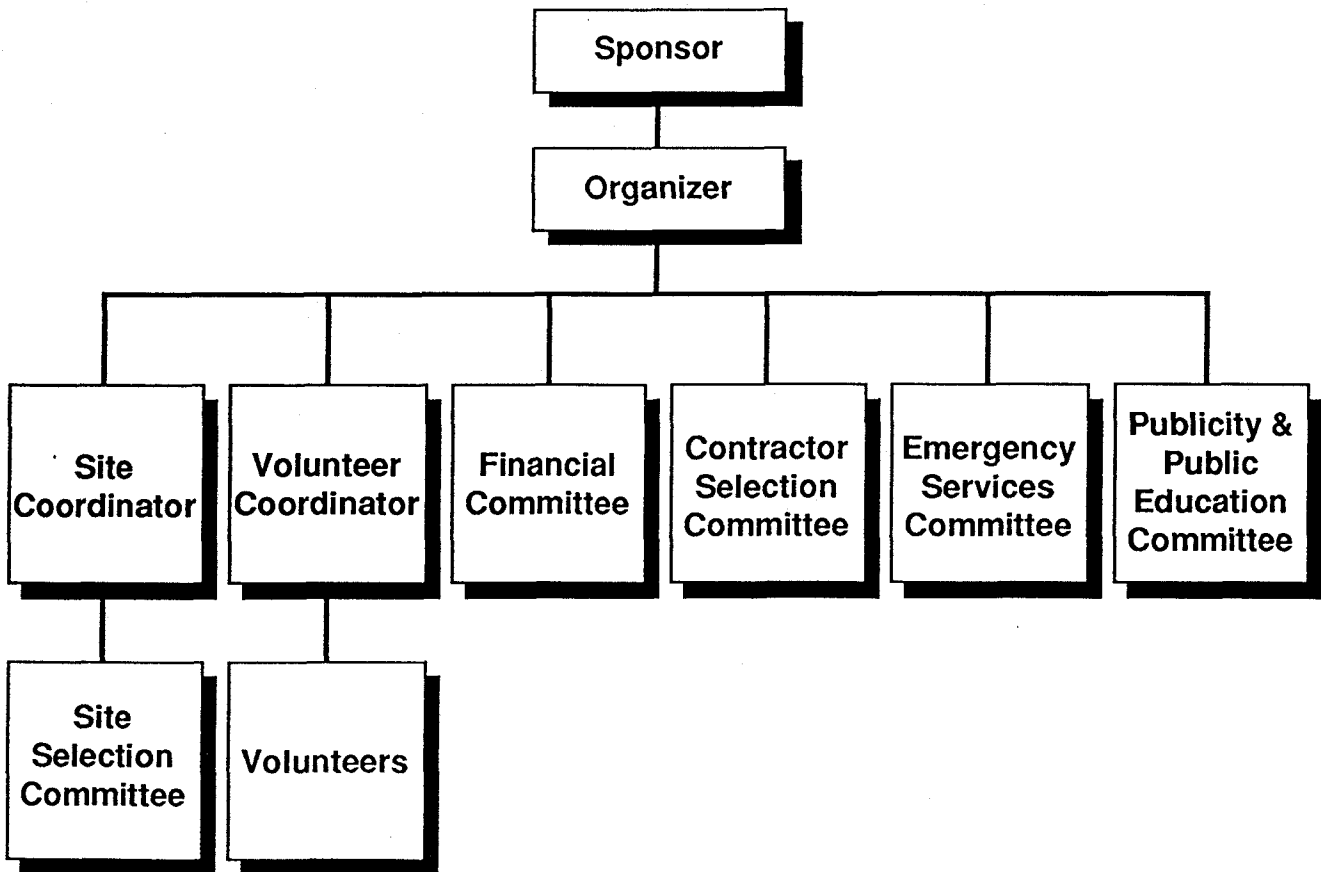
Committee members should include at least one or two representatives from a local public safety group.

## 2.9 Public Education And Publicity Committee (See Chapter 8)

If no one knows about your program or understands what it's all about, no one will come. A strong Public Education and Publicity Committee will develop and disseminate educational materials to potential participants as well as work with the local media.

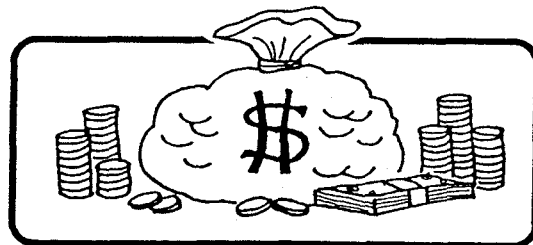
Once again, depending on your local circumstances, you may need additional committees.

Even though you now may feel the need to organize all aspects of the collection simultaneously, the next two chapters deal with your most immediate priorities: planning your budget and raising funds for your project, and securing a hazardous materials collection contractor - another member of your management team.





## CHAPTER 3.0 COSTS, FINANCES, AND FUNDRAISING



HHW can be expensive to manage through an organized collection program. Hazardous wastes cannot be managed cheaply. Costs from program to program vary widely, mainly with the level of participation and quantity of waste brought on collection day. A HHW program can cost as much as several thousand dollars for each ton of waste collected and from \$100 to \$300 per participant. This chapter will help you to examine the variety of costs associated with the management of a HHW collection program.

### 3.1 Estimating Costs

Each of the following variables may affect the organizer's cost of implementing a HHW collection program:

- type of operation (curbside collection is more expensive than the drop-off approach)
- contractor rates (set-up and disposal)
- distance to hazardous waste treatment, storage, or disposal facility
- waste management options
- amount of waste collected
- types of waste collected
- amount of services and materials donated to your collection event
- fee for use of collection site
- amount of money spent on education and publicity
- professional support (police, medical, hazardous materials response, etc.)
- food and restroom facilities (portable restrooms may need to be rented)

Because of the number of financial variables involved, financing an event requires serious planning on the part of the organizer. Therefore, organizers must prepare contingency plans to be ready for all situations.

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The number of people who choose to participate in your program is one of the most important variables to consider in estimating the cost of a collection day. Contractors generally charge a fixed set-up fee which covers equipment and staff. The extra cost of preparing and disposing of the waste depends upon the volume and types of wastes you receive. So, to some extent, the cost of the program is proportional to the number of participants.

Unfortunately, it may be difficult to predict the number of people who will patronize a collection day. A variety of factors, including weather, will affect participation. In general, organizers can expect approximately 1% of all households (not residents) in the target municipality to attend. Organizers should be prepared to serve several hundred participants.

While the cost of holding a collection program can be somewhat unpredictable, a rough estimate can be calculated using the following formula:

1. Determine the number of households in the target community.
2. Multiply that number by .005 to .01. Use a higher percentage for a small or environmentally conscious community and a lower percentage for a larger community. The resulting number should equal the number of households that are likely to participate.
3. Take the answer from Step 2 and divide it by 3 or 4, the number of households it generally takes to fill a 55 gallon disposal drum with wastes. That figure will give you the number of drums your organization will be responsible for disposing. Be aware that if your contractor can consolidate the collected wastes, 6-8 households' waste can fit in one drum instead of 3-4 households. (Ask your contractor about this.)

- 
4. Multiply the number of drums by the average disposal cost for a drum of waste -- ask the group working to select a contractor to obtain the figure by getting a rough estimate from several potential contractors. Add \$5,000-\$7,000 for set-up and personnel costs. The resulting number is the set-up and disposal cost. (Keep in mind that public education and other program costs are additional.)

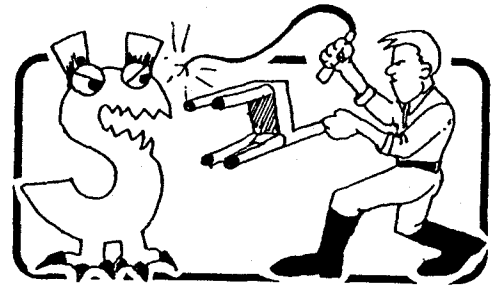
If you are simultaneously choosing your contractor as you create your budget, ask potential contractors for total cost estimates.

### 3.2 Controlling Costs

Since a variety of factors affect the cost of implementing a HHW collection program, there are several ways to control costs while still offering an effective program. An organizer should look to minimize program costs as much as possible, but not so much that the program becomes unsafe or loses its effectiveness.

Potential cost controlling solutions include:

- Requesting proof of community residency - this eliminates non-residents from patronizing a program limited to and paid for by a certain community.
- Pre-registering participants - this way, you will know who and how many will show-up on collection day. Keep in mind you will have a number of non-registrants appear on collection day. Decide ahead of time if your policy not to admit anyone but registered participants is carved in stone.
- Limiting the weight or volume of waste each participant may bring. State amount limits in easy to understand terms: pounds, gallons.



- 
- Prohibiting expensive-to-dispose-of waste types, such as compressed gas cylinders or mercury.
  - Inviting local recyclers, instead of the contractor, to collect used oil, antifreeze, lead acid batteries, and latex paint for recycling.

A bit more about pre-registration. Pre-registration can keep waste acceptance within budget guidelines. Participants are required to register prior to collection day, reporting the types and quantities of waste they will bring. Pre-registered residents are guaranteed that their wastes will be accepted. The program can handle drop-ins on a first-come, first-served basis until budget limits (for non-registrants, if you have this line item in your budget) have been reached. The contractor you hire will be able to provide advice on how much waste to accept to stay within your pre-established spending limits.

If you choose not to pre-register residents, you can ask your contractor to keep a running tally of wastes accepted. When the ceiling for the disposal budget is approached, the difficult decision to stop accepting wastes will have to be made.

There is a danger to this. Residents who are turned away may not want to store their HHW any longer, and may immediately dispose of the materials, either in the trash or by the roadside.

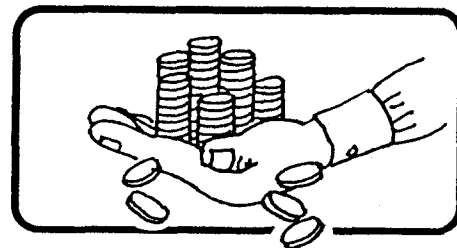
*In PA:  
Certain types of wastes are required to be excluded. These include radioactive wastes, biologically active wastes, gas cylinders and aerosol cans, and explosives and ordinance materials (ammunition).*

Costs can also be controlled by limiting the types and the quantity of wastes accepted. Unidentified materials, compressed gas cylinders, and radioactive materials are more expensive to dispose of; excluding these materials allows more residents to be served. The Contractor Selection Committee should talk to the contractor and determine which wastes a firm will not collect and which wastes cost extra. If you choose not to accept certain wastes, clearly list these in your information materials.

Households, schools, and farms will be the main participants in your HHW program. Commercial businesses should be excluded, as they may be producing hazardous wastes in regulated quantities. When HHW is mixed with commercial hazardous waste, all the waste is regulated as commercial hazardous waste. This can complicate matters, and it is best to avoid allowing commercial entities to bring wastes to your collection day.

### 3.3 Identifying Sources Of Funding

Funding for your program can come from a variety of sources. Organizers can look to both public and private support for collection programs. A common source of funding is host community(s) general revenues. Though you may have an organization or business that seems willing and able to fund all activities of your program, most organizers find that dividing the costs among several sources works well and gives more economic security than relying on one source to do all the funding. Consider all of the following sources of funds.



#### Public Funds:

- Many states have created or are in the process of creating grant programs to assist in the development of collection programs. Check with your state environmental agency for funding possibilities.
- Institutionalization of Funding - local or state governments may incorporate HHW program funding as a line item in the annual budget.
- In some areas, funds come from taxes or excise taxes on hazardous products.
- Since schools that plan to participate may be generating substantial quantities of waste, they may be willing to contribute to the cost, donate materials, help promote the program, and solicit volunteers.

*In PA:  
According to PA Act  
101, Section 1512, the  
PADER shall  
administer specifically  
appropriated funds for a  
grant program to  
municipalities for the  
establishment and  
operation of HHW  
collection programs.*

- 
- Fines - Companies involved in environmental infractions may be asked to give money to HHW collection program funds.

### **Private Funds:**

- A corporation may sponsor an entire program for its host community.
- Large commercial generators of hazardous waste may donate money or sponsor an entire program.
- Local businesses may contribute the disposal cost for one drum of waste. This "buy a barrel" concept allows many sponsors to take part in the program without financially overburdening any single one.
- Businesses may also donate funds or provide contributions of printing, collection day equipment, meals for site workers, volunteers to direct traffic, etc.
- Community residents may make donations if asked, particularly if asked at the time they drop off their wastes.
- You may wish to charge a participation fee (generally no more than \$5.00) for those people bringing materials to the program.
- Firefighters, sanitation and sewage treatment plant workers may be interested in supporting the program through their professional organizations.
- Local foundations, organizations, civic and community groups, churches, and the like, may donate money, workers, or publicity.
- Community leaders may make individual donations.

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## TIMELINE #1

### FINANCES AND FUNDRAISING TIMELINE

#### *Nine To Ten Months Before Collection*

- Estimate the amount of waste to be collected.
- Estimate the participation level of the program. Look at participation levels of communities close to your size for guidance.
- Ask potential contractors for an estimate for methods of packaging for disposal and intended methods of disposal.
- Estimate the total cost of the program (do not underestimate!) and establish a budget.
- Meet with your contractor to determine what equipment you are expected to provide. Seek donations for all needed equipment and then estimate how much of your budget should be allotted for buying equipment.

#### *Nine Months Before Collection*

- Determine sources of funding. Try to obtain as much funding as possible.
- Determine who will be responsible for handling the checkbook. Will it be the Organizer, the Sponsor, or the Fundraising Committee?

#### *Three To Six Months Before Collection*

- Keep careful track of moneys spent on your project. In the excitement of producing a quality program, it may be easy to want to exceed your budget!
- Establish a contingency plan in case participation soars on the day of the collection event, and costs exceed expectations. Can an extra pool of money be kept in reserve?

- 
- Establish a plan for any surplus funds that may remain after all bills are paid. Will these funds go towards next year's collection event? Perhaps the money will be returned to the sponsor's general budget, or donated to an environmentally-related charity.

#### ***Day Of The Collection Event***

- Have several blank checks available to pay your vendors, if this type of payment schedule has been established.
- Have approximately \$200 in cash on hand to purchase any last minute materials.

#### ***After The Collection Event***

- Tabulate the final costs of the program. Pay any remaining bills. Disburse any remaining funds according to your pre-established plan.

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## CHAPTER 4.0 CONTRACTOR SELECTION

One of the most vital members of your Organizing Committee is your collection contractor - but first you must find one! This chapter leads you through the process of selecting a contractor, negotiating a contract, and making the contractor a part of your team.

Your organization should not assume responsibility for handling, packaging, transporting, or disposing of HHW. This is a job for professionals. You will need to hire a collection contractor to handle all these responsibilities. The contractor must be licensed by the state's environmental agency or the U.S Environmental Protection Agency (USEPA). Check your state environmental agency for licensing requirements.

### 4.1 Selecting A Contractor

Your Contractor Selection Committee will be kept busy early in the planning stages of your event. It is important that at least one or two members of the Contractor Selection Committee be experienced in soliciting vendors and negotiating contracts.

The process of selecting a contractor is a bit like selecting a plumber, roofer, dentist, or other professional. First, you find out who is available; then you evaluate their credentials and references, and weigh these considerations against the price of their service.

The program will be more successful if you develop a strong working relationship with your contractor by meeting several times during project planning. Since it may take you a few months to find the right contractor, you'll want to start early, at least nine to twelve months before you intend to hold your collection event.



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First, prepare a list of local contractors and national contractors who will work at your location. (See Appendix D for a list of national collection contractors.) Next, prepare and mail a Request For Proposal (RFP) to all potential contractors. An RFP describes the scope of work, qualifications required, response date, any requirements imposed by the sponsor's budget limitations, and any requirements imposed by your state environmental agency. (See Appendix E for a sample RFP.) Interested contractors will reply with a proposal.

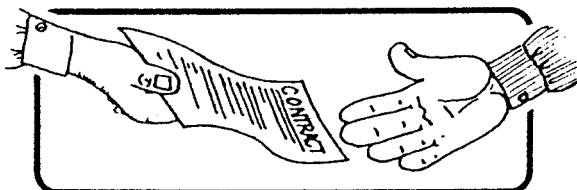
Their response to your RFP should describe their technical approach to collection events, their qualifications, state and federal registrations, insurance coverage, disposal methods, and disposal sites. It should also provide a detailed breakdown of all costs associated with the program.

Before making a final selection, review the information you have about each contractor, including:

- required permits or licenses
- level of experience with HHW collection programs
- record of compliance with state and federal environmental laws
- adequacy of written safety plan
- fees for all services
- project organization and management
- type of insurance and total coverage
- references from other collection program organizers

## 4.2 Negotiating A Contract

After you are satisfied that the contractor can meet your needs, begin to negotiate a contract. Be sure that all your informal agreements are spelled out clearly in the contract. (See Appendix F for a sample contract/service agreement.)



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The contract should clarify:

- Who will be considered the generator of the waste? The generator must have USEPA identification numbers.
- Who will handle the waste? The contractor's staff should be the only group handling incoming waste. Your volunteers should only help with directing traffic, answering questions, handling money, and passing out information.
- How will the contractor run the site? Get commitments from your contractor on the number of workers he will provide and their qualifications. Clearly establish responsibility for decisions about what wastes will be accepted. Include the requirements of the safety plan in the contract.
- What kind of insurance does the contractor carry? Your organization's legal department may require a certain type of insurance. Be sure the contractor's insurance meets your needs.
- Who is indemnifying whom? Make sure that responsibilities for compensation for incurred injury, loss, or damage are clearly stated in the contract.
- Is the contractor willing to do a dry-run? A dry-run might uncover unforeseeable problems. Be prepared to pay your contractor for this extra service.
- How will the wastes be packaged? Certain wastes need to be lab packed (packed in their original containers inside large drums) while others can be bulked (poured into larger containers). Since some packaging procedures are more expensive than others, define the packaging procedures in the contract.

- 
- How will the wastes be disposed of? Wastes should be taken by the contractor/transporter to a permitted Treatment, Storage, and Disposal Facility (TSDF). USEPA recommends that HHW, though not a regulated waste, be treated and disposed as if it were a regulated hazardous waste as a safety precaution. Any disposal methods should be in compliance with all federal, state, and local regulations. Final disposal methods vary in cost. Recycling is certainly the least expensive, followed by landfilling and incineration.

After you have signed the contract, stay in touch with the contractor and keep him informed of your progress. It is a particularly good idea to meet with your contractor just before the event to review plans.

### **4.3 Establishing Responsibilities**

Arrange a meeting with the contractor you have selected to discuss the details of the program. In order to have a successful collection day, the contractor must assume many responsibilities:

- collecting, packaging, transporting, and disposing of the HHW, and supplying adequate personnel, materials, services, and facilities to accomplish these tasks
- maintaining a daily log that accounts for all wastes accepted
- performing compatibility tests or other tests on the wastes
- determining the most effective and cost efficient disposal method or facility for each type of waste collected
- providing a trained chemist who remains at the site for the duration of the event

- 
- guaranteeing responsibility for any liability that may be incurred in the collection, packaging, transportation, and disposal of the HHW

Make sure the contractor has a license to ship in your state, any other states involved (if waste is to be shipped out of your state, licenses must be held in all "drive-through" states as well as the disposal state), and Department of Transportation numbers. If the contractor wishes to subcontract for transportation of the waste, the subcontractor must also have transporter numbers and the appropriate state shipping licenses.

Find out if the contractor has USEPA identification numbers. (He should.) These numbers, which are used for recordkeeping, packing, and shipping of HHW, can be used to trace waste back to the source if necessary. The generator of the waste is responsible for obtaining USEPA identification numbers.

*In PA:  
The contractor must be the listed generator of the waste collected at your program according to Pennsylvania guidelines.*

Most contractors already have USEPA identification numbers. However, if your organization will be listed in the contract as the generator of the waste, you will need to obtain a USEPA number. If you plan to hold more than one collection day at the same site, you may wish to obtain a permanent number. If not, temporary USEPA identification numbers are available. USEPA identification numbers can be obtained from regional USEPA offices (see Appendix G).

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## TIMELINE #2 CONTRACTOR SELECTION TIMELINE

### *Nine To Twelve Months Before Collection*

- Develop a list of potential contractors.

### *Nine To Ten Months Before Collection*

- Narrow down the list of contractors, and mail RFPs.

### *Seven To Eight Months Before Collection*

- Evaluate all returned RFPs and interview contractors. Look for the contractor that best fits your program. Do not sacrifice quality for cost.
- Begin drafting a contract.

### *Six to Seven Months Before Collection*

- Select a contractor and start negotiating a contract. Discuss on-site operations and transportation and treatment of the waste. Show your contractor a diagram of the site layout. Be sure that all responsibilities are specifically defined, particularly for liability and providing equipment.

### *Six Weeks Before Collection*

- Touch base with your contractor. Provide him with more specific information about the event as it has become available. Ask your contractor how much set-up time will be needed and what the volunteers can do to help.

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***Two Weeks Before Collection***

- Call your contractor and finalize plans. If you have pre-registration for your program, give your contractor a preliminary count of participants.

Remember, when selecting your contractor, the earlier the better. If your contractor can be selected nine to twelve months in advance, you are that much farther ahead. The contractor will be a vital and valuable source of information and guidance.



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## CHAPTER 5.0 TYPES OF WASTES

Now that you have begun to arrange for your budget and contractor, let's pause in the planning and look at the types of wastes your program may be handling. This chapter will help you decide what types of wastes your program will accept. The types of wastes you collect may have an impact on your budget, as some waste types are more expensive to dispose than others. Your contractor can help you decide what types of wastes to collect. Your state regulations may also dictate what types of wastes you may and may not collect.

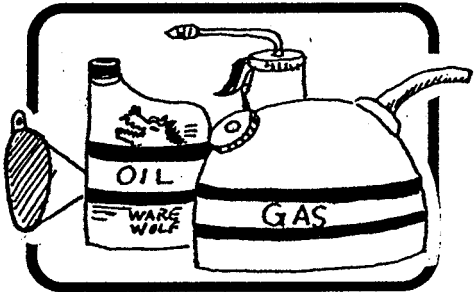
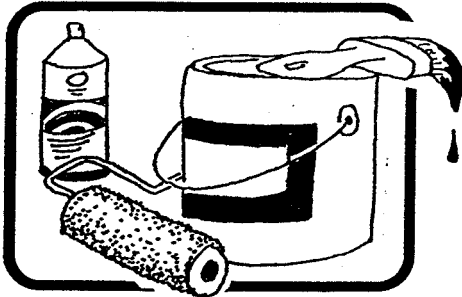
Wastes collected in HHW programs fall into one of five categories:

- household cleaners
- paint products
- automotive products
- pesticide products
- miscellaneous products

### 5.1 Types Of Hazards

Household wastes are hazardous if they are *toxic, flammable, corrosive, or reactive*. Each of the following common household materials has one or more of these characteristics that makes it a hazardous waste. The chart on the following page lists some types of wastes you can expect to be brought to your program.

Many people are surprised by how many household materials actually present some kind of hazard, and as you begin to publicize your event, you will want to educate the public about these hazards. More importantly, you will also want to educate them about alternatives to hazardous products and the responsible use of hazardous products.



HOUSEHOLD CLEANERS	T	F	C	R
Oven Cleaner	✓		✓	
Toilet Bowl Cleaner	✓		✓	
Drain Cleaner	✓		✓	
Chlorine Bleach	✓		✓	
Disinfectant	✓			
Air Freshener	✓	✓		
Floor Polish/Wax	✓	✓		
Rug/Upholstery Cleaner	✓		✓	
Spot Remover	✓			
Window Cleaner	✓			
Ammonia-Based Cleaner	✓		✓	
<b>PAINT PRODUCTS</b>				
Oil-Based Paints	✓	✓		
Turpentine	✓	✓		
Paint Stripper	✓	✓		
Paint Remover	✓	✓		
Spray Paint	✓	✓		
Varnish	✓	✓		
Lacquer	✓	✓		
Wood Preservative	✓	✓		
Wood Stain	✓	✓		
<b>AUTOMOTIVE PRODUCTS</b>				
Used Oil	✓	✓		
Antifreeze	✓			
Brake Fluid	✓	✓		
Transmission Fluid	✓	✓		
Automotive Batteries	✓		✓	
Engine Degreaser	✓		✓	
<b>PESTICIDE PRODUCTS</b>				
Insecticides	✓			
Herbicides	✓			
Rodenticides	✓			
Fungicides	✓			
Flea Collars/Shampoos	✓			
<b>MISCELLANEOUS PRODUCTS</b>				
Photography Chemicals	✓	✓	✓	
Pool Chemicals	✓		✓	
Chemistry/Hobby Kits	✓	✓	✓	✓
Glues and Adhesives	✓	✓		
Mothballs	✓			
Mercury Batteries	✓		✓	

T = Toxic  
 F = Flammable  
 C = Corrosive  
 R = Reactive

## 5.2 Wastes That Should Not Be Accepted

Certain wastes should not be accepted at waste collection days:

- radioactive wastes
- biologically active wastes, including infectious (red bag) and chemotherapeutic wastes
- gas cylinders and aerosol cans
- explosives and ordnance materials (ammunition)
- unidentified wastes
- gasoline
- commercially generated waste

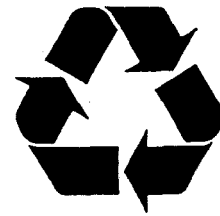


In addition to the added danger these materials pose to workers, they may cost more to dispose of. Your contractor may agree to accept restricted chemicals such as PCBs, dioxin, and metallic mercury if he has access to a facility that accepts them. Many communities are committed to removing any and all types of wastes from public circulation, and are willing to assume the extra costs to ensure the safe disposal of these materials. Some of these special wastes may be extremely expensive to dispose of; small quantities may cost as much to dispose of as all other wastes combined. Determine what your collection program policies will be.

## 5.3 Wastes That Should Be Recycled

From an environmental perspective, all methods of handling and disposing of wastes are not created equal. Some methods use more energy. Some pose a greater risk of environmental contamination. In light of these considerations, the USEPA has developed the following waste management hierarchy:

- source reduction
- recycle/reuse
- incineration
- landfill



---

Using this hierarchy, source reduction (the elimination or reduction in volume or toxicity of a pollutant at the source - this is something householders can do through buying practices) and recycling are more environmentally sound than incineration or landfilling. Generally, the further down the hierarchy, the more expensive the management option. So, recycling certain types of wastes delivered to your program can keep your disposal costs down.

### Paint

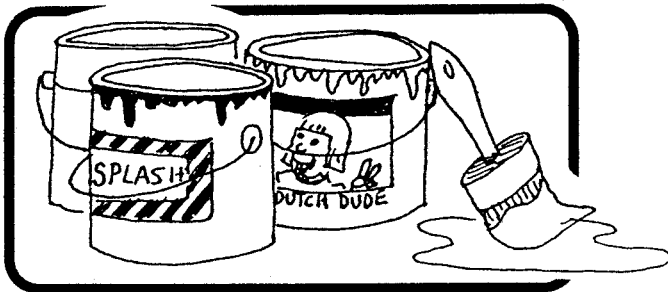
The paint brought to a collection program can often be reused within your community. Paint can be handled through a paint exchange or by bulking.

In a paint exchange, householders bring full or nearly full cans of paint (in original containers) to your site for donation or to swap for another color or type of paint. A participant who brings a few old containers of pesticide for proper disposal may go home with a full can of white paint, perfect for sprucing up his garage door. Any paint not claimed at the conclusion of the program can be stored for next time (if you have room) or be given to your contractor for disposal.

Latex-based paints (which clean-up with soap and water) may be recycled by bulking - combining paints from many cans into one large container.

Public service and non-profit organizations may be interested in using the bulked paint, as long as they aren't particular about the color. Bulked, recycled paint is typically gray/tan.

Participants should be discouraged from bringing latex paints to the collection event. Many are not hazardous, and can be evaporated and safely disposed of in the trash.



### Used Motor Oil

An oil recycler is a good addition to a HHW collection day. However, if used oil is already being conveniently collected in a nearby, ongoing program, don't use your limited funds to duplicate this service. Residents can be notified ahead of time about used oil recycling outlets existing in the area.

If the contractor you have chosen will not accept waste oil for recycling, you will want to work out a separate agreement with an oil recycler.

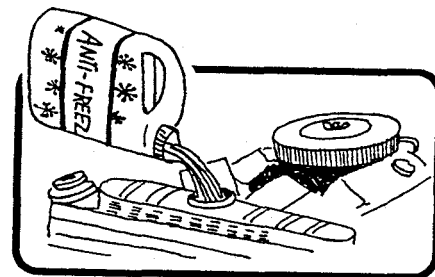
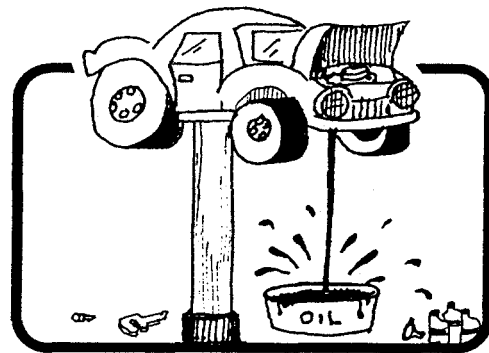
Householders should be asked in publicity materials to deliver used oil to the collection site in sturdy containers with screw top lids (such as milk jugs). No other automotive fluids should be mixed with the used oil.

### Antifreeze

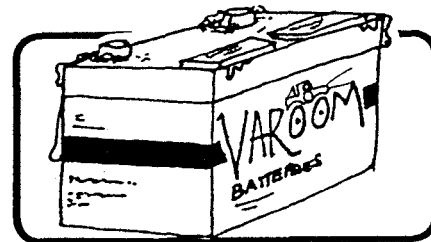
Antifreeze can also be recycled. This automotive fluid does not "wear out"; it simply gets dirty. Once used antifreeze is cleansed of impurities, it can be used again. Your oil recycler may accept antifreeze for recycling. Antifreeze should be delivered to the collection site in the same manner as oil - in sturdy, screw top containers. Antifreeze should not be mixed with oil.

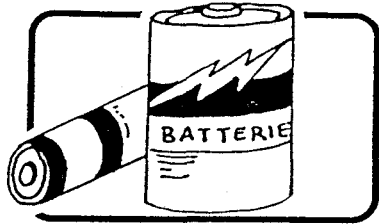
### Lead Acid Batteries

A lead acid (automotive) battery recycler can also be included on the HHW collection team. Although a dealer will retain your old car battery when you buy a new one, many householders have acquired extra lead acid batteries. The lead, sulfuric acid, and plastic casings from the batteries can (and should) be recycled.



*In PA:  
Whenever possible,  
residents should return  
lead acid batteries to  
dealers. In  
Pennsylvania, dealers  
are required to take old  
batteries when new  
ones are purchased.  
Lead acid batteries  
may not be disposed of  
in landfills.*



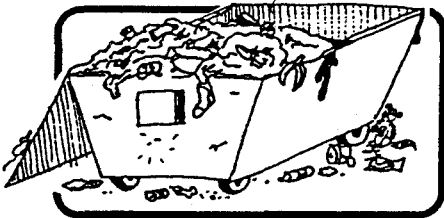


### Mercury/Dry Cell Batteries

These recyclable, household batteries may appear in small quantities at a HHW collection day. You may choose to exclude mercury and dry cell batteries from your collection program if a local, ongoing household battery recycling program exists.

You can provide for the recycling of household batteries by obtaining collection boxes from mercury/dry cell battery recyclers. These batteries can be mailed directly back to the recycler. You might also be able to promote this collection method within the community by encouraging retail stores to provide collection boxes year round.

## **5.4 Solid Waste**



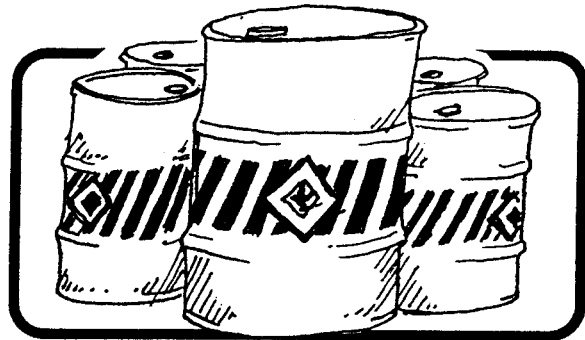
When your participants prepare their HHW for transport to the collection site, they will package the materials to protect their vehicles and themselves. All these packaging materials - cardboard boxes, newspapers, and the like - plus any other non-hazardous wastes must be handled. You will need to secure a dumpster for the disposal of solid wastes. Often, a local refuse company will donate dumpsters for the collection day. Otherwise, include renting a dumpster in your budget. If need be, you can ask participants to take such packaging materials home with them, although you risk having them discard the wastes along the roadside.

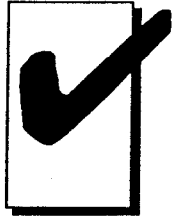
## **5.5 Wastes That Must Be Disposed Of As Hazardous Wastes**

Of course, not all materials can be recycled. These are the wastes that the contractor will be responsible for disposing. You may wonder where all that stuff goes when it leaves your site.

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Contaminated metal containers, inorganic chemical solids, and paint solids can be disposed of in a permitted landfill. Hazardous waste, such as pesticides, some paints, paint removers, petroleum products, wood preservatives, and organic pharmaceuticals can be converted into non-hazardous waste through various methods of detoxification, including wastewater treatment, incineration, and biological treatment. Other disposal methods include fuel blending, chemical treatment, and fixation/stabilization. Your contractor can determine the most cost effective method of waste disposal.





## CHECKLIST #1 WASTE HANDLING CHECKLIST

With your contractor's help and using your state guidelines, determine, as soon as possible...

Types of Wastes Your Program Will Accept -

Types of Wastes Your Program Will Exclude -

Oil Recycler (Contractor or outside vendor - if outside vendor, list name, address, phone) -

Paint Recycler (Contractor or outside vendor - if outside vendor, list name, address, phone) -

---

Lead Acid Battery Recycler (Contractor or outside vendor - if outside vendor, list name, address, phone) -

Mercury/Dry Cell Battery Recycler (Contractor or outside vendor - if outside vendor, list name, address, phone) -

Dumpster For Solid Waste (Size \_\_\_\_\_; Who is providing the dumpster?. When will it be delivered and removed from your site? Is there any cost to this service, or can you get a donation?) -



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## CHAPTER 6.0 SITE CONSIDERATIONS

Site selection is one of the most important decisions you will make in setting up your program. Careful selection will reduce the risk of serious accidents, injuries, and lawsuits, not to mention the minor inconveniences like traffic jams and long lines. Your Site Selection Committee and Site Coordinator will be investigating many details. This chapter will help this group choose an appropriate site and make the most of the space and amenities available.

### 6.1 Site Selection

The site you select should be relatively familiar to the participants and easily accessible from main roads. If that is not possible, be sure to place signs along the surrounding roadsides to guide participants to the collection site. School parking lots, shopping centers, firehouses, sporting arena parking lots, and municipal buildings make good collection program sites. You should obtain the owner's written permission to use the property, and make sure the owner's insurer is aware of this site use.

Consult your contractor as to any special needs or recommendations he may have for the site. His experience with collection programs can help guide your selection of an appropriate site.

When selecting a site, try to choose a flat, well-ventilated area with an impervious base, such as asphalt or concrete. The fewer service drains, the better. If you must use an area with service drains, you or your contractor will need to place dikes around them and cover them with plastic in case of spills.

Make sure you have enough space for the many activities that must occur during the day. The site must have adequate parking space for both volunteers and contractor vehicles. Your contractor can advise



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as to how much room he needs for the waste receiving and handling areas. Space needs to be set aside for an eating and break area. You will need room to designate traffic lanes so participants can drive through the waste handling area, plus additional stacking lanes for vehicles to keep waste handling areas and nearby roadways uncongested.

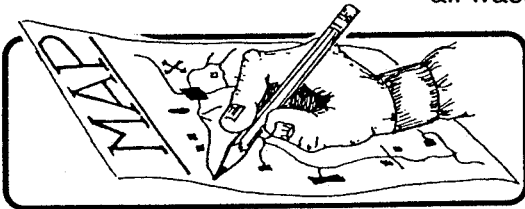
Select a site that provides shelter, or plan to rent tents in order to be prepared for inclement or excessively hot weather. The area should be well-lit, well-ventilated, and should provide enough electrical outlets for power tools and additional lighting. The site should have restroom facilities (on-site or portable) for all staff members.

The Site Coordinator and the Site Selection Committee must also evaluate potential sites from a safety perspective. Refer to Chapter 7.0 on Emergency Services and Safety, and consider whether the site will lend itself to necessary precautions. Will you have ready access to a shower and an eye-wash station to use for decontamination in case of spill or splash emergencies? Can the site safely handle the traffic flow you expect? Will there be room for the unobstructed entrance and exit of emergency vehicles? Is a telephone or two-way radio available for emergency communications? (See Site Selection and Layout Checklist.)

## 6.2 Site Layout

The Site Coordinator should be involved in site layout. Your contractor can give you an idea of the amount of space needed for the waste receiving and handling areas. Be sure to allow extra room for additional vendors such as oil and battery recyclers.

A worker relief area, with portable restroom facilities if portables are needed, should be placed convenient to, but separate from, all waste handling and volunteer areas.



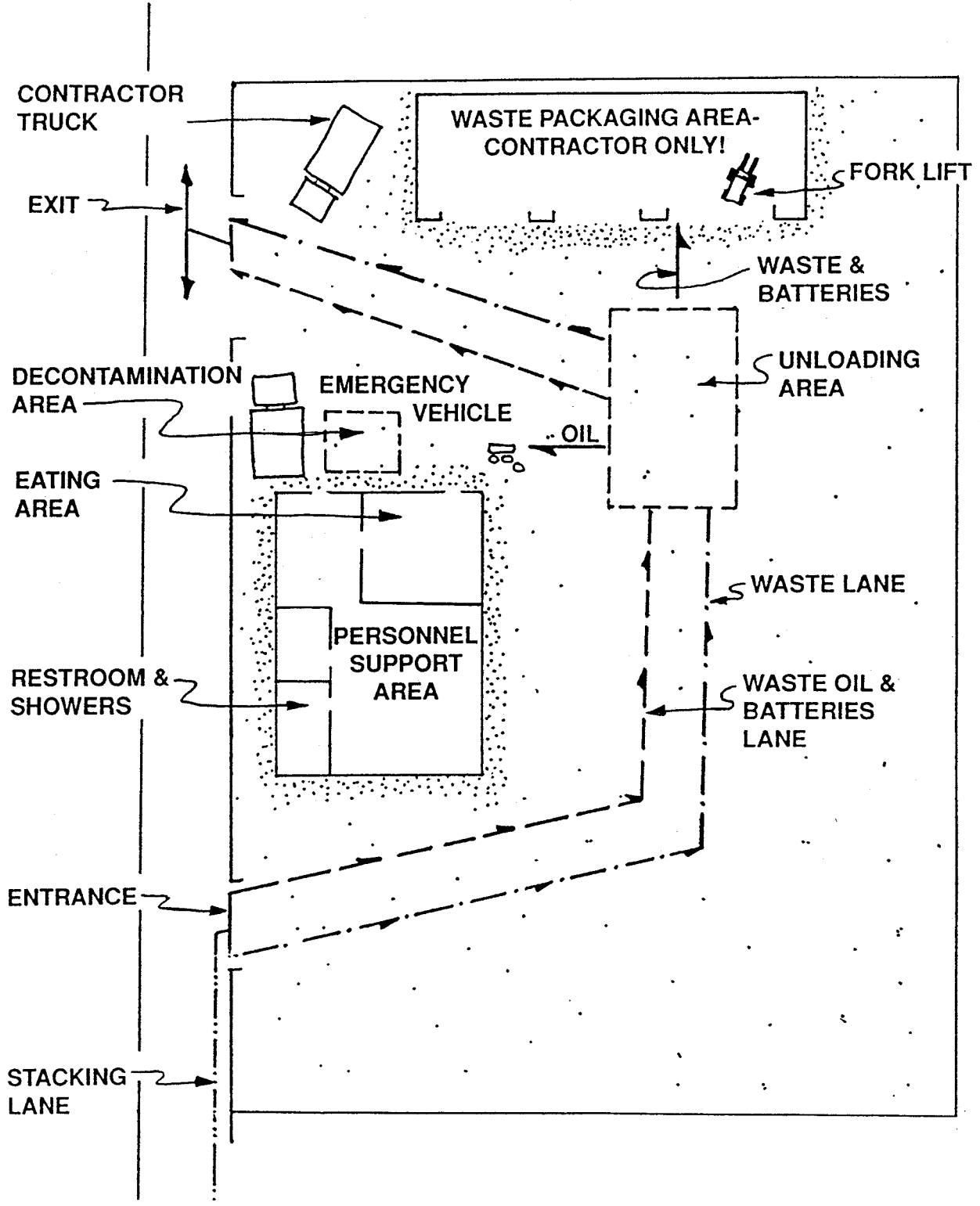
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Careful planning will help you keep traffic moving. The entrance to the collection area must be clearly marked. Plan to use signs, lane markers, and volunteers to guide traffic. Cars should be routed past the registration and information area before they proceed to the unloading area.

Provide stacking lanes leading to the waste receiving area. Stacking lanes are parallel lanes, one or two on either side of the waste receiving area, which start at your entrance and stretch past your waste receiving area to the exit. The distance from the entrance to the waste receiving area should be long enough so that several cars can await their turns without having to block the main entrance or block traffic in the street. You also may consider an express lane for participants only bringing materials such as used oil or lead acid batteries. Once wastes have been unloaded, traffic should be directed to the exit in an orderly fashion.

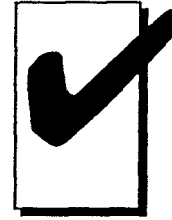
Signs are essential. Make or arrange for signs indicating your entrance and exit, and key areas such as registration, oil recycling, and the like. You may also wish to include instructional signs such as "Please remain in your car. Your household hazardous waste will be unloaded for you." Of course, many people will need to unlock their trunks for the workers, but such a sign minimizes the likelihood of your patrons from wandering into waste handling areas or away from their cars.

Create a map of your site layout. You may be able to get help with creating your map from your local municipal planning department or police department. A sample map is shown on the following page.



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## CHECKLIST #2 SITE SELECTION AND LAYOUT CHECKLIST



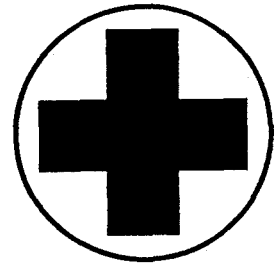
1. Site Address
2. Site Owner
3. Permission needed/granted to use site? (by owner and owner's insurer)
4. Type of Base (gravel, asphalt, etc.)
5. How big is the site area?
6. Potential environmental hazards
7. Is it easy to find?
8. Will the event obstruct traffic patterns? How will signs help to ease traffic flow?
9. Is the area well-ventilated?
10. Is a telephone or two-way radio available? If not, arrange to have one brought in.
11. Is there running water?
12. Are restrooms available? If not, arrange for portable restrooms.

- 
13. Is there a kitchen?
  14. Is there sufficient lighting?
  15. Are there sufficient electrical outlets?
  16. Is there room for worker parking?
  17. Is there room for traffic lanes?
  18. Where will vendors set up?
  19. Where will the safety station be located?
  20. Is there a decontamination shower and an eye wash? If not, you or your contractor should provide these.
  21. Where will the worker break area be located? This area should be away from the waste handling area.
  22. Have you planned for an exit lane at the check-in point for vehicles with unacceptable wastes?
  23. Have you planned for stacking lanes for excessive traffic?
  24. Have you arranged for appropriate and ample signs to guide traffic, identify key areas, and provide instruction? Signs to be ordered/made include:

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## CHAPTER 7.0

### EMERGENCY SERVICES AND SITE SAFETY



The Site Coordinator and the Emergency Services Committee will be responsible for ensuring a safe, efficient program. Planning for safety and identifying a support team of human safety professionals - police, fire department, and the like - is a must for your collection program. This chapter identifies the emergency services and safety issues you need to consider.

#### 7.1 The Site Coordinator's Role

The Site Coordinator's role will become more important as you begin to plan for a safe site. The Site Coordinator acts as a nerve center, not only during the event, but during the planning leading up to the collection day. Each committee should keep the Site Coordinator informed of their plans. The best way to safeguard against potential liability is through careful planning to prevent hazards.

The Site Coordinator's and Emergency Services Committee's many responsibilities include:

- evaluating the efficiency and safety of the site layout
- notifying local authorities of the event
- supervising the preparation of the emergency response plan
- maintaining communication with emergency response officials (police, fire, etc.), on-site and on-call
- being available throughout the event to respond to any emergency or inquiry
- seeing that established safety procedures are followed
- refusing any waste believed not to be HHW
- verifying that all HHW has been packed, all manifest forms and other records completed

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## 7.2 Notify Local Agencies

As soon as the collection day is scheduled, the Site Coordinator or the Emergency Services Committee should inform local authorities including:

- municipal manager - be prepared to comply with any local permitting requirements; you may also need to provide some "instant education" about HHW programs
- police, fire department
- bomb squad
- hazardous materials department
- health department

By all means, invite representatives from these agencies to serve on your management team. Their expertise will prove to be invaluable. Depending on local requirements, these services may be on-call, although a police official and a fire official should be on-site. An emergency response vehicle should be on the grounds as well. Reserve some space for these professional services in the site plans. Make sure other vehicles that would be needed in an emergency will have direct access to the waste handling and receiving areas from the main access road.

*In PA:  
An Emergency Response  
Plan for potential  
emergencies must be  
included when  
registering your  
collection program with  
the PADER.*

## 7.3 Develop An Emergency Response Plan

An Emergency Response Plan should be developed for your collection event. This Plan details preparedness, prevention, and contingency plans to prevent and manage emergencies. The Plan should be put into writing and include provisions for:

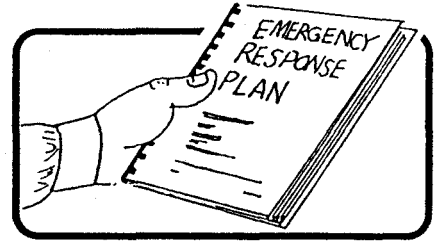
- preventing spills
- managing and cleaning up spills
- preventing explosions, fires, and releases of hazardous substances
- mobilizing emergency equipment and personnel
- notifying all the appropriate local, state, and federal agencies in the event of a fire, spill, or release
- directing traffic
- distributing protective equipment
- providing adequate security

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Your state environmental department may have additional requirements for the Emergency Response Plan.

Your hazardous waste contractor may be able to provide assistance in developing your Emergency Response Plan. You may even want to make this task the contractor's responsibility.

If the Emergency Services Committee or Site Coordinator has responsibility for writing the Emergency Response Plan, the local hazardous materials team or emergency planning commission may be able to offer assistance with this task.



## 7.4 Establish Safety Procedures

You'll want to establish safety procedures for efficient traffic flow, orderly waste handling, and dissemination of information well in advance of your collection day. Don't try to address safety issues as they come up. Individuals from your local agencies should be available to help develop and review good safety procedures.

The entrance to your site should be clearly marked with signs, flags, balloons, and the like. Use volunteers to guide participants into the stacking lanes. The entrance to these lanes should be clearly marked to avoid confusion and to decrease the likelihood of cars driving into waste handling areas.

The waste receiving and handling areas should receive special attention. These areas should be roped or barricaded to prevent the public from entering. The site should also be protected from the consequences of accidental mishandling of wastes. Plastic ground sheets should cover all work areas, and absorbent materials should be readily available. (These items should be provided by your contractor.)

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Double-check with your contractor to see if volunteers will need protective clothing. In most cases, only the contractor's employees will be handling in-coming wastes, and they will provide their own Personal Protective Clothing. Since volunteers will be directing traffic, distributing literature, and other such tasks, they should not need any special clothing. However, some of your volunteers who have received special training may be assisting the contractor. These individuals will need special clothing. Check with your contractor to ascertain responsibility (yours or his) for providing protective clothing.

Communicate established procedures by reviewing the Emergency Response Plan and safety procedures during volunteer training. Have the Site Coordinator brief local agencies - police, hazardous materials team, etc. - at least one month prior to the collection day.

## **7.5 Clearly Define Liability**

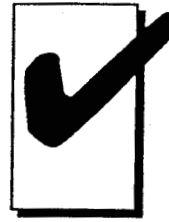
Careful planning can prevent most accidents, but nevertheless, sometimes things happen. General liability through the contractor's required insurance must be defined in your contract. Liability in the contract should insure collection program personnel, the public, the site, and the transportation of waste to treatment, storage, or disposal facilities.

Usually, the contractor assumes the responsibility of insuring the collection program events.

Planning to prevent accidents will keep risks to workers and the environment to a minimum. Local emergency professionals, the sponsor's or organizer's legal counsel, and the collection contractor can provide additional guidance.

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**CHECKLIST #3**  
**EMERGENCY INFORMATION CHECKLIST**



1. Site Coordinator  
Address  
Telephone
  
2. Collection Site  
Address  
Telephone
  
3. Local Hospital  
Telephone
  
4. Local Ambulance Service  
Telephone
  
5. Local Fire Department  
Telephone
  
6. Local Police  
Telephone
  
7. Local Poison Control Center  
Telephone
  
8. Local Hazardous Materials Team  
Telephone
  
9. County Health Department  
Telephone
  
10. State Environmental Agency  
Telephone
  
11. National Response Center 1-800-424-8802

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In Pennsylvania

1. PADER Regional Office  
Phone
2. Pennsylvania Emergency Response Commission  
1-800-424-7362
3. PADER/Harrisburg Emergency Answering Service  
717-787-4343

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## **TIMELINE #3 EMERGENCY SERVICES AND SITE SAFETY**

### ***As Soon As The Collection Day Is Scheduled***

- Notify local safety authorities. Throughout the entire planning process, keep them informed of your progress, and include them in the planning whenever possible.
- Investigate insurance and liability issues with your and your site owner's insurance carriers.

### ***Upon Selection Of Your Site***

- Begin evaluation of site for safety considerations.

### ***Following Selection Of Your Site And Contractor***

- Develop Emergency Response Plan

### ***Two To Four Weeks Prior To Collection***

- Meet with local safety authorities. Keep them informed of your plans.

## ERRATA

Page 57:

Last sentence should read: Closer to the collection day, you can then begin to advertise the specifics of your program: date, time, place, materials accepted, registration information, and the like.

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## CHAPTER 8.0

### PUBLIC EDUCATION AND PUBLICITY

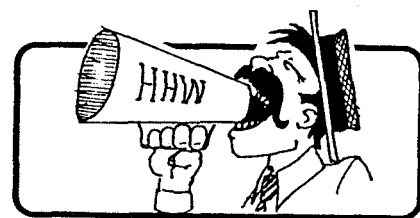
A successful HHW collection program depends upon a comprehensive and sustained public education campaign. Community residents need to understand the issues and concerns surrounding HHW. Only then will they be ready and willing to take some responsibility for the materials entering and leaving their homes. All educational materials should reflect the goals of your program: increasing awareness, promoting safety, and gaining participants for your collection day. This chapter will help you plan and implement your public education program.

#### 8.1 Getting The Word Out

You can spread the word about HHW through a variety of educational materials, such as:

- newspaper/newsletter articles (newspapers and other media may donate time and space for advertising your program)
- fact sheets
- brochures
- public service announcements for radio and television
- posters
- letters from the municipality or other sponsoring organization to residents
- utility bill inserts
- ...and the list goes on...

In implementing your public education program, keep two key points in mind: first, allow plenty of time. It is never too soon to start the education process. Second, move from the general to the specific. Many householders may not be aware that the products they discard are potentially hazardous wastes. Your initial informational pieces should introduce the concept of HHW: what it is, why be concerned about it, how to minimize the effects of household chemicals coming into the home. Closer to the



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From the very beginning, you will definitely want to remind participants that producing less hazardous waste is the most effective way to reduce environmental impacts. You must remind consumers to evaluate products they buy more carefully and use less or non-toxic alternatives when possible.

A great deal of literature on HHW exists. If your budget and staff preclude creating your own materials, you can often use other's previously developed literature as long as you get permission and give proper credit.

Your state environmental agency and collection contractor are good sources for educational literature. Many states have created brochures and fact sheets which they may be willing to share. Other HHW collection program organizers may also share their resources. (See Appendix H for examples of educational materials created by various programs.)

## **8.2 Meeting The Public**

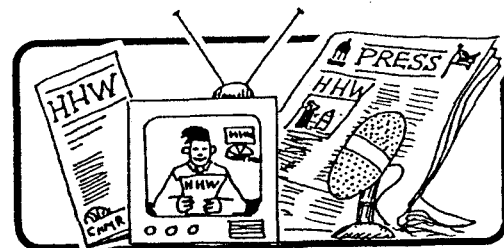
A panel of "experts" able to meet directly with the public is a valuable asset. These individuals may appear on local television or radio talk shows. They may also serve on a speakers bureau, sharing information with local citizens' organizations.

Be sure to include school children in the educational process. A HHW awareness day in the schools can provide information which the children, in turn, can share with their families. Teachers may be willing to incorporate some HHW lessons into the science or social studies classes.

Contact your local schools as soon as you schedule your program. Let the administrators know their schools are eligible to bring wastes to the collection program (if you plan to accept waste from schools). Offer to meet with teachers or department heads so they may take the information back to their students. Administrators may also request classroom presentations by a member of your committee.

### 8.3 Working With The Media

Members of the media are citizens too, and they will need to be educated. Television, radio stations, and newspapers may have some background knowledge on HHW; many have launched their own environmental programs in light of the twentieth anniversary of Earth Day. They are likely to be receptive to providing advance and same-day publicity for your program.



Press releases and media kits are certainly necessary. Fill them with all your educational materials as well as key "who, what, where, when, and how" information.

One way to get media attention and raise public awareness is to stage a HHW house tour. Invite the media to a guided tour of a local home (perhaps a committee member's home). Tour areas of the house where HHW can be found, and point out the types of wastes that may be present and their potential hazards. It's okay to stack the deck a little beforehand by collecting HHW examples for a representative showing.

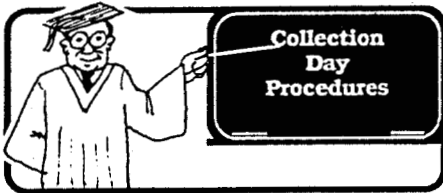
You can add a little extra drama to the tour by concluding with a demonstration of the consequences of mixing incompatible household chemicals. A representative from your local hazardous materials response team or perhaps someone from your contractor's office can lead this demonstration safely. **Before the demonstration, be sure to warn spectators not to repeat any of the experiments at home, since the reactions may start a fire or generate toxic gases.**

Other types of community education and outreach include:

- telephone hotline with volunteer staff or recorded messages
- information booths at local shopping centers or malls

- 
- public affairs programs on local cable television stations and radio
  - school presentations and projects (poster contests, essay contests, logo contests)
  - church bulletin announcements

## 8.4 Collection Day Education



On collection day, be sure a representative of your publicity committee is on hand to greet reporters and to give a tour of the collection site. Your representative should ensure reporters do not enter any "restricted" areas for their own safety. Your collection contractor can provide guidance in this matter.

A good turnout on collection day means your educational program has been successful. Still, the education process should not cease. Make sure you have your information brochures on-hand; people can always use another reminder of general HHW information and may appreciate another list of safer substitutes for common household chemicals.

Remember, you are building for your next collection day; you want your "customers" to leave the site with greater awareness and commitment to action.

A prepared survey is a useful tool for organizers (see Appendix H). This can be given by a volunteer as participants enter the site, and can also serve as a registration process. The results will assist you in providing a better program the next time; educational needs can be identified and concerns can be better addressed.

## 8.5 Post-Collection Day Education

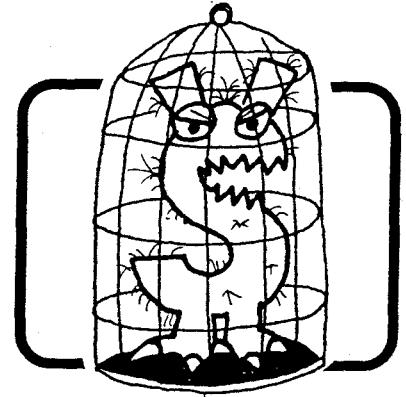
Be sure to prepare and distribute a press release describing the results of your collection event, including number of participants, participation rates, amount of waste collected, and any other statistics you may want to share.

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A follow-up letter of thanks to reporters who covered the event will pave the way for future coverage. The reporters may also be more inclined to produce informational pieces on HHW at other times of the year. Now they have you as a resource!

## 8.6 Public Education And Publicity Costs

Public education is absolutely vital to the success of any collection event. It may be tempting to scrimp on the amount spent on public education and outreach, but every penny - as much as you can afford - will be well spent. Remember, not only are you trying to draw participants to your collection program, you are trying to inform area residents about HHW issues, safe handling of materials, and good waste minimization practices.



However, you can control public education costs in several ways:

- radio stations may run free public service announcements about your program
- your local newspaper may print a free advertisement about the program as a public service
- a local printer may donate the printing of flyers, brochures, and signs
- a local high school or university graphic arts department may donate design work for your informational pieces
- a local business may be willing to pay the postage for mailings

Be creative. Remember, it never hurts to ask for a donation. If you get any kind of support in any amount, be sure to provide ample recognition and thanks to the sponsor.

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## **TIMELINE #4**

### **PROMOTION/PUBLICITY TIMELINE**

#### ***Four To Six Months Before Collection***

- Distribute information on waste minimization.
- Line up any needed public education sponsors.
- Decide on a logo or theme for the event.
- Check the required lead time for utility bill inserts, public service announcements, etc.
- Create and print general flyers.
- Write a newsletter/newspaper article describing the event.
- Construct a letter describing the event which will be sent to community residents.
- Make contacts with reporters at local television and radio stations and newspapers.

#### ***Two To Four Months Before Collection***

- Begin distributing general flyers.
- Send letters to service clubs and other organizations to request promotion support.
- Send announcements to area churches for inclusion in bulletins and newsletters.
- Create and print posters, brochures, and media packets.
- Schedule assemblies with school principals and seminars with civic groups.

- 
- Create public service announcements (television, radio, newspaper).
  - Design a registration flyer and organize your registration process.

#### ***One To Two Months Before Collection***

- Distribute flyers and brochures.
- Place posters and announcements in local businesses and public buildings.
- Distribute notices regarding any upcoming press conferences.
- Send the letter describing the event to local residents. This letter can include the registration packet.

#### ***Two To Three Weeks Before Collection***

- Contact media and distribute press package.
- Send announcements to be included in the community events column in local newspapers.
- Organize collection day surveys, literature, etc.
- Distribute public service announcements (the recipients of your announcements may need them sooner; they can advise).

#### ***Two Weeks Before Collection***

- Hold a press conference describing the event.
- Distribute press releases.

#### ***On Collection Day***

- Distribute and collect surveys and questionnaires.

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- Pass out waste reduction brochures and any other relevant brochures.

***One Day After Collection Day***

- Send a press release describing the success of the project.
- Send thank you notes to all who assisted in publicizing the collection day.

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## CHAPTER 9.0 FINALIZING PLANS

Eight to ten weeks before your collection day is the time to ensure certain areas are well under control. Review collection day needs with your contractor, and begin to actively solicit volunteers from the networks you have already established. This chapter will review the responsibilities of the contractor, the Site Coordinator, and the Volunteer Coordinator.

### 9.1 Contractor's Responsibilities

Make sure your contractor is bringing:

- spill prevention materials (overpacks which enclose a drum of waste, absorbents, polyethylene sheeting)
- packaging drums
- packing materials, bung wrenches, drum tools, paint, pens, or markers for labeling, funnels and pumps, proper labels and stickers
- personal protective equipment (PPE)
- packing lists, proper manifests, and additional blank manifests for your use
- a method for loading the trucks
- additional empty containers to repackage materials not acceptable for shipment in their present containers

In addition, the contractor will:

- have in place by shipment day codes for all waste streams, including one for contaminated Personal Protective Equipment (PPE), a slot (an appointment) at the disposal facility, arrangements for the transportation of the waste to the disposal site
- provide copies of the manifest, packing lists, all shipping papers; make arrangements for disposal certification; provide assistance in the event of any problems arising from any of

- 
- the documentation associated with preparation, shipment and disposal of the load; and provide an emergency phone number and contact
  - supervise the work area, including all aspects of set-up and clean-up

Remember, all this information should be in the contract.

## **9.2 Site Coordinator Responsibilities**

A week or two prior to your collection day, the Site Coordinator or the Emergency Services Committee should call all of the emergency service agencies (fire, police, etc.) to remind them of the date and their responsibilities for the event.

Double check that you have all the necessary equipment on hand. Equipment that you should supply include:

- tables
- canopies or tents
- paint can openers
- pliers, scissors
- masking tape, duct tape
- shovels
- mops
- ventilation fans
- dumpsters for solid waste
- water hoses
- signs to direct traffic
- traffic cones and barriers
- brooms, dustpans
- educational materials, surveys

Review this list with your contractor; he may be planning to provide some of these things.

Just in case, plan to bring at least \$200 in cash to purchase anything you may have forgotten!

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### 9.3 Volunteer Coordinator's Responsibilities

Eight to ten weeks before the collection day, the Volunteer Coordinator can begin to actively solicit volunteers to run the program. The Volunteer Coordinator should already have a good list of potential recruits from the network of people currently serving on committees. Look to local scout troops, citizens interest groups, service organizations, and family members of your committee.

Volunteers are needed for a variety of jobs. (See Volunteer Duty Roster which follows.) From set-up to registration to directing traffic to clean-up, good volunteers are vital.

The Volunteer Coordinator should work with the Site Coordinator to determine the best assignments for available volunteers. (See Volunteer Duty Roster.) Once the volunteers have been assigned roles, develop a schedule that includes the time each group of volunteers needs to arrive. These volunteer shifts should overlap by 10-15 minutes to ensure consistent staffing of all duties and a smooth transition between shifts. You will also want to include a job description for each role volunteers will be asked to play.

To minimize confusion on collection day, the Volunteer Coordinator should arrange for some sort of visible and desirable volunteer identification. Baseball caps or tee-shirts work well. You may be able to find someone willing to donate them. They may even be willing to provide caps with the project's logo.

The Volunteer Coordinator is responsible for providing for refreshments. Local establishments may be willing to donate food. Find a way to acknowledge their contributions. You will want to provide coffee and doughnuts for the morning, soda pop and pizza, chicken wings, or sandwiches for lunch, coffee or soda pop for the afternoon. The volunteers will probably appreciate a snack during their training session, too.

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The Volunteer Coordinator should obtain a copy of the site layout map showing areas for accepting waste, handling waste, eating, clean up, registration, traffic lanes, and parking. Since you will be asking volunteers to stay out of the waste processing areas, find a way to clearly distinguish such areas on the volunteers' copy of the map. Your contractor will have these areas clearly marked on the actual collection day.

## **9.4 Training Volunteers**

Even though volunteers should not be handling any waste, they need to be trained in HHW collection procedures and precautions. This training will help them understand the collection program and improve efficiency. It will also introduce them to the potential dangers of mishandled chemicals.

Schedule your training session one to three weeks before your collection day. The training session should last two to four hours and be required for every volunteer who will be on site.

The Volunteer Coordinator is responsible for informing volunteers of the date and location for the training. The Site Coordinator should open the training session by briefing volunteers on the overall plan for the day. The Volunteer Coordinator should hand out volunteer assignments, a copy of the time schedule, and the map of the site. Review all materials with the group. Tell volunteers to check-in with the Volunteer Coordinator when they arrive, or distribute volunteer duty rosters to any volunteers responsible for checking-in other volunteers.

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One person may not be an expert on all the topics that need to be covered in training. The following topics may be handled by:

<b>TOPIC:</b>	<b>COVERED BY:</b>
Common examples of HHW	Contractor or local hazmat person
Spill prevention	Site Coordinator or Contractor
Emergency plans	Site Coordinator
Contractor equipment and procedures	Contractor
Personal Protective Equip	Contractor or local hazmat person
Risk Assessment	Contractor or Site Coordinator
Disposal Plans	Contractor or Site Coordinator

Ask your contractor to make someone available for this training.

Allow time for questions, and make sure everyone understands what they are supposed to do.



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Pick Up Coffee and Doughnuts  
In Morning (or arrange for delivery)

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Pick Up Lunch (or arrange for del.)

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Pick Up Snack (or arrange for del.)

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Direct Traffic

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Check-In Volunteers

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Host/Hostess to Media

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Clean-Up Crew

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## CHECKLIST #5 EQUIPMENT CHECKLIST - CONTRACTOR



Some of the things your Contractor should supply include:

### Spill Prevention Materials

- overpacks
- absorbent spill pads and rags
- polyethylene sheeting
- absorbents (booms, socks, or granular)

### Personal Protective Equipment (PPE)

- protective coveralls
- respirators
- duct tape
- respirator cartridges
- surgical gloves
- neoprene boots
- neoprene gloves
- hard hats with splash shields
- safety goggles
- eye wash
- decontamination equipment
- self contained breathing apparatus (SCBA) for emergency response

### Collecting and Packing Materials

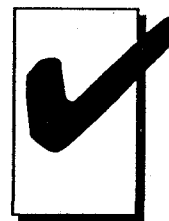
- bung wrenches
- drum opening and closing tools
- funnels and pumps
- labels and stickers
- pens and markers
- fork lift and drum handling equipment
- wash tubs

### Other

- packing lists and proper hazardous waste manifests
- empty containers for materials not acceptable for shipment in their present packaging
- fire extinguishers of proper size and rating
- one or more trained chemists
- collection and packaging support personnel

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## CHECKLIST #6 EQUIPMENT CHECKLIST - ORGANIZER



Some of the things you may need to supply include:

### Traffic Equipment

- cones
- entrance and exit signs
- barriers
- hazard tape
- colored safety vests

### Collection and Packaging Equipment

- scrub brush
- dumpster(s)
- wash tubs
- hose with spray nozzles
- shovel and broom

### Important Papers and Utensils

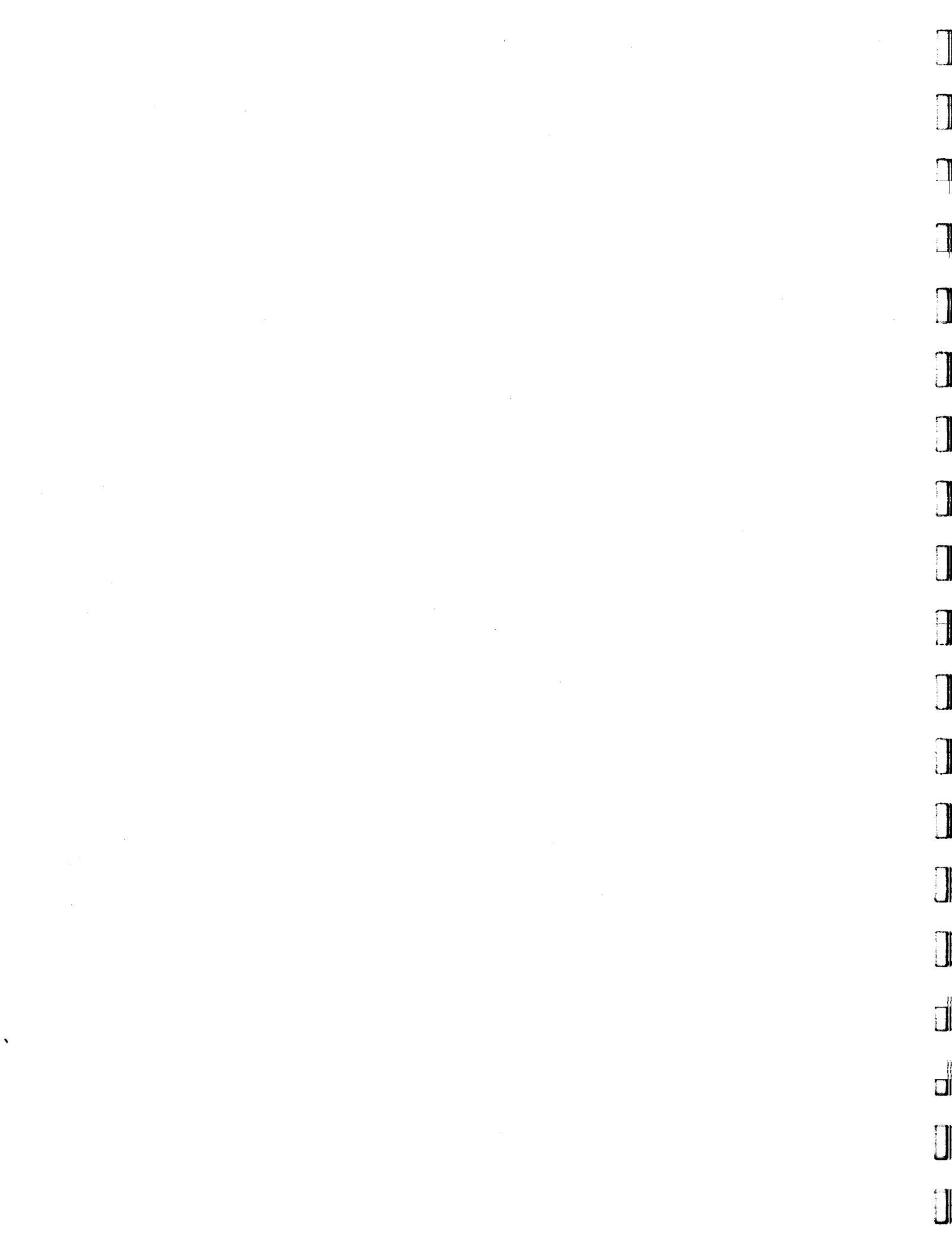
- registration forms
- volunteer identification
- surveys
- handouts
- ballpoint pens and pencils
- scissors
- clipboards
- stapler, tape

### Health and Safety Equipment

- first aid kit
- police support
- ambulance support
- fire personnel support
- health and safety plan
- names and phone numbers of emergency response contacts

### Refreshments

- ice cooler
- paper towels
- paper cups
- plates
- forks, spoons, knives
- sufficient food and drink



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## CHAPTER 10.0 ON COLLECTION DAY

The big day has finally arrived! This chapter will lead you through the major events of the collection day.

### 10.1 Checking In And Setting Up

Tell yourself this will all be over soon. Repeat if necessary. The Volunteer Coordinator and the Site Coordinator should be on site a little earlier than everyone else. Volunteers will begin to trickle in, and as they do, sign them in, issue their identification, review their duties, and send them gently on their way. It is early, it is exciting, and there will be a lot of tension later, so allow your volunteers a cup of coffee and time to get moving.

It may be prudent to avoid setting up tables and chairs in the collection area until the contractor arrives, since he will need to put polyethylene sheeting down to cover the work area. However, once the contractor arrives you may need to divert some volunteers to help the contractor set up and unload. Make sure you let the contractor's employees know the schedule for the day, who's who, and where they can find restrooms and coffee.

Walk through the traffic flow set-up to see that it is workable. More volunteers will be arriving by now; remember to sign them in, orient them, and issue their identifications. When your "handout and registration" volunteers arrive, show them to their work stations, go over the information they will be giving out, and tell them to refer any questions they cannot answer to the Site Coordinator.

### 10.2 Showtime

Naturally, there will be early arrivals, so try to have everyone ready about a half hour before the scheduled start. With luck, your Traffic Director will have arrived but if he or she

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hasn't, you had better get one now. After each car passes through the registration area, the contractor's personnel will take waste from each car to the waste packaging area.

If anyone brings any unacceptable wastes, the contractor should refer the problem to the Site Coordinator. The Site Coordinator must make the decision to accept or reject the waste. If the waste must be rejected, the Site Coordinator must carefully explain the reasons to the patron, and endeavor to keep the patron in a good humor.

Try to keep an eye on all aspects of the operation to make sure everyone has what they need and all questions are answered. Remember to keep smiling and stay cheerful. It's easy to get impatient or angry if participants wander into the waste handling area or if volunteers are drinking more coffee than registering participants. A smile and an encouraging word should keep things moving without causing hard feelings.

### **10.3 Lunchtime**

As lunchtime approaches, arrange to stagger lunchtimes among the volunteers, and ask the contractor to do the same so that you may continue to accept waste during lunch. No food should be allowed in the waste packaging area, and no one should be allowed to eat in Personal Protective Clothing since it may be contaminated. Lunch should be eaten in a designated area away from the waste handling area. Remind volunteers to wash their hands before eating!

Following lunch, see that the lunch area is clean and that coffee and cold drinks are available in the afternoon. Make sure the registration forms you have collected are in a safe, dry place. You should check with your contractor to see how close to your expense limits they are running, and whether they anticipate having to stop early (because of costs).

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## 10.4 Breaking Down

When waste is no longer being accepted, and when all the drums are packed, the contractor will begin preparing the manifests for the shipment. There may be confusion in loading the trucks, but that is natural. Do not be alarmed if there is some shouting or arguing among the contractor's personnel; they have had a long day, and the load will not leave your site until it is properly packaged and loaded.

Once the manifests are prepared, the Site Coordinator or your authorized person may be called in to sign them. See Appendix I for more information on filling out a manifest. Make sure all the pertinent information is included.

Since most manifests are multi-copy documents (some as many as 10 pages), check the last page of the manifest to ensure that everything on that copy is legible. If it isn't, have the preparer copy the manifest over about half way through the copies and resign on the page they copy over. Attach the packing lists, inventories that the contractors have prepared for each drum, to the manifests. Check with the contractor to make sure you will be receiving a copy of the manifest and all packing lists.

Probably, everything except the waste packaging area can be cleaned up by the time the load leaves the site. Make sure the contractor removes everything that has been brought. Used Personal Protective Clothing should go with the contractor, but the plastic ground sheeting can go into the municipal dumpster if it has not been contaminated.

Find out if everything that has been borrowed has been returned. Walk through the area, close the site, go home, and collapse.

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## **TIMELINE #5**

### **COLLECTION DAY RUN-THROUGH**

#### ***Two Hours Before Start Of Event***

- Have volunteers who will be setting up arrive this early to help the contractor unload and set up. Your contractor will let you know if he needs any assistance.
- The Site Coordinator or the Volunteer Coordinator should review volunteer duties.
- Tables and chairs must be set up after the contractor covers the waste handling area with polyethylene sheeting.
- Set up traffic control equipment (cones, barriers), break areas, and snack and lunch areas.
- Volunteers can assist in orienting the contractor's people.

#### ***One Hour Before Start***

- Double check to see if the contractor needs any assistance.
- Tell volunteers and the contractor's crew to refer all questions that cannot be answered to the Site Coordinator.
- Make sure you have all equipment on hand, all volunteers accounted for.

#### ***Thirty Minutes Before Start***

- Set up should be complete. It is better to be prepared in case any participants show up early.

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### ***Start Of Event***

- Make sure all wastes are recorded and properly packed. No volunteers should help the contractor in handling or packaging wastes unless they have been formally trained and approved by the contractor in advance.
- Keep information lines open at all times during collection. Again, refer any questions to the Site Coordinator.

### ***Lunch***

- Stagger lunch times among volunteers and the contractor's crew so that collection may continue through lunch.
- Arrange for lunch to be eaten on site, but away from the waste packaging and decontamination areas. A lunch and break area must be identified and roped off from all other areas.

### ***After Lunch***

- Set out cold drinks or coffee in the break area for workers.

### ***After Collection***

- Designate a clean-up crew to clean the site and make sure all borrowed equipment is returned.
- Arrange for volunteers to help the contractor tear down the waste packaging area.
- Double-check the site for missed or forgotten items during cleanup, and then lock or close the site.
- Make sure all documents get to their proper destination.
- Make sure you have all of your copies of manifests, inventories, etc.

- 
- Pay your contractor, if this is what you have arranged. Otherwise, make sure he has the proper address to send an invoice.
  - Thank everyone - twice!

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## CHAPTER 11.0 AFTER COLLECTION DAY

You did it! Your collection program is a success! But wait, you can't rest yet. This chapter outlines the tasks which must be attended to following your event.

The collection program does not end as soon as the last waste has been collected and transported away from the site. At the end of the collection event, you must work with the contractor to return the site to its original condition.

After all manifests have been signed (and you have retained your copies if you are the listed generator of the waste), borrowed materials have been returned, the collection site has been cleaned, and thank you letters have been written to the contractor, his workers, companies that donated materials, the site owner, and all volunteers, remember that some people will only become aware of the collection day when they read about it in the newspaper or hear about it on the news.

Therefore, it is a good idea to prepare and send a press release describing the success of the event. Also, a post-collection day self-inspection will help you plan improvements for the next collection day. Compile statistics concerning all areas of the event. This information can be obtained from the contractor and from the collection day surveys. Review the data, compare the statistics with the original expected goals, and identify the strengths and weaknesses of the program. Some useful statistics might include:

- Number of cars that came through the event.
- Number of households represented (divide this number by the number of households in your target area to get the participation percentage).
- Amount of waste collected (you can quantify this as number of drums, pounds, gallons, etc.).

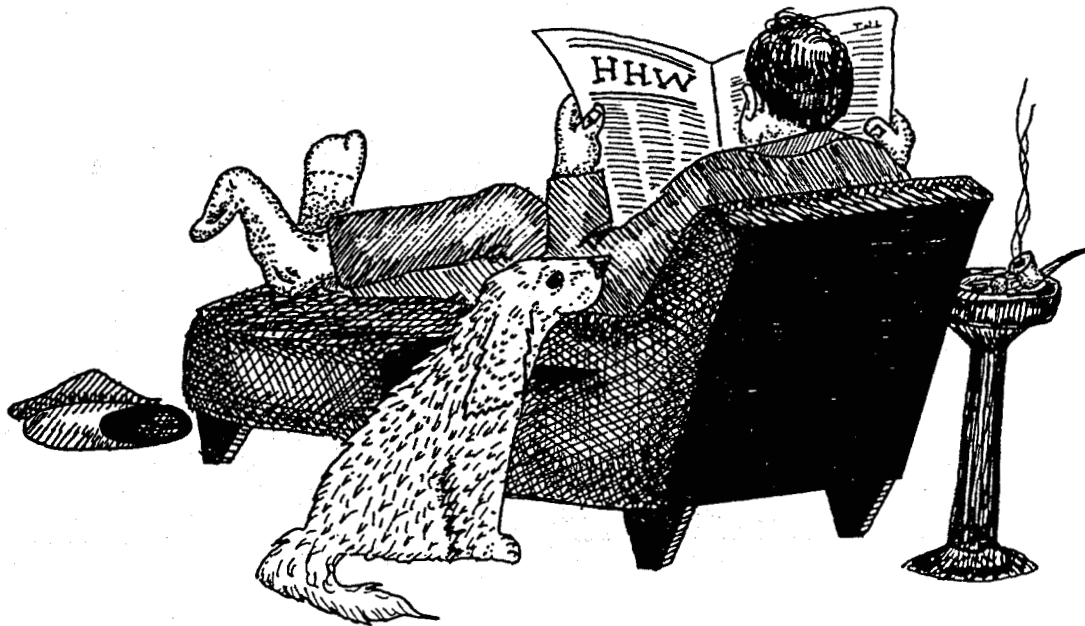
- 
- Amount of waste to be sent for incineration, landfilling, and recycling.
  - Most common type of waste.
  - Kinds of wastes that had to be turned away.
  - Number and nature of complaints.
  - Total cost of program and cost of separate areas (e.g. publicity and education, staffing, contractor fees, and other operating expenses).
  - Cost per participant.

Make sure all copies of manifests, packing slips, registration forms, and all other important papers are appropriately filed. Once your waste has been disposed of, you will receive copies of the manifests (if you are the listed generator of the waste).

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## A Final Word...

A Household Hazardous Waste Collection Day can be a great boon to a community. While you remove a large portion of potentially hazardous materials from the waste stream, you provide a vital educational service for the public good. Yes, hosting such an event is exhausting, but the thanks and appreciation you will receive from your participants will make your efforts all worthwhile. Good luck!





**Appendix A**

**Legal Aspects Of Household Hazardous Waste**





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

NOV 1 1988

OFFICE OF  
SOLID WASTE AND EMERGENCY RES.

MEMORANDUM

**SUBJECT:** Clarification of Issues Pertaining to Household  
Hazardous Waste Collection Programs

**FROM:** *J. Winston Porter*  
J. Winston Porter  
Assistant Administrator for Solid Waste  
and Emergency Response

**TO:** Waste Management Division Directors,  
Regions I-X

As you know, the Agency enthusiastically supports household hazardous waste (HHW) collection and management programs. As part of this support, EPA has sponsored annual HHW conferences since 1986. The first collection programs began in 1981. As of October 1988, over 1300 collection programs have been set up in 44 States and more programs are being planned all the time. EPA believes these programs are important because they: (1) promote citizen awareness regarding proper handling of HHW; (2) reduce the amount of HHW in the municipal solid waste stream which ultimately is taken to municipal waste combustors or landfills; (3) limit the amount of HHW which is dumped down a drain and ultimately discharged to a publicly-owned treatment works (POTW), or is dumped indiscriminately; (4) remove a greater amount of HHW from the home, thereby reducing potential safety hazards; and (5) help to reduce the risk of injuries to sanitation workers.

Several issues have been raised pertaining to HHW collection programs. These issues include the liability of collection program sponsors under the Resource Conservation and Recovery Act (RCRA) and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); EPA's recommendations regarding the management of HHW; and the regulatory status of HHW that contains dioxin.

This memorandum clarifies our position on these issues. You should note, however, that State positions may vary; the State agency should be contacted for details on the State's policies or regulations regarding HHW.

1. What does EPA recommend regarding management of HHW collected in HHW collection programs?

As you know, all household wastes are exempt by definition from the Federal hazardous waste regulations promulgated under Subtitle C of RCRA. Section 261.4(b)(1) unconditionally exempts household wastes, including HHW, from the Subtitle C regulations even when accumulated in large quantities. This exemption also applies to HHW collected during an HHW collection program. However, when household wastes are mixed with hazardous wastes from small quantity generators, this resulting mixture is subject to the small quantity generator rules in Section 261.5. For this reason, sponsors of HHW collection programs should be careful to limit the participation in their programs to households to avoid the possibility of receiving regulated hazardous wastes from commercial or industrial sources and triggering all or some of the Subtitle C controls on this waste.

Household waste, including HHW, is subject to the regulations under Subtitle D of RCRA. The current Subtitle D regulations governing the disposal of any solid waste are the "Criteria for Classification of Solid Waste Disposal Facilities and Practices" (40 CFR Part 257). These regulations are general environmental performance standards that are implemented by the States. On August 30, 1988 (see 53 FR 33314) EPA proposed new rules for municipal solid waste landfills at 40 CFR Part 258. HHW can legally be disposed in any solid waste disposal facility, including a municipal solid waste landfill, that is in compliance with the existing "Criteria" and State and local requirements.

Although HHW is exempt from the Federal RCRA Subtitle C hazardous waste regulations, EPA recommends that sponsors of HHW collection programs manage the collected HHW as a hazardous waste. When a community has already gone to the effort and expense of collecting these materials, Subtitle C controls provide a greater level of environmental protection. In selecting a management option, the Agency recommends that program sponsors follow the waste management hierarchy of:

- (1) Reusing and recycling as much waste as possible;
- (2) Treating waste in a hazardous waste treatment facility; and, finally,
- (3) Disposing of remaining waste in a hazardous waste landfill.<sup>1</sup>

The Agency also recommends the use of licensed hazardous waste transporters who will properly identify, label, manifest, and transport the collected wastes for recycling, treatment, or disposal. Although sponsors are not required to manage HHW as a hazardous waste, it is clear from seeing the programs in action, that, in fact, sponsors usually contract with hazardous waste management professionals to run the programs. These contractors generally manage the HHW as a hazardous waste and usually make efforts to reuse and recycle the waste.

2. What is the regulatory status of HHW that contains dioxin?

As stated above, HHW is unconditionally exempt from Federal RCRA Subtitle C regulation. This exemption includes HHW that contains dioxin, such as pesticides. Like any household waste, HHW that contains dioxin must be disposed of in accordance with EPA's rules under Subtitle D of RCRA.

The RCRA land disposal restrictions rule issued November 8, 1986, applies only to those dioxin-bearing wastes that are specifically listed as hazardous wastes under Subtitle C of RCRA. Therefore, this rule does not apply to any HHW and does not prohibit hazardous waste land disposal facilities from receiving any HHW, even those potentially containing dioxin.<sup>2</sup> Although dioxin-containing HHW are exempt from EPA's land disposal restrictions rule, we understand that, due to public perception concerns, some Subtitle C hazardous waste management facilities currently do not accept dioxin-bearing HHW. EPA will explore options with State and local governments so that a solution to this problem can be found. For example, we are looking at ways to encourage the waste management industry to reconsider their position and accept these wastes. Some communities have chosen to temporarily store this dioxin-bearing HHW until a more permanent management option can be found.

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<sup>1</sup>To the extent that non-hazardous liquids are not containerized in accordance with Sections 40 CFR 264.314(d), 265.314(c), 264.316, and 265.316, such liquids are subject to the non-hazardous liquids restrictions set forth at Sections 264.314(e) and 265.314(f).

<sup>2</sup>Likewise, the land disposal restrictions do not apply to any other HHW.

3. What liability do HHW collection programs sponsors have under Subtitle C of RCRA?

As stated above, Section 261.4(b)(1), exempts household wastes, including HHW, from the Federal Subtitle C regulations. As a result, handlers of HHW are not potentially liable under Subtitle C of RCRA for failure to follow the regulations and are not required to manage collected HHW in Subtitle C hazardous waste management facilities. As previously mentioned, however, EPA recommends that this waste be handled as a Subtitle C hazardous waste.

4. What liability do sponsors of HHW collection programs have under CERCLA?

CERCLA does not contain an exclusion from liability for household waste or an exclusion based on the amount of waste generated. Any waste that qualifies as a hazardous substance under CERCLA is subject to the liability provisions of Section 107. Hazardous substances are defined under Section 101(14) and designated under Section 102(a) of CERCLA. HHW may qualify as a "hazardous substance" if it contains any substance listed in Table 302.4 of 40 CFR Part 302. If a household waste contains a substance that is covered under these CERCLA sections (whether or not it is a RCRA hazardous waste), potential CERCLA liability exists.

Communities should recognize that potential liability under CERCLA applies regardless of whether the HHW was picked up as part of a community's routine waste collection service and disposed of in a municipal waste landfill (RCRA Subtitle D) or if the HHW was gathered as part of a special collection program and taken to a hazardous waste landfill (RCRA Subtitle C). The additional safeguards provided by HHW collection and Subtitle C management may reduce the likelihood of environmental and human health impacts and, therefore, may also reduce potential CERCLA liability.

I hope this information will assist you in addressing questions regarding HHW collection and management programs. We are providing copies of this memorandum to States and the major waste management trade associations. I request that you make this information available to any other interested parties in your Region. If you require additional information or clarification on these issues, please contact Allen Maples of the Municipal Solid Waste Program at (202) 382-4683.

cc: State Solid and Hazardous Waste Directors  
Bryan W. Dixon, ASTSWMO  
De-a Duxbury, Consultant to Tufts University, CEM  
William Forester, APWA  
H. Lanier Hickman, GRCDA  
Sheila Prindiville, NSWMA  
Hazardous Waste Branch Chiefs, Regions I-X  
Regional Subtitle D Coordinators, Regions I-X

**Appendix B**

**Pennsylvania Department Of Environmental Resources  
Regional Contacts**

**State Hazardous Waste Management Agencies**



**DEPARTMENT OF ENVIRONMENTAL RESOURCES REGIONAL OFFICES**

**REGIONAL OFFICES**

*Norristown Regional Office*  
1875 New Hope Street  
Norristown, PA 19401  
24 Hours: 215-270-1900

*Wilkes-Barre Regional Office*  
90 East Union Street, 2nd Floor  
Wilkes-Barre, PA 18701  
24 Hours: 717-826-2511

*Harrisburg Regional Office*  
One Ararat Boulevard  
Harrisburg, PA 17110  
24 Hours: 717-657-4585

*Williamsport Regional Office*  
200 Pine Street  
Williamsport, PA 17701  
Daytime: 717-327-3636  
Night emergency: 717-327-3696

*Pittsburgh Regional Office*  
Highland Building  
121 South Highland Avenue  
Pittsburgh, PA 15206-3988  
24 Hours: 412-645-7100

*Meadville Regional Office*  
1012 Water Street  
Meadville, PA 16335  
24 Hours: 814-724-8557

**COUNTIES**

*Berks, Bucks, Chester, Delaware,  
Lehigh, Montgomery, Northampton,  
Philadelphia*

*Carbon, Lackawanna, Luzerne,  
Monroe, Pike, Schuylkill,  
Susquehanna, Wayne, Wyoming*

*Adams, Bedford, Blair, Cumberland,  
Dauphin, Franklin, Fulton,  
Huntingdon, Juniata, Lancaster  
Lebanon, Mifflin, Perry, York*

*Bradford, Cameron, Clearfield,  
Clinton, Columbia, Dentre,  
Lycoming, Montour, Northumberland,  
Potter, Snyder, Sullivan, Tioga,  
Union*

*Allegheny, Armstrong, Beaver  
Cambria, Fayette, Greene, Indiana,  
Somerset, Washington, Westmoreland*

*Butler, Clarion, Crawford, Elk,  
Erie, Forest, Jefferson, Lawrence,  
McKean, Mercer, Venango, Warren*



## STATE HAZARDOUS WASTE MANAGEMENT AGENCIES

### ALABAMA

Alabama Department of  
Environmental Management  
Land Division  
1751 Federal Drive  
Montgomery, Alabama 36130  
(205) 271-7730

### ALASKA

Department of Environmental  
Conservation  
P.O. Box 0  
Juneau, Alaska 99811  
Program Manager: (907) 465-2666  
Northern Regional Office  
(Fairbanks): (907) 452-1714  
South-Central Regional Office  
(Anchorage): (907) 274-2533  
Southeast Regional Office  
(Juneau): (907) 789-3151

### AMERICAN SAMOA

Environmental Quality Commission  
Government of American Samoa  
Pago Pago, American Samoa 96799  
Overseas Operator  
(Commercial Call (684) 663-4116)

### ARIZONA

Arizona Department of  
Health Services  
Office of Waste and Water Quality  
2005 North Central Avenue  
Room 304  
Phoenix, Arizona 85004  
Hazardous Waste Management:  
(602) 255-2211

### ARKANSAS

Department of Pollution Control  
and Ecology  
Hazardous Waste Division  
P.O. Box 9583  
8001 National Drive  
Little Rock, Arkansas 72219  
(501) 562-7444

### CALIFORNIA

Department of Health Services  
Toxic Substances Control Division  
714 P Street, Room 1253  
Sacramento, California 95814  
(916) 324-1826  
State Water Resources Control Board  
Division of Water Quality  
P.O. Box 100  
Sacramento, California 95801  
(916) 322-2867

### COLORADO

Colorado Department of Health  
Waste Management Division  
4210 E. 11th Avenue  
Denver, Colorado 80220  
(303) 320-8333 Ext. 4364

### CONNECTICUT

Department of Environmental  
Protection  
Hazardous Waste Management  
Section  
State Office Building  
165 Capitol Avenue  
Hartford, Connecticut 06106  
(203) 566-8843, 8844  
Connecticut Resource Recovery  
Authority  
179 Allyn Street, Suite 603  
Professional Building  
Hartford, Connecticut 06103  
(203) 549-6390

### DELAWARE

Department of Natural Resources  
and Environmental Control  
Waste Management Section  
P.O. Box 1401  
Dover, Delaware 19903  
(302) 736-4781

### DISTRICT OF COLUMBIA

Department of Consumer and  
Regulatory Affairs  
Pesticides and Hazardous Waste  
Materials Division  
Room 114  
5010 Overlook Avenue, S.W.  
Washington, D.C. 20032  
(202) 767-8414

### FLORIDA

Department of Environmental  
Regulation  
Solid and Hazardous Waste Section  
Twin Towers Office Building  
2600 Blair Stone Road  
Tallahassee, Florida 32301  
RE: SQG's  
(904) 488-0300

### GEORGIA

Georgia Environmental Protection  
Division  
Hazardous Waste Management  
Program  
Land Protection Branch  
Floyd Towers East, Suite 1154  
205 Butler Street, S.E.  
Atlanta, Georgia 30334  
(404) 656-2833  
Toll Free: (800) 334-2373

### GUAM

Guam Environmental Protection  
Agency  
P.O. Box 2999  
Agana, Guam 96910  
Overseas Operator  
(Commercial Call (671) 646-7579)

### HAWAII

Department of Health  
Environmental Health Division  
P.O. Box 3378  
Honolulu, Hawaii 96801  
(808) 548-4383

**IDAHO**

Department of Health and Welfare  
Bureau of Hazardous Materials  
450 West State Street  
Boise, Idaho 83720  
(208) 334-5879

**ILLINOIS**

Environmental Protection Agency  
Division of Land Pollution Control  
2200 Churchill Road, #24  
Springfield, Illinois 62706  
(217) 782-6761

**INDIANA**

Department of Environmental  
Management  
Office of Solid and Hazardous Waste  
105 South Meridian  
Indianapolis, Indiana 46225  
(317) 232-4535

**IOWA**

U.S. EPA Region VII  
Hazardous Materials Branch  
726 Minnesota Avenue  
Kansas City, Kansas 66101  
(913) 236-2888  
Iowa RCRA Toll Free:  
(800) 223-0425

**KANSAS**

Department of Health and  
Environment  
Bureau of Waste Management  
Forbes Field, Building 321  
Topeka, Kansas 66620  
(913) 862-9360 Ext. 292

**KENTUCKY**

Natural Resources and  
Environmental Protection Cabinet  
Division of Waste Management  
18 Reilly Road  
Frankfort, Kentucky 40601  
(502) 564-6716

**LOUISIANA**

Department of Environmental  
Quality  
Hazardous Waste Division  
P.O. Box 44307  
Baton Rouge, Louisiana 70804  
(504) 342-1227

**MAINE**

Department of Environmental  
Protection  
Bureau of Oil and Hazardous  
Materials Control  
State House Station #17  
Augusta, Maine 04333  
(207) 289-2651

**MARYLAND**

Department of Health and Mental  
Hygiene  
Maryland Waste Management  
Administration  
Office of Environmental Programs  
201 West Preston Street, Room A3  
Baltimore, Maryland 21201  
(301) 225-5709

**MASSACHUSETTS**

Department of Environmental  
Quality Engineering  
Division of Solid and Hazardous  
Waste  
One Winter Street, 5th Floor  
Boston, Massachusetts 02108  
(617) 292-5589  
(617) 292-5851

**MICHIGAN**

Michigan Department of Natural  
Resources  
Hazardous Waste Division  
Waste Evaluation Unit  
Box 30028  
Lansing, Michigan 48909  
(517) 373-2730

**MINNESOTA**

Pollution Control Agency  
Solid and Hazardous Waste Division  
1935 West County Road, B-2  
Roseville, Minnesota 55113  
(612) 296-7282

**MISSISSIPPI**

Department of Natural Resources  
Division of Solid and Hazardous  
Waste Management  
P.O. Box 10385  
Jackson, Mississippi 39209  
(601) 961-5062

**MISSOURI**

Department of Natural Resources  
Waste Management Program  
P.O. Box 176  
Jefferson City, Missouri 65102  
(314) 751-3176  
Missouri Hotline:  
(800) 334-6946

**MONTANA**

Department of Health and  
Environmental Sciences  
Solid and Hazardous Waste Bureau  
Cogswell Building, Room B-201  
Helena, Montana 59620  
(406) 444-2821

**NEBRASKA**

Department of Environmental  
Control  
Hazardous Waste Management  
Section  
P.O. Box 94877  
State House Station  
Lincoln, Nebraska 68509  
(402) 471-2186

**NEVADA**

Division of Environmental Protection  
Waste Management Program  
Capitol Complex  
Carson City, Nevada 89710  
(702) 885-4670

**NEW HAMPSHIRE**

Department of Health and Human  
Services  
Division of Public Health Services  
Office of Waste Management  
Health and Welfare Building  
Hazen Drive  
Concord, New Hampshire 03301-6527  
(603) 271-4608

**NEW JERSEY**

Department of Environmental  
Protection  
Division of Waste Management  
32 East Hanover Street, CN-028  
Trenton, New Jersey 08625  
Hazardous Waste Advisement  
Program: (609) 292-8341

**NEW MEXICO**

Environmental Improvement  
Division  
Ground Water and Hazardous  
Waste Bureau  
Hazardous Waste Section  
P.O. Box 968  
Santa Fe, New Mexico 87504-0968  
(505) 827-2922

**NEW YORK**

Department of Environmental  
Conservation  
Bureau of Hazardous Waste  
Operations  
50 Wolf Road, Room 209  
Albany, New York 12233  
(518) 457-0530  
SQG Hotline: (800) 631-0666

**NORTH CAROLINA**

Department of Human Resources  
Solid and Hazardous Waste  
Management Branch  
P.O. Box 2091  
Raleigh, North Carolina 27602  
(919) 733-2178

**NORTH DAKOTA**

Department of Health  
Division of Hazardous Waste  
Management and Special Studies  
1200 Missouri Avenue  
Bismarck, North Dakota 58502-5520  
(701) 224-2366

**NORTHERN MARIANA ISLANDS,  
COMMONWEALTH OF**

Department of Environmental and  
Health Services  
Division of Environmental Quality  
P.O. Box 1304  
Saipan, Commonwealth of  
Mariana Islands 96950  
Overseas call (670) 234-6984

**OHIO**

Ohio EPA  
Division of Solid and Hazardous  
Waste Management  
361 East Broad Street  
Columbus, Ohio 43266-0558  
(614) 466-7220

**OKLAHOMA**

Waste Management Service  
Oklahoma State Department of  
Health  
P.O. Box 53551  
Oklahoma City, Oklahoma 73152  
(405) 271-5338

**OREGON**

Hazardous and Solid Waste Division  
P.O. Box 1760  
Portland, Oregon 97207  
(503) 229-6534  
Toll Free: (800) 452-4011

**PENNSYLVANIA**

Bureau of Waste Management  
Division of Compliance Monitoring  
P.O. Box 2063  
Harrisburg, Pennsylvania 17120  
(717) 787-6239

**PUERTO RICO**

Environmental Quality Board  
P.O. Box 11488  
Santurce, Puerto Rico 00910-1488  
(809) 723-8184

- or -

EPA Region II  
Air and Waste Management Division  
26 Federal Plaza  
New York, New York 10278  
(212) 264-5175

**RHODE ISLAND**

Department of Environmental  
Management  
Division of Air and Hazardous  
Materials  
Room 204, Cannon Building  
75 Davis Street  
Providence, Rhode Island 02908  
(401) 277-2797

**SOUTH CAROLINA**

Department of Health and  
Environmental Control  
Bureau of Solid and Hazardous  
Waste Management  
2600 Bull Street  
Columbia, South Carolina 29201  
(803) 734-5200

**SOUTH DAKOTA**

Department of Water and Natural  
Resources  
Office of Air Quality and Solid Waste  
Foss Building, Room 217  
Pierre, South Dakota 57501  
(605) 773-3153

**TENNESSEE**

Division of Solid Waste Management  
Tennessee Department of Public  
Health  
701 Broadway  
Nashville, Tennessee 37219-5403  
(615) 741-3424

**TEXAS**

Texas Water Commission  
Hazardous and Solid Waste Division  
Attn: Program Support Section  
1700 North Congress  
Austin, Texas 78711  
(512) 463-7761

**UTAH**

Department of Health  
Bureau of Solid and Hazardous  
Waste Management  
P.O. Box 16700  
Salt Lake City, Utah 84116-0700  
(801) 538-6170

**VERMONT**

Agency of Environmental  
Conservation  
103 South Main Street  
Waterbury, Vermont 05676  
(802) 244-8702

**VIRGIN ISLANDS**

Department of Conservation and  
Cultural Affairs  
P.O. Box 4399  
Charlotte Amalie, St. Thomas  
Virgin Islands 00801  
(809) 774-3320

- or -

EPA Region II  
Air and Waste Management Division  
26 Federal Plaza  
New York, New York 10278  
(212) 264-5175

**VIRGINIA**

Department of Health  
Division of Solid and Hazardous  
Waste Management  
Monroe Building, 11th Floor  
101 North 14th Street  
Richmond, Virginia 23219  
(804) 225-2667  
Hazardous Waste Hotline:  
(800) 552-2075

**WASHINGTON**

Department of Ecology  
Solid and Hazardous Waste Program  
Mail Stop PV-11  
Olympia, Washington 98504-8711  
(206) 459-6322  
In-State: 1-800-633-7585

**WEST VIRGINIA**

Division of Water Resources  
Solid and Hazardous Waste/  
Ground Water Branch  
1201 Greenbrier Street  
Charleston, West Virginia 25311

**WISCONSIN**

Department of Natural Resources  
Bureau of Solid Waste Management  
P.O. Box 7921  
Madison, Wisconsin 53707  
(608) 266-1327

**WYOMING**

Department of Environmental Quality  
Solid Waste Management Program  
122 West 25th Street  
Cheyenne, Wyoming 82002  
(307) 777-7752

- or -

EPA Region VIII  
Waste Management Division  
(8HWM-ON)  
One Denver Place  
999 18th Street  
Suite 1300  
Denver, Colorado 80202-2413  
(303) 293-1502

**Appendix C**

**Sample State Guidelines And Forms - Pennsylvania**



**GUIDELINES FOR  
HOUSEHOLD HAZARDOUS WASTE  
COLLECTION PROGRAMS**

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL RESOURCES  
BUREAU OF WASTE MANAGEMENT**

**June 1989**

**GUIDELINES FOR  
HOUSEHOLD HAZARDOUS WASTE  
COLLECTION AND DISPOSAL PROGRAMS**

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## **I. Introduction**

Hazardous wastes are not confined to industrial or commercial settings. Pennsylvania's households and public facilities, such as schools, also generate hazardous wastes. Solvents, pesticides, oils, paints, paint thinners, corrosives, and other materials used in the home or school are identical in hazard to highly regulated industrial hazardous wastes. In fact, Pennsylvania homeowners may produce as much as 25,000 tons of household hazardous wastes (HHW) annually. These wastes are often improperly handled and disposed due to lack of a more acceptable and readily available alternative for their proper management. Potential injuries to sanitation workers, contamination of groundwater near municipal landfills, and homeowner exposure to chemicals mandate better management of these wastes.

Guidelines have been developed by the Department of Environmental Resources to educate community officials on this issue, to provide suggestions on how to organize and operate a HHW collection program and to inform them of the requirements for registration, approval and operation of these programs. These Guidelines have been developed at a time when there is an expanding awareness of this issue in Pennsylvania, including the passage of legislation designed to encourage and financially support the development of these programs. Act 101 provides for household hazardous waste collection and disposal programs including grants through an appropriation from the General Assembly. Those wishing additional copies of this publication or general information on such programs are invited to contact the Division of Waste Minimization and Planning at (717) 787-7382. For specific information on the proper methods of disposing of specific household hazardous wastes, it is suggested that either this division or the appropriate Regional Office of the Department be contacted for consultation with the chemist assigned to the Bureau of Waste Management. A listing of the Regional offices is provided in Appendix V. Public information in the form of handouts on proper disposal are also available.

## **II. Definition of Household Hazardous Waste**

The Municipal Waste Planning, Recycling and Waste Reduction Act, Act 101 of 1988, defines household hazardous waste as "any waste that would be considered hazardous under the Solid Waste Management Act (Act 97), but for the fact that it is produced in quantities smaller than those regulated under that act and is generated by persons not otherwise covered by that act."

The list of household products that are hazardous or may be hazardous, based on the above definition, include the following:

- Drain Openers
- Oven Cleaners
- Wood and Metal Cleaners and Polishes
- Automotive Oil and Fuel Additives
- Grease and Rust Solvents
- Carburetor and Fuel Injection Cleaners
- Air-conditioning Refrigerants
- Starter Fluids
- Paint Thinners

- Paint Strippers and Removers
- Paints
- Adhesives
- Herbicides
- Pesticides
- Fungicides/Wood Preservatives

Not all products within the generic types listed above are necessarily considered household hazardous wastes. For example, some oven cleaners will fail the corrosivity test, while others will pass. See Appendices I and II for lists of these household products and their hazardous components.

### **III. Household Hazardous Waste (HHW) Collection Programs**

Household Hazardous Waste (HHW) Collection Programs are designed to provide homeowners and others with a proper and safe outlet for the disposal of household hazardous wastes. In addition, the public education aspects of such programs serve to significantly increase the public's awareness of the presence of hazardous materials in the home, school, or place of business and the problems caused by improper storage and disposal. In this way these programs will provide significant benefits to the community.

HHW Collection Programs generally have five goals:

1. Provide proper disposal for household hazardous wastes.
2. Educate residents on the best methods of HHW disposal.
3. Increase general public awareness of the hazardous materials found in most homes and how these materials may affect human health and the environment.
4. Remove HHW from homes to reduce exposure, potential injuries, and pollution resulting from their improper handling.
5. Reduce dangers to refuse collectors and other sanitation workers.

Under Act 101, these collection programs may range in size from an individual municipality to a multi-county program. At the national level, as of November, 1988 there have been 1,300 collection programs in 44 states operated at widely varying levels and by an assortment of government and private interest groups. Although several programs are in the planning stage, to date only two counties, one city, and three municipalities in Pennsylvania have had HHW programs. The York County Solid Waste Authority, in cooperation with the League of Women Voters, has conducted a HHW collection program for County residents each October since 1985. More information on the York County program or other programs and contact persons may be obtained by contacting the Division of Waste Minimization and Planning or the appropriate Regional Office.

Nationwide, there are two recognized approaches to HHW collection: the drop-off site and curbside collection. The drop-off site approach is the most popular. Basically, this involves selecting one or more drop-off sites in a municipality, county or multi-

county area (establishing the collection dates, making the public aware of the service, and conducting the program). The participating entities must transport the material to the site and unload the waste as directed. A licensed hazardous waste management firm identifies the waste packages, transports and disposes of the collected materials. This is similar to the operation of a recycling center for municipal wastes except that the handling of hazardous materials requires much more care for health and safety reasons.

A second approach involves the collection of the HHW at the curbside. The costs associated with these efforts, however, usually restrict this type of program to the homes of the elderly or handicapped.

Some communities provide advice to residents concerning proper disposal methods for household hazardous wastes. Usually this advice is provided in the form of a telephone service that advises residents whether a waste is hazardous, provides instructions regarding proper disposal methods, and informs residents if a collection program is operating or being planned in their area. In many instances such programs may put the HHW owner into contact with another person or organization that can utilize the material, facilitating use of the material and eliminating the need for its disposal.

Organizations that may sponsor collection programs include counties, multi-county agencies, cities, municipalities, public interest groups, and private firms. However, only governmental agencies are eligible for grants under Act 101.

Public education is an important aspect of a HHW Collection Program. Public education should focus on the following:

1. Promoting participation in HHW collection and recycling programs.
2. Identifying and using substitute products that are less hazardous.
3. Identifying proper storage and disposal methods.
4. Encouraging better home, school and business management practices such as buying only the amount of a particular product needed at any one time.
5. Increasing public awareness of the presence of hazardous materials in the home, school and workplace and the consequences of their improper use and disposal.

Collection program participation appears to be directly proportional to the amount of publicity and educational material utilized. Some effective techniques include the following:

1. Posters, handouts, and special lesson units in schools.
2. Public service announcements on radio and TV.
3. Inserts in utility or other bills.
4. Meetings with civic organizations.

5. Videotape and audio-slide presentations.
6. Endorsements and proclamations by local and county officials.
7. A sustained advertising program in local newspapers.

**Specific Recommendations on Developing a Household Hazardous Waste Collection Program**

1. Allow at least 9 months to plan the project and publicize the initial planning meeting well in advance.
2. Develop a steering committee of community leaders from varied organizations such as the League of Women Voters, environmental and civic organizations, and representatives from government directly charged with the responsibility of solid waste management.
3. Establish subcommittees and assign specific responsibilities early.
4. Carry out an intensive public education program for at least six months prior to the collection event to encourage both participation and to develop estimates of the amounts of such materials that may be collected. Conducting a pre-registration program is one way of developing estimates.
5. Establish a collection schedule. Collection programs in the fall or spring coinciding with municipal clean-up days, seem to be the most appropriate time period. Fridays and Saturdays may attract the greatest participation. Publicize the collection schedule well in advance and establish a sustained publicity program in all media, noting the public health and environmental advantages of participation in the collection program.

**Establishment of a Permanent, On-going Household Hazardous Waste Collection Program**

Applicants who plan to establish a permanent, on-going household hazardous waste collection program should contact the appropriate regional office for assistance in preparing the application for submittal. The applicant is encouraged to be familiar with the requirements of 25 Pa. Code Sections 75.262, 75.263 and 75.264.

**IV. Major Issues in Establishing HHW Collection Programs**

Hazardous waste regulations and liability are the foremost concerns of any organization considering a HHW Collection Program. Homeowners generating HHW are specifically exempt from the Federal Hazardous Waste Regulations (RCRA) regarding generation, transportation, and treatment, storage, or disposal of hazardous waste. This exemption was based on Congressional intent to exempt from the hazardous waste regulations those wastes generated by consumers in their households, and not on the absence of hazards from the waste.

The liability issue involves two areas of concern:

1. General liability including collection program personnel, the public, property damage, and incidents that may occur while the waste is transported to treatment, storage, or disposal facilities.
2. Liability related to potential future impacts of the ultimate disposal site should such a site encounter problems. This includes liability under CERCLA, HSCA, RCRA, etc.

Collection program sponsors can manage their general liability exposure by negotiating the liability issue with the collection contractor, and through the contractor's required insurance.

Although quantities of HHW gathered by collection programs may be relatively small, any amount collected may be subject to liability under Superfund (HSCA), RCRA or other laws. This poses a concern for HHW collection programs because the sponsoring agency or contractor could become liable for cleanup costs if a landfill used for HHW disposal eventually poses a problem.

Another major issue involves the costs of HHW programs, which can be as high as several thousand dollars for each ton of waste collected. A HHW program must be prepared to assume these costs and may wish to solicit public and private support for collection programs. The Commonwealth, under Act 101, is establishing a grant program to assist the establishment of these programs. Unfortunately, there is currently no appropriation from the General Assembly to fund this grant program.

**V. A. Registration and Approval of Programs**

The Department registers and approves household hazardous waste collection and disposal programs that are proposed in the Commonwealth. No HHW collection and disposal program shall be established until the Department registers and approves the program. Registration applications must be submitted to the Department on a form provided by the Department. Contact the Division of Waste Minimization and Planning or the appropriate Regional Office for a copy of this form.

**B. Registration Requirements**

Sponsors of household hazardous waste collection and disposal programs (county, multi-county agencies, cities, municipalities) must submit the following information on a registration form supplied by the Department:

1. The expected sources, types, and anticipated quantities of household hazardous waste that will be deposited at the collection site during the collection program. If a program other than a one-time event is proposed, submit an outline of the program including schedule of collection and transportation of waste for disposal.
2. The proposed disposal location or locations including state and permit number and expiration date of the hazardous waste collected must be noted on the application. The contractor shall provide confirmation from

disposal facilities that wastes which may be deposited during the collection program will be accepted for disposal.

3. A copy of a negotiated contract between the sponsor and the proposed licensed household hazardous waste collection and disposal contractor who will provide collection and disposal services during the collection program. This contract need not be signed when submitted but must be signed before commencement of the program and may not be changed after approval by the Department.

The draft contracts must outline the responsibilities of each party for the safe collection, transportation and disposal of all collected household hazardous wastes in accordance with Pennsylvania and federal laws and regulations. The sponsor must insure that, as part of the contract with a licensed hazardous waste transporter, a statement will be included listing the names and qualifications of personnel accepting wastes at a collection site. The collection contractor will be considered the generator of hazardous wastes under the Pennsylvania Solid Waste Management Act and must hold a valid hazardous waste transporter license from the Commonwealth of Pennsylvania, Department of Environmental Resources, to transport all types of hazardous waste which may be collected. The contract must include a provision for liability insurance coverage. The contract shall include provisions for closure of the collection site and certification of closure.

4. An approved comprehensive general liability insurance certificate for claims of bodily injury, death and property damage from the collection, transport and storage of hazardous waste in the amount of \$2 million.
5. A contingency plan for potential emergencies that could arise during the program such as spills, improper mixing of wastes causing explosions and/or release of toxic fumes, fires, accidents in handling wastes, etc. The contingency plan must include provisions to prevent spills, manage and cleanup spills, prevent explosions, fires, or release of any toxic or hazardous substances. Adequate emergency equipment and personnel must be available during the operation of the collection event, including fire department(s), ambulances, and county hazardous materials units, if they exist. Include names and telephone numbers of all local emergency agencies, and Commonwealth and federal agencies that must be contacted in the event of a fire, spill, or other release at the collection site.

The qualifications of personnel that will be at the collection site, operating the collection event shall be described in the plan.

The plan shall describe the security arrangements that will be provided at the collection site, and shall provide that access to the collection site will be controlled throughout the collection event and the clean-up of the collection site following the event.

## **VI. Operation of HHW Collection Programs**

Household hazardous waste collection programs must be operated in compliance with

Act 101 and Subchapter D of Chapter 75 of DER rules and regulations for treatment, storage and disposal of hazardous wastes. The program shall, at a minimum, include and conform to the following operating conditions:

**A. Excluded wastes**

The collection contractor shall not accept the following wastes at the waste collection point:

- (1) Radioactive waste
- (2) Biologically active wastes to include infectious (red bag) and chemotherapeutic wastes. (Examples are needles, bandages, body parts and body fluids from a hospital, clinic, or doctor's office).
- (3) Gas cylinders and aerosol cans.
- (4) Explosives and ordinance materials (ammunition)

**B. Limit on amount deposited at a collection site**

Only eligible entities are allowed to bring materials to a collection site. Eligible entities are homeowners or residential tenants; or schools, farms and small businesses that produce less than 100 kg. of non-acute hazardous waste in a month or less than 1 kg. of acute hazardous waste.

No eligible entity shall deposit more than 100 kilograms (220 lbs.) of waste at any individual collection event.

A scale must be on site and used to weigh incoming waste to insure that no eligible entity deposits more than 100 kilograms (220 lbs.) of waste at any one scheduled collection event.

Household hazardous waste materials received at a collection event should be recycled or reused to the greatest extent practicable.

Acceptance of household hazardous wastes must be a part of a collection contract approved by the Department. The contractor must demonstrate ability to identify these wastes through a listing of the names and qualifications of personnel accepting wastes at a collection site.

Waste exchanges may be a part of a collection event. Persons with wastes will be directed to contractor personnel who will screen the waste to determine which wastes are suitable for reuse. These materials will be moved to an area marked "waste exchange." This area will be manned by a qualified individual who will assist persons wishing to reuse materials. Individuals may only receive materials for reuse from the person in charge.

**C. Limit on deposition of acute hazardous waste at collection sites (see table in Appendix III for list of these wastes)**

Residential establishments may bring up to 100 kilograms (220 lbs.) of acute hazardous waste to any one scheduled collection event.

Nonresidential establishments may not bring more than 1 kilogram (2.2 lbs.) of acute hazardous wastes to any one scheduled collection event.

A scale must be on-site to weigh incoming waste.

Acceptance of acute hazardous wastes must be a part of the collection contract approved by the Department. The contractor must demonstrate ability to identify these wastes through a listing of the names and qualifications of personnel accepting wastes at a collection site.

**D. Fees**

Sponsoring municipalities may require a fee of any or all eligible entities to help defray the cost of operating the collection program. The Department will adopt a fee schedule for small businesses at a later date as required by the Act.

**E. Storage and Packaging of Household Hazardous Wastes**

Storage and packaging of household hazardous wastes shall be in accordance with Department Hazardous Waste Regulations, Chapter 75.262(f) Requirements, Packaging, Labeling, Marking and Placarding, and Chapter 26.263(e) Blending, Mixing, Treating or Storing of Hazardous Waste by Transporters, and U.S. Department of Transportation regulations.

**F. Responsibilities of Small Quantity Generators (not eligible to participate)**

Small quantity generators are not eligible to participate in household hazardous waste collection programs. Small quantity generators (SQG) are defined under the Hazardous and Solid Waste Amendments to the Federal Resource Conservation and Recovery Act as those entities which generate more than 100 kilograms (220 lbs.) but less than 1,000 kilograms (2,200 lbs.) of non-acute hazardous waste in a calendar month.

Federal regulations require hazardous waste generated by regulated SQG to be treated, stored or disposed of in one of the following manners:

- (a) treat or dispose of the waste in a permitted on-site facility;
- (b) ensure delivery to a permitted off-site hazardous waste management facility within the Commonwealth;
- (c) ensure delivery of the waste to a permitted municipal or residual waste management facility, after the facility has received written approval from the Department, if the facility is situated within the Commonwealth;
- (d) ensure delivery to a permitted municipal, industrial, or hazardous waste management facility outside the Commonwealth which is authorized by the applicable regulatory agency to accept such waste, and which state through its applicable regulatory agency has an approved state program pursuant to 40 CFR 123; or

- (e) ensure delivery to a facility which beneficially uses or reuses, or legitimately recycles or reclaims its waste or treats its waste prior to beneficial use or reuse, recycling or reclaiming.

**G. Recordkeeping requirements**

The collection contractor must maintain a record of operation of the collection facility and submit the record within 30 days of the collection date to the Department of Environmental Resources, Division of Waste Minimization and Planning and the appropriate Regional Office. The record, at a minimum, must contain: a summary of entities by type of entity (e.g., residential, small business, farm, or school, submitting wastes, amount of waste from each type of entity, types of wastes (designated by hazardous waste number) accepted and their amounts and the locations of ultimate disposition of the wastes. Copies of this form are available from the Department.

Subsection 1512(e)(3) of Act 101 deems the collection contractor to be a generator of hazardous waste and subject to Articles IV, V, and VI of the Solid Waste Management Act which in turn requires compliance with the rules and regulations of the Department. Requirements for recordkeeping by a generator in Section 75.262(h), (i) (j) and (k) of Subchapter D of DER rules and regulations apply. Manifesting of collected hazardous wastes shall follow categories of household hazardous wastes found in proposed rulemaking 25 Pa Code Chapter 75 (75.261 (Table 2) and 75.262) (See Appendix IV).

**H. Used Motor Oil**

Used oil generated in households is not generally a hazardous waste. It may be recycled by rerefinement or treated and used as a fuel.

About 35 million gallons of used motor oil are generated each year in Pennsylvania and a large share is indiscriminately disposed, creating hazards affecting public health and the environment.

Used oil may be a hazardous waste if it exhibits hazardous waste characteristics or is mixed with certain solvents which would qualify it as a listed hazardous waste.

In an effort to reduce the waste and environmental hazards of used oil, the Department established a Used Oil Collection Program in 1982 pursuant to the Pennsylvania Used Oil Recycling Act. The system involves the cooperation of gas stations and automotive repair shops who have agreed to accept such materials from the public for reuse or reclamation. The Department has established an information number, (717) 783-6004, to assist those individuals who have used motor oil in finding a participating collection site.

The sponsors of the collection program may wish to accept used oil. However, sponsors of collection programs may, at their option, exclude used oil from the collection program if there are sufficient used oil collection sites in the area covered by the collection program. It is the collection contractor's responsibility to provide for proper disposal or reclamation of any used oil that is collected during the collection event or program.

I. **Closure of Site**

At the end of the collection event, the municipality and the contractor must return the collection site to its original condition. All collected waste must be removed from the site within 48 hours after completion of the collection event, unless a longer time has been authorized by the Department. Cleanup at the site shall be certified by the municipality and the collection contractor. A copy of the certification shall be sent to the Department's Regional Office.

**APPENDIX I. EXAMPLES OF HOUSEHOLD HAZARDOUS WASTES  
AND THEIR HAZARDOUS COMPONENTS**

**I. HOUSEHOLD CLEANERS**

**A. Drain Openers**

1. Sodium Hydroxide; Lye; Caustic Soda

**B. Oven Cleaners**

1. Sodium Hydroxide; Lye; Caustic Soda

**C. Wood and Metal Cleaners and Polishes**

1. Petroleum Distillates
2. Petroleum Naptha
3. Turpentine
4. Isopropyl Alcohol; Isopropanol

**II. AUTOMOTIVE PRODUCTS**

**A. Oil and Fuel Additives**

1. Xylene; Xylol; Dimethylbenzene
2. Petroleum Distillates
3. Mineral Spirits
4. Methyl Alcohol; Methanol
5. Ethyl Ether
6. Secondary Butyl Alcohol; Secondary Butanol

**B. Grease and Rust Solvents**

1. Petroleum Distillates
2. Cresylic Acid; Cresol

**C. Carburetor and Fuel Injection Cleaners**

1. Toluene; Toluol
2. Methyl Ethyl Ketone; MEK; Butanone
3. Methanol; Methyl Alcohol
4. Methylene Chloride; Chloromethane
5. Xylene; Xylol; Dimethylbenzene
6. Acetone
7. Diacetone Alcohol

**D. Air Conditioning Refrigerants**

1. Freon 12; Dichlorodifluoromethane

**E. Starter Fluids**

1. Petroleum Distillates
2. Ethyl Ether

**III. HOME MAINTENANCE AND IMPROVEMENT PRODUCTS**

**A. Paint Thinners**

1. Mineral Spirits
2. Acetone
3. Petroleum Distillates
4. Methanol; Methyl Alcohol
5. Toluene; Toluol
6. Methyl Ethyl Ketone; MEK; Butanone
7. Turpentine
8. Isopropyl Alcohol; Isopropanol
9. Methyl Isobutyl Ketone; Isopropylacetone

**B. Paint Strippers and Removers**

1. Acetone
2. Toluene; Toluol
3. Petroleum Distillates
4. Methanol; Methyl Alcohol

**C. Adhesives:**

1. Methyl Ethyl Ketone, MEK; Butanone
2. Petroleum Distillates
3. Acetone
4. Butyl Acetate
5. Mineral Spirits
6. Xylene, Xylol; Dimethylbenzene
7. Petroleum Naptha
8. Tetrahydrofuran
9. Isobutylacetate
10. Toluene; Toluol
11. Acrylic Acid
12. Hexane; n-Hexane
13. Allyl isothiocyanate; Allyl isosulfocyanate; mustard oil
14. Cyclohexane
15. Formaldehyde
16. Ethylene dichloride; 1, 2-dichloroethane
17. Ethylidene Dichloride; 1, 1,-Dichloroethane

**IV. LAWN AND GARDEN PRODUCTS**

**A. Pesticides**

1. Acrolein
2. Aldicarb

3. Aldrin
4. Arsenic Acid
5. Aziridine; Ethyleneimine
6. Chlordane
7. Creosote
8. 2,4-D
9. DDD
10. DDT
11. Dieldrin
12. Dimethoate
13. Dinoseb
14. Disulfoton
15. Endosulfan
16. Endrin
17. Heptachlor
18. Lindane
19. Methoxychlor
20. Methyl Bromide
21. Methyl Parathion
22. Parathion
23. Pentachlorophenol
24. Phorate
25. Phosphine
26. Silvex
27. Strychnine and Salts
28. 2,4,5-T
29. 2,4,5-TP; Silvex
30. Toxaphene
31. Trichlorophenol
32. Warfarin
33. Zinc phosphine

**B. Fungicides/Wood Preservatives**

1. Pentachlorophenol
2. Trichlorophenol

**APPENDIX II. OTHER HOUSEHOLD ITEMS  
THAT MAY BE HAZARDOUS**

**I. HOUSEHOLD CLEANERS**

**A. Drain Openers**

1. Sodium Hydroxide; Lye; Caustic Soda
2. Potassium Hydroxide
3. Sulfuric Acid
4. Hydrogen Chloride; Hydrochloric Acid; Muriatic Acid

**B. Oven Cleaners**

1. Sodium Hydroxide; Lye; Caustic Soda

**C. Toilet Bowl Cleaners**

1. Hydrogen Chloride; Hydrochloric Acid; Muriatic Acid
2. Sodium Acid Sulfates

**D. General Purpose Cleaners**

1. Oxalic Acid
2. Sodium Hydroxide
3. Ethyl Alcohol

**E. Disinfectants**

1. Sodium Salt of O-phenyl phenol; Dowicide A; Natriphene
2. Pine Oil
3. Isopropyl Alcohol; Isopropanol
4. Ethanol; Ethyl Alcohol

**II. AUTOMOTIVE PRODUCTS**

**A. Lubricating Fluids**

1. Petroleum Distillates
2. Lead

**B. Radiator Fluids and Additives**

1. Morpholine; Tetrahydro-1,4-oxazine

**C. Waxes, Polishes and Cleaners**

1. Petroleum Distillates
2. Phosphoric Acid

**D. Grease and Rust Solvents**

1. Phosphoric Acid
2. Potassium Hydroxide; Caustic Potash

**E. Body Putty**

1. Toluene; Toluol
2. Butyl Acetate
3. Styrene; Vinyl Benzene

**F. Transmission Additives**

1. Xylene; Xylol; Dimethylbenzene

**III. HOME MAINTENANCE AND IMPROVEMENT PRODUCTS**

**A. Paints**

1. Xylene; Xylol; Dimethylbenzene
2. Toluene; Toluol
3. Propane
4. Vinyl Acetate
5. Amyl Acetate
6. Vinyl Toluene; Methyl Styrene

**B. Paint Removers and Strippers**

1. Hydrogen Chloride; Hydrochloric Acid; Muriatic Acid

**C. Stains, Varnishes, and Sealants**

1. Mineral Spirits
2. Petroleum Distillates

**IV. MISCELLANEOUS**

**A. Batteries**

1. Sulfuric Acid
2. Mercury
3. Mercuric Oxide
4. Potassium Hydroxide
5. Sodium Hydroxide
6. Silver Oxide
7. Silver
8. Lead
9. Lead Peroxide
10. Lead Sulfate

**B. Fingernail Polish Removers**

1. Acetone
2. Ethyl Acetate

**C. Pool Chemicals**

1. Sodium Dichloro-S-triazinetrione

**D. Photo Processing Chemicals**

1. Silver
2. Selenium
3. Sulfuric Acid
4. Heptane

**E. Electronic Items**

1. Electric Solder
  - a. Lead
  - b. Silver
2. Switches
  - a. Mercury
3. Floodlights
  - a. Mercury Vapors

**Note:** Components listed are examples of those likely to be found in each generic type of item. The percentages of these components in these items vary from one brand to another. However, not all examples of each generic type listed contain the listed components (or other hazardous components) and these examples may not fail any of the characteristic tests.

## APPENDIX III

### ACUTE HAZARDOUS WASTES

Acetaldehyde, chloro-  
Acetamide, N-(aminothioxomethyl)-  
Acetamide, 2-fluoro-  
Acetic acid, fluoro-, sodium salt  
Acetimidic acid, N-[(methylcarbamoyl)oxy]thio-, methyl ester  
1-Acetyl-2-thiourea  
Acrolein  
Aldicarb  
Aldrin  
Allyl alcohol  
Aluminum phosphide (R,T)  
5-(Aminomethyl)-3-isoxazolol  
4-alpha-Aminopyridine  
Ammonium picrate (R)  
Ammonium vanadate  
Argentate(1-), bis(cyano-C)-, potassium  
Arsenic acid  
Arsenic oxide  $As_2O_3$   
Arsenic oxide  $As_2O_5$   
Arsenic pentoxide  
Arsenic trioxide  
Arsine, diethyl  
Arsenous dichloride, phenyl-  
Aziridine  
Aziridine, 2-methyl  
Barium cyanide  
Benzenamine, 4-chloro-  
Benzenamine, 4-nitro-  
Benzene, (chloromethyl)-  
1,2-Benzenediol, 4-[1-hydroxy-2-(methylamino)ethyl]-, (R)-  
Benzeneethanamine, alpha,alpha-dimethyl-  
Benzenethiol  
2H-1-Benzopyran-2-one, 4-hydroxy-3-(3-oxo-1-phenylbutyl)- & salts, when present at concentrations >0.3%  
Benzyl chloride  
Beryllium [dust]  
Bis(chloromethyl) ether  
Bromoacetone  
Brucine  
2-Butanone, 3,3-dimethyl-1-(methylthio)-, 0-[methylamino) carbonyl] oxime  
Calcium cyanide  
Carbon bisulfide  
Carbon disulfide  
Carbonic dichloride  
Chloroacetaldehyde  
p-Chloroaniline  
1-(o-Chlorophenyl)thiourea  
3-Chloropropionitrile

Copper cyanide  
 Cyanides (soluble cyanide salts), not otherwise specified  
 Cyanogen  
 Cyanogen chloride  
 2-Cyclohexyl-4,6-dinitrophenol  
 Dichloromethyl ether  
 Dichlorophenylarsine  
 Dieldrin  
 Diethylarsine  
 Diethyl-p-nitrophenyl phosphate  
 O,O-Diethyl O-pyrazinyl phosphorothioate  
 Diisopropyl fluorophosphate (DFP)  
 1,4:5,8-Dimethanonaphthalene, 1,2,3,4,10,10-hexachloro-1,4,4a,5,8,8a-hexahydro-,  
 (1alpha,4alpha,4abeta,5alpha,8alpha, 8abeta)-  
 1,4:5,8-Dimethanonaphthalene, 1,2,3,4,10,10-hexachloro-1,4,4a,5,8,8a-hexahydro-,  
 (1alpha,4alpha,4abeta,5beta,8beta, 8abeta)-  
 2,7:3,6-Dimethanonaphth[2,3b]oxirane, 3,4,5,6,9,9-hexachloro-1a,2,2a,3,6,6a,7,7a-  
 octahydro-, (1aalpha,2beta,2aalpha, 3beta,6beta,6aalpha,7beta,7aalpha)-  
 2,7:3,6-Dimethanonaphth[2,3b]oxirane, octahydro-,  
 (1aalpha,2beta,2abeta,3alpha,6alpha,6abeta,7beta,7aalpha)-  
 Dimethoate  
 3,3-Dimethyl-1-(methylthio)-2-butanone, O-[(methylamino)carbonyl] oxime  
 alpha, alpha-Dimethylphenethylamine  
 4,6-Dinitro-o-cresol and salts  
 2,4-Dinitrophenol  
 Dinoseb  
 Diphosphoramidate, octamethyl-  
 Diphosphoric acid, tetraethyl ester  
 Disulfoton  
 2,4-Dithiobiuret  
 Endosulfan  
 Endothal  
 Endrin & metabolites  
 Epinephrine  
 Ethanedinitrile  
 Ethanimidithioic acid, N-[[[(methylamino)carbonyl]oxy]-, methyl ester  
 Ethyl cyanide  
 Ethyleneimine  
 Famphur  
 Fluorine  
 Fluoroacetamide  
 Fluoroacetic acid, sodium salt  
 Fulminic acid, mercury(II)salt (R,T)  
 Heptachlor  
 Hexaethyl tetraphosphate  
 Hydrazinecarbothioamide  
 Hydrazine, methyl-  
 Hydrocyanic acid  
 Hydrogen cyanide  
 Hydrogen phosphide  
 Isocyanic acid, methyl ester  
 Isodrin

3(2H)-Isoxazolone, 5-(aminomethyl)-  
 Mercury, (acetato-O)phenyl-  
 Mercury fulminate (R,T)  
 Methamine, N-methyl-N-nitroso-  
 Methane, isocyanato-  
 Methane, oxybis[chloro-  
 Methane, tetranitro- (R)  
 Methanethiol, trichloro-  
 6,9-Methano-2,4,3-benzodioxathiepen, 6,7,8,9,10,10-hexachloro-1,5,5a,6,9,9a-hexahydro-, 3-  
 oxide  
 4,7-Methano-1H-indene, 1,4,5,6,7,8,8-heptachloro-3a,4,7,7a-tetrahydro-  
 Methomyl  
 2-Methylaziridine  
 Methyl hydrazine  
 Methyl isocyanate  
 2-Methylactonitrile  
 Methyl parathion  
 alpha-Naphthylthiourea  
 Nickel carbonyl  
 Nickel carbonyl, (T-4)-  
 Nickel cyanide  
 Nicotine and salts  
 Nitric oxide  
 p-Nitroaniline  
 Nitrogen dioxide  
 Nitrogen oxide NO  
 Nitrogen oxide NO<sub>2</sub>  
 Nitroglycerine (R)  
 N-Nitrosodimethylamine  
 N-Nitrosomethylvinylamine  
 Nickel cyanide  
 Octamethylpyrophosphoramidate  
 Osmium oxide  
 Osmium tetroxide  
 7-Oxabicyclo[2.2.1]heptane-2,3-dicarboxylic acid  
 Parathion  
 Phenol, 2-cyclohexyl-4,6-dinitro-  
 Phenol, 2,4-dinitro-  
 Phenol, 2-methyl-4,6-dinitro- & salts  
 Phenol, 2-(1-methylpropyl)-4,6-dinitro-  
 Phenol, 2,4,6-trinitro-, ammonium salt (R)  
 Phenylmercury acetate  
 Phenylthiourea  
 Phorate  
 Phosgene  
 Phosphine  
 Phosphoric acid, diethyl 4-nitrophenyl ester  
 Phosphorodithioic acid, O,O-diethyl S-[2-(ethylthio)ethyl] ester  
 Phosphorodithioic acid, O,O-diethyl S-[(ethylthio)methyl] ester  
 Phosphorodithioic acid, O,O-dimethyl S[2-(methylamino)-2-oxoethyl] ester  
 Phosphorofluoric acid, bis(1-methylethyl)- ester  
 Phosphorothioic acid, O,O-diethyl O-(4-nitrophenyl) ester

Phosphorothioic acid, O,O-diethyl O-pyrazinyl ester  
Phosphorothioic acid, O-[4-[(dimethylamino)sulfonyl]phenyl] O,O-dimethyl ester  
Phosphorothioic acid, O,O-dimethyl O-(4-nitrophenyl) ester  
Plumbane, tetraethyl-  
Potassium cyanide  
Potassium silver cyanide  
Propanal, 2-methyl-2-(methylthio)-, O-[(methylamino)carbonyl]oxime  
Propanenitrile  
Propanenitrile, 3-chloro-  
Propanenitrile, 2-hydroxy-2-methyl-  
1,2,3-Propanetriol, trinitrate (R)  
2-Propanone, 1-bromo-  
Propargyl alcohol  
2-Propenal  
2-Propen-1-ol  
1,2-Propylenimine  
2-Propyn-1-ol  
4-Pyridinamine  
Pyridine, (S)-3-(1-methyl-2-pyrrolidinyl)-, and salts  
Pyrophosphoric acid, tetraethyl ester  
Selenious acid, dithallium (I) salt  
Selenourea  
Silver cyanide  
Sodium azide  
Sodium cyanide  
Strychnidin-10-one, and salts  
Strychnidin-10-one, 2,3-dimethoxy-  
Strychnine and salts  
Sulfuric acid, thallium(I) salt  
Tetraethyldithiopyrophosphate  
Tetraethyl lead  
Tetraethylpyrophosphate  
Tetranitromethane (R)  
Tetraphosphoric acid, hexaethyl ester  
Thallic oxide  
Thallium(III) oxide  
Thallium(I) selenite  
Thallium(I) sulfate  
Thiodiphosphoric acid, tetraethyl ester  
Thiofanox  
Thioimidodicarbonic diamide  
Thiophenol  
Thiosemicarbazide  
Thiourea, (2-chlorophenyl)-  
Thiourea, 1-naphthalenyl-  
Thiourea, phenyl-  
Toxaphene  
Trichloromethanethiol  
Vanadic acid, ammonium salt  
Vanadium(V) oxide  
Vinylamine, N-methyl-N-nitroso-  
Warfarin & salts, when present at concentrations >0.3%

Zinc cyanide  
Zinc phosphide, when present at concentrations >10% (R, T)

APPENDIX IV

PROPOSED HOUSEHOLD HAZARDOUS  
WASTE REGULATIONS AS  
ADOPTED BY THE ENVIRONMENTAL  
QUALITY BOARD ON [ DATE ].\*

75.261. Criteria, identification and listing of hazardous waste.

(c) Exclusions. The following solid wastes are specifically excluded as hazardous wastes.

\* \* \* \* \*

(6) Household waste, including household waste that has been collected, transported, stored, treated, disposed, recovered [,] (such as refuse derived fuel), or reused; but not including household hazardous waste collected under a program approved under Chapter 272, Subchapter E (relating to household hazardous waste collection).

(h) Lists of hazardous wastes.

\* \* \* \* \*

(2) Lists of hazardous wastes from nonspecific sources.

(i) The list of hazardous wastes from non-specific sources promulgated under RCRA at 40 CFR Section 261.31 (relating to hazardous wastes from non-specific sources) is incorporated by reference. Additions, revisions, or deletions to the list adopted by EPA are incorporated into this chapter and are effective on the date established by the Federal regulations, unless otherwise established by regulation of the Department.

(ii) In addition, the following household hazardous wastes, collected in a program approved under Chapter 272, Subchapter E (relating to household hazardous waste collection), that contain one or more of the ingredients listed in Table 2 are listed hazardous wastes.

Table 2  
Household Hazardous Wastes

Household  
Hazardous  
Waste Numbers  
(Examples)

Chemical  
Group

H901

Non-oxidizing mineral acids (including phosphoric acid, hydrochloric acid)

\* These proposed regulations have not yet been approved by the Attorney General. There may, therefore, be changes made prior to their publication in the Pennsylvania Bulletin.

- H902                    Oxidizing mineral acids (including sulfuric acid, nitric acid)
- H903                    Organic acids (including oxalic acid, acrylic acid)
- H904                    Alkali, caustics (including sodium hydroxide, potassium hydroxide)
- H905                    Alcohols, glycols (including methanol, isopropyl alcohol, Aldehydes (including formaldehyde, acrolein) Aromatic hydrocarbons (including xylene, toluene) Ethers (including ethyl ether, tetrahydrofuran) Esters (including butyl acetate, amyl acetate) Ketones (including methyl ethyl ketone, acetone) Petroleum distillates (including petroleum naphtha, mineral spirits) Phenols, cresols (Including sodium salt of o-phenyl phenol, cresol)
- H906                    Halogenated organics (including methyl chloride, ethylene dichloride, DDT)
- H907                    Amines (including morpholine) Carbamates (including aldicarb) Mercaptans, other organic sulfides (including aldicarb) Organophosphates (including parathion, phorate)
- H908                    EP toxic metals (including mercury, lead, silver)
- H909                    Reducing agents (including phosphine)
- H910                    Water reactive (including zinc phosphine)
- H911                    Oxidizing agents (including sodium dichloro-S-triazinetrione, sodium hypochlorite)
- H912                    Isothiocyanates (including allyl isothiocyanate)

\* \* \* \* \*

75.262.    Generators of hazardous waste.

\* \* \* \* \*

(e)    Manifest.

\* \* \* \* \*

(8)    If there are more than four different waste streams in one shipment, except for lab packs or household hazardous waste collected under a program approved pursuant to Chapter 272, Subchapter E (relating to household hazardous waste collection), the generator shall complete another manifest according to the instructions.

\* \* 23\*-\*

**APPENDIX V**

**DEPARTMENT OF ENVIRONMENTAL RESOURCES  
BUREAU OF WASTE MANAGEMENT  
REGIONAL OFFICES**

**Norristown Regional Office**  
1875 New Hope Street  
Norristown, PA 19401  
Phone: 215-270-1948

**Wilkes-Barre Regional Office**  
90 East Union Street, Second Floor  
Wilkes-Barre, PA 18701  
Phone: 717-826-2516

**Harrisburg Regional Office**  
One Ararat Boulevard  
Harrisburg, PA 17110  
Phone: 717-657-4588

**Williamsport Regional Office**  
200 Pine Street  
Williamsport, PA 17701  
Phone: 717-327-3653

**Pittsburgh Regional Office**  
Highland Building  
121 South Highland Avenue  
Pittsburgh, PA 15206-3988  
Phone: 412-645-7100

**Meadville Regional Office**  
1012 Water Street  
Meadville, PA 16335  
Phone: 814-724-8526

Berks - Bucks - Chester - Delaware -  
Lehigh - Montgomery - Northampton -  
Philadelphia

Carbon - Lackawanna - Luzerne - Monroe  
Pike - Schuylkill - Susquehanna - Wayne -  
Wyoming

Adams - Bedford - Blair - Cumberland -  
Dauphin - Franklin - Fulton - Huntingdon  
Juniata - Lancaster - Lebanon - Mifflin -  
Perry - York

Bradford - Cameron - Centre -  
Clearfield - Clinton - Columbia -  
Lycoming - Montour - Northumberland -  
Potter - Snyder - Sullivan -  
Tioga - Union

Allegheny - Armstrong - Beaver -  
Cambria - Fayette - Greene -  
Indiana - Somerset - Washington

Butler - Clarion - Crawford -  
Elk - Erie - Forest - Jefferson -  
Lawrence - McKean - Mercer -  
Venango - Warren

**Instructions for Completing  
Application for Registration And Approval of  
Act 101 Household Hazardous Waste Collection  
and Disposal Program**

This form is to be completed and submitted by the sponsoring municipality. The municipality shall not establish a program until the program has been registered with and approved by the Department.

- Line 1. Applicant — Enter name of program sponsor (municipality). If event is sponsored by a group of municipalities, applicant shall be a lead municipality. Attach a separate sheet with names of other participating municipalities.
- Line 2. Address — Enter applicant address.
- Line 3. Applicant — Mark the appropriate box to identify applicant.
- Line 4. Location of Proposed Collection Site — Identify and locate proposed site on a 7½ minute U.S.G.S. topographic map and on Line 4.
- Line 5 & 6. Contact Name, Title, and Telephone Number: Enter name, title, and telephone number of person knowledgeable about contents of this application.
- Line 7. Collection contractor name, address and license number — Enter the official name and address of the collection contractor who will collect, transport and dispose of hazardous waste. Provide the EPA identification number and the Hazardous Waste Transporter Pennsylvania License Number of the contractor.
- Line 8. Expected hazardous waste to be collected — Enter wastes expected to be received, to the best of your ability. Enter sources of waste such as households, commercial establishments, farms. Enter waste type in accordance with the hazardous waste regulations such as: reactive, ignitable, corrosive, EP toxic, toxic and acutely toxic. Enter estimated quantity in pounds. Other non-hazardous wastes such as some pesticides, motor oil, etc. should be noted.
- Line 9. Treatment or Disposal location(s) — Enter location(s) for treatment or disposal including location, (county and state) permit number and permit expiration date. Acceptance of hazardous waste form(s) must be submitted with this application.
- Line 10. Contract — Enclose negotiated contract with collection contractor. Contract need not be signed at time of application but must be signed prior to commencement of program.
- Line 11. Contingency Plan — Attach contingency plan which is consistent with Guidelines for Household Hazardous Waste Collection and Disposal Programs and Department regulations.
- Line 12. Site Description Management Plan—Attach a narrative description of the location of the site describing the proximity to adjacent property. Include an 8½ by 11 inch plan of the collection site showing separation of handling areas for reactive/ignitable wastes. Provide a discussion of human and equipment traffic control such as entrance and exit traffic control, identification of collection personnel, how unloading, mixing, placement, and loading will be handled. An emergency plan of operation should be included to provide the Department with an understanding of those procedures.



9. Treatment or Disposal Location(s)

<i>Location (County and State)</i>	<i>PA Permit Number</i>	<i>Permit Expiration Date</i>	<i>EPA ID Number</i>	<i>Expiration Date</i>

10. Attach negotiated contract with licensed collection contractor. (Contractor shall be the generator of hazardous waste under Pennsylvania Solid Waste Management Act; Contractor shall hold a valid license as a transporter of hazardous waste in Pennsylvania and an EPA ID Number.

- Negotiated Contract attached
- Names and qualifications of personnel accepting wastes attached
- Approved Liability Insurance Certificate attached
- Site Cleanup Provision; Certification of cleanups

11. Attach Contingency Plan.

- Contingency Plan attached
- Provisions to prevent, manage and cleanup spills
- Prevention of spills
- Management and clean-up of spills
- Prevent explosions fires, release of toxic (or hazardous substances)
- Emergency equipment and personnel available on-site
- Qualifications of personnel (operating the collection event)
- (Description of) Security arrangement

12. Site Description Management Plan. Attach a narrative description according to the instructions.

B. Certification

This is to certify that I have personally examined and am familiar with the information in this application and any attached documents. I have read the Guidelines for Household Hazardous Waste Collection and Disposal Programs and I am aware of the Department of Environmental Resources' requirements for this application. To the best of my knowledge, information and belief, the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information.

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_ .

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Sponsor's Authorized Official Title

**DEPARTMENT USE ONLY**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_  
Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Disapproval \_\_\_\_\_ Date \_\_\_\_\_

## Instructions for Completing Household Hazardous Waste Collection and Disposal Program Record of Operations

1. This form is to be submitted by the collection contractor within 30 days after the completion of each collection event to:
  - (a) Department of Environmental Resources  
Bureau of Waste Management  
Division of Waste Minimization and Planning  
P.O. Box 2063  
Harrisburg, PA 17120
  - (b) Department of Environmental Resources  
Regional Office

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(See attached sheet for addresses)
2. Name of Sponsor — municipality or lead municipality if a group of municipalities
3. Contractor ID. No. — Provide the E.P.A. ID. number of contractor who operates the collection event
4. Eligible Entity — Enter number of each type of eligible entity submitting waste.
5. Total Amount and Type of Waste Collected — For each eligible entity describe each type of waste collected and total amount such as waste, hydrofluoric acid solution, corrosive material; waste, oxidizer; waste, flammable liquid, etc. For each waste type enter hazardous waste number. For other non-hazardous waste collected, omit hazardous waste number.
6. Points of Ultimate Disposition — Enter operating name, address and the EPA identification number and permit number(s) of facilities accepting the collected wastes for final disposition.











**Instructions for Completing  
Acceptance of Hazardous Waste from a  
Household Hazardous Waste Collection  
Program for Treatment or Disposal**

This form shall be submitted by the sponsoring municipality for each facility accepting hazardous wastes from a program. These forms shall accompany the registration form.

- Line 1. Name of Program Sponsor — enter name of municipality sponsoring program.
- Line 2. Enter treatment or disposal location address, hazardous waste permit number and EPA ID number, hazardous waste disposal location address, hazardous waste disposal permit number and EPA ID number.
- Line 3. Enter name and address of collection contractor for the program
- Line 4. Enter expected wastes to be collected during the program.



**B. Certification of Acceptance of Hazardous Waste for Treatment or Disposal**

This is to certify that I accept the above listed wastes for treatment or disposal at this location. This facility has a valid permit to operate a hazardous waste treatment or disposal facilities or has interim status under the Resources Conservation and Recovery Act.

\_\_\_\_\_  
Name of Facility's Authorized Official (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date

**AFFIDAVIT**

COMMONWEALTH OF PENNSYLVANIA, COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn according to law depose and say that I am the official authorized by the program sponsor (municipality) to sign this form and that the information included is true and correct to the best of my knowledge and belief.

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ .

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Signature of Sponsor's Authorized Official

**DEPARTMENT USE ONLY**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Disapproval \_\_\_\_\_ Date \_\_\_\_\_



**Appendix D**  
**National Collection Contractor List**



# HHW COLLECTION PROGRAM CONTRACTORS 1991

APTUS  
21750 Cedar Avenue  
Lakeville, MN 55041  
Dave Dashow  
Sales Representative  
612-469-3475

Advanced Environmental Technology Corp  
Gold Mine Rd.  
Flanders, NJ 07836  
Bob Rath  
VP of National Accounts  
201-691-3978

Advanced Environmental Technology Corp  
1 Eden Lane  
Flanders, NJ 07836  
Lauren Roman  
Regional Sales Manager  
201-347-7111

Advanced Environmental Technology Corp  
3100 Hedley St.  
Philadelphia, PA 19137  
Bud Benton  
Regional Sales Manager  
215-289-3700

Advanced Environmental Technology Corp  
Route 2 - Box 314-D  
Creedmoor, NC 27522  
Rob Wiezen  
Regional Sales Manager  
919-528-3996

Advanced Environmental Technology Corp  
Metro Park West - 398 Cedar Hill St.  
Marlboro, MA 01752  
Martha Colombo  
Sales Representative  
508-460-9960

American Environmental Management  
10960 Boatman Rd.  
Stanton, CA 90680  
Steve Howell  
Regional Sales Manager  
714-826-6320

Appropriate Technologies II  
5964 LaPlace Court  
Carlsbad, CA 92008  
Lee Lawrence  
Regional Sales Manager  
619-431-5500

Aquatech Laboratories  
140 South Park Street  
Port Washington, WI 52074  
Cheryl Kaker  
Customer Service Supervisor  
414-284-5746

Bay Area Environmental  
1125 Hensley Street  
Richmond, CA 94804  
Dan Etheridge  
Field Operator  
415-233-8001

Chem-Safe Services, Inc.  
P.O. Box 616  
Kittitas, WA 98934  
Pat McGinty  
Field Scientist  
509-968-3973

Chemical Management (Stout)  
340 Eastern Pkwy.  
Farmingdale, NY 11735  
Keith Bullock  
Lab Pack Manager  
516-454-6766

Chemical Pollution Control  
120 South 4th Street  
Bay Shore, Long Island, NY 11706  
Danny Carr  
Safety Officer  
516-586-0333

Chemical Processors  
2203 Airport Way South  
Seattle, WA 98134  
Jack Wolfin  
Account Rep. of HHW & SQG Services  
206-223-0500

Chemical Processors  
2203 Airport Way South  
Seattle, WA 98134  
Hal Williams  
Account Rep. of HHW & SQG Services  
206-223-0500

Chemical Waste Management  
3765 Yale Way  
Fremont, CA 94538  
Hallie Harrison  
HHW Coordinator  
415-651-2964

Chemical Waste Management  
41-85 Doremus Ave.  
Newark, NJ 07105  
Dave Carson  
Regional Operations Manager  
201-465-6848

Chemical Waste Management  
1621 Auburn Avenue  
Naperville, IL 60565  
Eric Laut  
Project Development Manager  
708-369-9543

Chemical Waste Management  
1090 NorthChase Pkwy. - Suite 290  
Marietta, GA 30067  
Jerry Strub  
Regional Sales Manager  
404-951-6700

Clark Processing, Inc.  
300 South West End Ave.  
Dayton, OH 45427  
Bob Foster  
VP of Sales and Marketing  
800-543-3670

Clean Harbors  
12 Mercer Rd.  
Natick, MA 01760  
Patrick O'Toole/Bob Connors  
Sales Representative  
508-655-886300

Containerized Chemical Disposal, Inc.  
10680 Silicon Ave.  
Montclair, CA 90813  
Roger Smith  
Sales Representative  
714-625-6645

Crosby and Overton  
1610 West 17th Street  
Long Beach, CA 90813  
Larry Boyle  
General Manager  
213-432-5447

Disposal Control Service  
1369 West Ninth Street  
Upland, CA 91786  
Phil Gentile Sr.  
VP of Management/Sales  
714-981-0998

Drug and Laboratory Disposal, Inc.  
331 Broad Street  
Plainwell, MI 49080  
Rhonda Sybesma  
Administrative Assistant  
616-685-9824

Heritage Remediation/Engineering  
1175 Western Drive  
Indianapolis, IN 46241  
Joel Hall  
Sales Representative  
317-243-7475 P  
317-243-2046 F

Household HazWaste  
3060 Raymond Street - P.O. Box 95056  
Santa Clara, CA 95056  
Tobi Romero  
Program Manager  
800-421-6710

Laidlaw Env. Services(North East), Inc.  
221 Sutton Street  
North Andover, MA 01845  
LeeAnn Merashoff  
HHW Manager  
508-683-1002

Laidlaw Environmental Services, Inc.  
P.O. Box 210799  
Columbia, SC 29210  
Liz McCormick  
HHW Manager  
800-845-1019

MSE Environmental  
1250 H Avenida Picasso  
Camarillo, CA 93012  
Frank Doerfler Jr.  
Manager of Operations  
805-987-0217

New England Industrial Waste  
275 Scituate Ave.  
Johnston, RI 02919  
Noel Lang  
Sales Representative  
401-943-5716

Northwest Enviroservice, Inc.  
5333 Fairbanks St. - Suite 6  
Anchorage, AK 99518  
Larry Wilkinson  
Chemical Engineer  
907-272-9007

Pegasus Environmental Mgt. Services  
30250 SW Parkway Ave. - Suite 1  
Wilsonville, OR 97070  
Paul Hopkins  
VP/Sales Manager  
503-682-5802

Pollution Solution  
237 Spear St.  
Burlington, VT 05403  
Pam Linton/Amy Page  
Owner  
802-860-1200

Radiac Research  
259 Kent Avenue  
Brooklyn, NY 11211  
Frank McKenna  
Compliance Officer  
718-963-2233

Rinchen Co.  
6133 Edith Blvd, NE  
Albuquerque, NM 87107  
Jeff Welch  
Technical Representative  
505-824-0164

Rollins CHEMPACK Inc.  
1 Rollins Plaza  
Wilmington, DE 19803  
Bob Coffey  
Administrative Marketing Manager  
302-479-2700

SET Environmental  
450 Sumac Road  
Wheeling, IL 60090  
Steve Schmitz  
Project Manager  
708-537-9221

Specialty Resource Management  
1131 Westrac Dr. - Suite 201  
Fargo, ND 58103  
Anne Harri  
Branch Manager  
701-234-9394

Triumvirate Environmental, Inc.  
345 Dorchester Avenue  
Boston, MA 02127  
Caroline Gallagher  
Office Manager  
617-269-9080 P  
617-269-9110 F

U.S. Pollution Control, Inc.  
515 West Greens Road Suite 500  
Houston, TX 77067  
Irwin Wood  
General Manager of Transportation  
713-775-7800

Unitek Environmental Services, Inc.  
2889 Mokumoa Street  
Honolulu, HI 96819  
Mike Yee  
Manager/Hazardous Waste Division  
808-834-1444

Waste Conversion (Stout)  
2869 Sandstone Rd.  
Hatfield, PA 19440  
Mike Acker  
Lab Pack Manager  
215-822-8995

**Appendix E**

**Sample Request For Proposal (RFP)**



# THE CITY OF SANTA CLARA CALIFORNIA

STREET DEPT.  
CORP. YARD  
1700 WALSH AVENUE  
SANTA CLARA, CA 95050  
(408) 984-3080  
FAX (408) 241-8291

December 19, 1989

To Interested Persons:

Thank you for your interest in a sample Household Hazardous Waste Request for Proposals (RFP) that has been developed. This sample RFP was developed because the City was having a hard time making valid comparisons between the proposals that were submitted to the City. Contractors also found that they were getting RFPs in all kinds of forms. This draft was prepared with the input and assistance from Tonie Santos, Chemical Waste Management Inc. Please refer to attachment A, which presents some insight on how the RFP was developed. Attach B is a sample Request for Proposals for the subject services.

I apologize for taking so long in sending this to you. However, since there were numerous requests for the RFP, we decided to go over the form and refine it, before distributing it. I hope that will be helpful in your future planning efforts.



William R. Alexander  
Street Sanitation Supervisor



Richard J. Mabeck  
Deputy DPW/Street Superintendent

RJM:WRA:sm

Enclosures

cc: DPW-W/O Enclosures  
File

cc: DPW

Attachment A

Household Hazardous Waste Collection Program  
(One Day Drop-off Event)  
Model Specification

Handling of chemical wastes from households, when done properly, can be done safely and in environmentally protective ways. When done improperly, the chemicals can cause harm to individuals during the collection program, or harm to the environment during transportation or subsequent processing, disposal or reuse. The superfund sites identified since implementation of the superfund program include many businesses that acted as recyclers, treaters or disposers.

Care in developing program specifications and in making decisions about the program can minimize the chances of subsequent problems. This model household collection specification as a service to local governments. It divides consideration into two general categories: technical and cost. Decision makers can review the technical proposal first to assure that a prospective contractor meets the kind of specifications that will protect the public health, safety and the environment. After settling on those contractors which meet these specifications, the decision makers can then move on to cost considerations. The cost specifications provide clear pricing units so that contractor comparisons can be made on an "apples to apples" basis.

This format can be used as an insert in your next Request for Proposal.

As a guideline for comparison, we have demonstrated that this program assumes the temporary site is open to the public a total of 5 hours on one day and each staff person works a total of 9 hours, with an estimated generation of 50 drums of lab packed material. Batteries, paints and waste oils are listed as separate items and separate quantities and are structured so that the Contractor can propose different handling options.

With this format you will be able to compare apples to apples. When you are in the final phases of choosing the contractor based on the information provided in your request for proposal, you can ask for more specific information and pricing.

This attached sample Request for Proposal was prepared with input, assistance, and cooperation between local government and the hazardous waste disposal industry.

Chemical Waste Management, Inc.  
Technical Services Division  
Tonie Santos  
Household Project Development

(415) 770-0575

City of Santa Clara  
Public Works Department  
William Alexander  
Street Sanitation  
Supervisor  
(408) 984-3080

Attachment B

PROPOSAL SUBMISSION

The following describes the information which must be furnished as part of the proposal and the format in which it must be presented.

FORMAT:

Proposals shall be submitted in two distinctly severable parts consisting of the following volumes:

Volume I. Proposal Certifications and Price Schedule

Volume II. Technical Proposal

Evaluation criteria for Technical Acceptability

Technical proposals submitted will be evaluated in accordance with the criteria checked in paragraph below. All of the checked criteria are of equal importance. An offer will not be technically acceptable unless it is determined to be technically acceptable for all of the checked criteria. If a proposal contains a significant deficiency for a checked criteria it will not be considered technically acceptable for that criteria. A deficiency is defined as that part of an offeror's proposal which would not satisfy the requirements of this proposal.

- \_\_\_ Acceptability of Treatment/Disposal/Recycling plan submittal.
- \_\_\_ Acceptability of Transporter EPA Number submittal.
- \_\_\_ Acceptability of Safety Procedures submittal.
- \_\_\_ Technical Information submittal.
- \_\_\_ Acceptability of Insurance requirements.

HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY

COST PROPOSAL

I. Proposal Certification and Price Schedule

A. Set up costs Lump Sum \$ \_\_\_\_\_

Set up costs are defined as those pertaining to Contractor's crew mobilizing to the site, setting up the site for the collection day, all appurtenances, equipment and materials performing services for a total of 9 hours (Breakdown: 1 hour set-up, 5 hours collection, 2 hours packaging, and 1 hour tear down) which includes clean up and demobilization from the site. All hours worked in excess of 8 hours (on the day of the collection event) and any additional time required to packaging, will be charged at the rates outlined below. The City will be responsible for providing traffic control and disposal containers of non-hazardous wastes generated by the event.

B. Personnel

	Per Hour Straight Time	Per Hour Overtime
(1) Chemist	\$ _____	\$ _____
(1) Project Manager	\$ _____	\$ _____
(6) Technicians	\$ _____	\$ _____

( ) Estimated or suggested numbers

Comments:

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Per Diem \$ \_\_\_\_\_/per day

C. Event site and permits

Contractor shall assist city in making arrangements regarding site including necessary permits for the event. City shall receive copies of all permits, description of arrangements and any agreements.

D. Disposal

	Each	Total
1. Battery Recycling	\$ _____	\$ _____

(List method and Disposal/Treatment Facility Here)

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	Each	Total
2. Motor Oil for Recycling (Est. 150 gallon drums)	\$ _____/gallon	\$ _____

(List method, recycling facility and any additional costs for handling empty containers here.)

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	Each	Total
3. Latex Paint for Recycling: (Est. 100 gallons)	\$ _____/gallon	\$ _____

(List method and Disposal/Treatment Facility Here)

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	Each	Total
4. Latex Paint if <u>landfilled</u> (Est. 100 gallons) Lab Pack (5 drum equivalent)	\$ _____/drum	\$ _____

(List method and Disposal/Treatment Facility Here)

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	Each	Total
5. Oil Based Paint for <u>Recycling</u> (Est. 150 gallons)	\$ _____	\$ _____

(List method and Disposal/Treatment Facility Here)

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Storage - if any items are to be stored prior to treatment/disposal. List facility name, address, and I.D. No. here.

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Services

	Each
* Lab Pack if <u>landfill</u> (per drum, each size)	
55-gallon	\$ _____
30-gallon	\$ _____
5-gallon	\$ _____

(List method and Disposal/Treatment Facility Here)

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6. Oil Based Paint for landfill  
(Est. 150 gallons)

Lab Pack \$ \_\_\_\_\_/drum

(List Disposal/Treatment Facility Here)

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\* Lab pack for incineration Each  
(non-reactive)

30-gallon	\$ _____
14-gallon	\$ _____
5-gallon	\$ _____

(List Disposal/Treatment Facility Here)

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Each

E. Testing: Unknown/Unlabeled/Generic \$ \_\_\_\_\_

F. Transportation:

Transportation costs will vary according to the amount of drums generated and the distance to be traveled to the final destination.

\$ \_\_\_\_\_ per truck (1 to 40 drums)  
\$ \_\_\_\_\_ per truck (41 to 75 drums)

(List Transporter Name, Location and Permit Number Here)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_ per loaded mile (for comparison).

List alternative handling/treatment/disposal options for the following and the associated costs.

Latex Paint: \_\_\_\_\_ \$ \_\_\_\_\_

Oil Based Paint: \_\_\_\_\_ \$ \_\_\_\_\_

Batteries: \_\_\_\_\_ \$ \_\_\_\_\_

Waste Oil: \_\_\_\_\_ \$ \_\_\_\_\_

G. Optional methods of cost proposal (agency option to consider to modify previous Sections D, E, F)

Although it is more difficult for the contractor to predict, not knowing how many drums will be generated, with this structured format, you may want an additional total combined cost for transportation/disposal, and supplies for each type of management method listed for easier comparison.

Example:

Lab Pack Landfill (Kettleman City, CA) \$ \_\_\_\_\_ per 55-gallon

\$ \_\_\_\_\_ per 30-gallon

\$ \_\_\_\_\_ per 5-gallon

(Includes supplies, transportation and disposal)

Incineration (List facility) \$ \_\_\_\_\_ per 30-gallon

\$ \_\_\_\_\_ per 5-gallon

\* Contractor shall only use licensed TSD's for treatment and/or disposal of waste materials. Request contractor to specify which disposal/treatment facility is to be used for each type of material listed.

Note: For other special unit costs for unanticipated but potential services or quantities, include list of rates and charges.

## II. TECHNICAL PROPOSAL

(a) The following documentation shall be provided along with the proposal. Such documentation shall be considered in determining the technical acceptability of the offeror's proposal.

- 1) OPERATIONS PLAN This plan shall include a description of how operations will be handled for the collection day, including a site drawing showing placement of safety equipment, traffic control and areas for receiving, packaging, handling, transporting and disposing of materials received.

The operations plan shall also include an EMERGENCY spill plan. It shall encompass all steps the contractor will take in the event of a spill or other emergency.

The operations plan shall include procedures regarding handling and testing of unknown or unlabeled materials as well as handling restricted items which may be received at the collection event.

### MANAGEMENT OPTIONS

Include a brief description of all recycling, reuse and treatment options which may be utilized including names, locations and permit numbers of ultimate facilities.

Contractor shall only use licensed TSD's for treatment and/or disposal of waste materials. Where contractor proposes to reclaim or reuse materials, contractor shall clearly specify the manner in which materials will be reclaimed or reused. Proposals to reuse shall clearly specify that materials will not be stored longer than 90 days prior to reuse and shall clearly describe the facilities to be used for storage, including plans for inspection and spill or leaking container response. Contractor shall describe audits it has carried out prior to making selections of all subcontractor facilities that are proposed to receive waste.

### TRANSPORTATION

For each transporter used, the Contractor shall provide all applicable state hauling permit numbers with this proposal.

### PERSONNEL

The plan will also include a listing of equipment and personnel as well as their job duties, to be used on this project. Team leaders, other supervisors and team members shall be specified by name and copies of their professional profiles shall be included in this proposal.

Contractor shall only utilize personnel that have completed the required 40 hours OSHA training and who have received additional training regarding spill response, containment, evacuation techniques and who receive ongoing training in the hazardous materials handling industry.

2) EXPERIENCE Shall include:

- i) The length and type of experience of the individuals identified in personnel.
- ii) The locations, contact names, and a brief description of services for which prior comparable services have been rendered by the contractor.

3) SAFETY

The contractor must perform all operations in a prudent, conscientious, safe and professional manner. At a minimum, Contractor's personnel and equipment shall comply with applicable state, federal, local and installation laws, safety regulations and procedures and contractor will ensure that its agents, employees, and subcontractors perform in a safe manner. The Contractor shall ensure that all personnel involved in handling and packaging the hazardous waste be trained for the level of expertise required for the proper performance of the task and, in particular in the areas of chemical incompatibility, general first aid procedures and spills as required by OSHA. Contractor must indicate that its personnel or subcontractors used in the handling of hazardous waste have completed this 40 hour training requirement.

4) AGREEMENT TO PROVIDE SERVICES

Contractor to enter into agreement to provide services.

AGREEMENT BETWEEN THE CITY OF \_\_\_\_\_  
AND

FOR THE COLLECTION AND DISPOSAL OF  
HOUSEHOLD HAZARDOUS WASTES

THIS AGREEMENT (herein "Agreement") is made and entered into this \_\_\_\_\_ DAY of \_\_\_\_\_, 19\_\_\_\_, by and between the City of \_\_\_\_\_, a \_\_\_\_\_ (State) municipal corporation, (herein "CITY") and \_\_\_\_\_, a \_\_\_\_\_ (State) corporation, (herein "CONTRACTOR") for the purpose of providing household hazardous waste collection services to the residents of the City of \_\_\_\_\_. CITY and CONTRACTOR are collectively referred to herein as the "Parties to this Agreement".

The Parties to this Agreement hereby agree as follows:

RECITALS

- A. CONTRACTOR has specialized skills and experience in the area of hazardous waste collection and disposal which qualifies it to conduct a household hazardous materials collection program.
- B. CITY requested that the CONTRACTOR prepare a program to provide for household hazardous waste collection services to occupants of residential properties in the City of Santa Clara.
- C. CONTRACTOR has provided to CITY a proposal for a program which would provide specialized hazardous waste collection services, including the collection and disposal of household hazardous materials for the residents of the City of Santa Clara.
- D. CITY and CONTRACTOR desire to specify in this Agreement the terms and conditions under which the above referenced program can be initiated and carried out by the CONTRACTOR.

AGREEMENT PROVISIONS

In consideration of the above recitals and the following mutual covenants, agreements and obligations, The Parties to this Agreement further agree as follows:

1. EMPLOYMENT OF CONTRACTOR

CITY hereby employs CONTRACTOR to provide the required services as described in paragraph 2 of this Agreement. CITY agrees to pay CONTRACTOR for such services in accordance with the provisions of paragraph 4 hereof.

2. DESCRIPTION OF SERVICES TO BE PROVIDED

In consideration for the compensation set forth in this Agreement, CONTRACTOR, agrees to perform work and services to successfully complete a one (1) day residential hazardous waste disposal event as described in EXHIBIT "A" entitled " \_\_\_\_\_," including the terms included in the proposal submitted \_\_\_\_\_, attached hereto and incorporated herein by reference.

3. COMMENCEMENT OF WORK

CONTRACTOR shall commence preparation for performance under the requirements of this Agreement as soon as possible after the effective date of this Agreement and shall complete said work by providing the required household hazardous waste collection and disposal services within ninety (90) days after the collection event.

4. COMPENSATION FOR SERVICES PERFORMED

In full consideration for CONTRACTOR'S performance of the services described in EXHIBIT "A", the CITY shall be obligated to pay CONTRACTOR according to the fee rates and at the times provided for and specified in same EXHIBIT "A". Any increase in such fee rates shall not be effected unless confirmed by prior written approval of the CITY.

5. CONSULTANT'S AUTHORIZATION

The execution of this Agreement shall constitute CONTRACTOR'S authority to proceed with the necessary preparations for the collection and disposal services described in this Agreement.

6. DEFAULT OF CONTRACTOR

If CONTRACTOR or its subcontractor fail to perform any of the services and provide any of the materials which CITY has arranged to be performed specified in the terms and conditions of this Agreement within the time and in the manner set forth herein or otherwise violate any of the terms of this Agreement, CITY may terminate this Agreement by giving CONTRACTOR seven (7) day written notice of termination, stating the reason for such termination. In such event, CONTRACTOR shall be entitled to rectify problem or receive as full payment for all actual labor and materials satisfactorily rendered, provided, however, that there shall be deducted from such amount of damage, if any, sustained by CITY by virtue of the breach of this Agreement by CONTRACTOR.

7. ASSIGNMENTS AND SUCCESSORS IN INTEREST

- A. This Agreement is binding on CONTRACTOR, its successors and assigns. Except as set forth in the Agreement, neither CITY nor CONTRACTOR shall assign, sublet, or transfer any of its interest in this Agreement, in whole or in part, without the written consent of the other. Any assignment by CONTRACTOR without the prior written consent of the CITY violates this Agreement and gives the

CITY the right to terminate this Agreement. Any assignment does not relieve CONTRACTOR of its obligations under this Agreement.

- B. Except as set forth in this Agreement, CONTRACTOR shall not engage subcontractors or consultants to carry out the responsibilities undertaken pursuant to this Agreement without the written consent of the CITY.
- C. All assignees, subcontractors, or consultants approved by the CITY shall be subject to the same terms and conditions applicable to CONTRACTOR under this Agreement.
- D. All approved agreement(s) between CONTRACTOR and subcontractor and/or assignee for services pursuant to this Agreement shall be in writing and a confirmed copy of such agreement(s) shall be provided to CITY.

8. CONTRACTOR IS NOT EMPLOYEE OF CITY

CONTRACTOR, in performing the work required under this Agreement, is an independent contractor and is not an employee of CITY. All persons employed by or contracted with CONTRACTOR to furnish labor and/or materials in connection with the work under this Agreement are not employees of CITY. It is expressly understood and agreed that no agency, employee, partnership, joint venture or other relationship is established by the Agreement.

9. RIGHT OF CITY TO INSPECT RECORDS OF CONTRACTORS

- A. CONTRACTOR agrees to maintain sufficient books and records in accordance with generally accepted accounting principles to establish the correctness of all charges submitted to CITY. Any expenses not so recorded shall be disallowed by CITY.
- B. CITY, through its authorized employees, representatives, or agents, shall have the right, during the term of this Agreement and for four (4) years from the termination date of this Agreement, to examine and audit all the books, records, and related documents of CONTRACTOR for the purpose of verifying any and all charges made by CONTRACTOR in connection with CONTRACTOR compensation under this Agreement to allow CITY to determine compliance with relevant federal, state and local laws and regulations and to evaluate the quality, appropriateness and timeliness of the services provided under this Agreement.
- C. CONTRACTOR agrees to keep such records in its possession and assure the maintenance of such records by all assignees, subcontractors or other third party performing work under this Agreement for a period of four (4) years from the termination date of this Agreement or until audit findings are resolved, whichever is later.

10. PERFORMANCE OF WORK

CONTRACTOR shall perform any labor and provide any materials required under this Agreement in an efficient and expeditious manner and shall keep the CITY informed regarding the details of the collection program.

11. TERM OF AGREEMENT

Unless otherwise modified by an amendment to this Agreement, the term of this Agreement shall commence on the effective date of this Agreement, as first set forth above, and shall terminate on \_\_\_\_\_, or when all the obligations under this Agreement have been satisfied, whichever is later.

12. QUALIFICATIONS OF CONTRACTOR - STANDARD OF WORKMANSHIP

CONTRACTOR represents that its personnel are qualified to furnish services in the form of labor and materials of the type and quality which CITY requires and that CONTRACTOR agrees to perform all work in accordance with generally accepted business practices and performance standards of the industry.

13. HOLD HARMLESS/INDEMNIFICATION

To the extent permitted by law, CONTRACTOR agrees to protect, defend, hold harmless and indemnify, and agrees to protect, defend and hold harmless against all claims, suits, injury, liability, loss, cost and expense or damage, however same may be caused including all costs and reasonable attorney's fees in providing a defense to any claim arising therefrom for which CONTRACTOR shall become legally liable, arising from CONTRACTOR'S negligent acts, errors, or omissions with respect to or in any way connected with the performance of the work by CONTRACTOR pursuant to this Agreement. CONTRACTOR also specifically agrees to pay for all attorney's fees, court costs and other costs of defending CITY against any suit or claim arising from any activities connected with the performance of work by CONTRACTOR pursuant to this Agreement. CITY agrees to mutually indemnify contractor from same.

14. NONDISCRIMINATION

CONTRACTOR shall comply with the nondiscrimination requirements set forth in EXHIBIT "B" and attachments thereto. EXHIBIT "B" is attached hereto and incorporated herein by reference.

15. INSURANCE REQUIREMENTS

A. CONTRACTOR shall maintain policies in effect with respect to persons, employees and vehicles assigned to the performance of work under this Agreement throughout the term of this Agreement:

1. Comprehensive general liability policy (personal injury, bodily injury and property damage).
2. Worker's compensation employer's liability policy, and
3. Comprehensive automobile liability insurance.

B. Such policies shall be maintained with the required coverage amounts and providing the required endorsements, certificates of insurance and coverage verifications as required and set forth in EXHIBIT "C", attached hereto and incorporated herein by reference.

16. PROTECTION AND SECURITY OF WORK

The data and information and reports acquired or prepared by CONTRACTOR shall not be shown or distributed to any other public or private person or entity except as authorized by CITY, and in no event prior to having been first disclosed to CITY.

17. AMENDMENTS

This Agreement is complete and contains all the terms and conditions agreed upon by the Parties. It is mutually understood and agreed that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto and no oral understanding or agreement shall be binding on the parties to this Agreement.

18. CHANGES

CITY or CONTRACTOR may, from time to time, request changes in the terms and conditions of this Agreement. Such changes, which are mutually agreed upon by and between CITY AND CONTRACTOR, shall be incorporated in written amendments to this Agreement.

19. NOTICES

All notices to the parties hereto shall, unless otherwise requested in writing, be sent to CITY addressed as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And to CONTRACTOR addressed as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. \_\_\_\_\_ (State) LAW TO GOVERN

It is understood and agreed by the Parties to this Agreement that this Agreement shall be deemed and construed to be entered into and performed in the State of \_\_\_\_\_ (State). The validity of this Agreement, its terms and conditions, as well as all rights and duties of the Parties to this Agreement and interpretation and performance of the obligations contained herein, shall be governed by the laws of the State of \_\_\_\_\_ (State).

21. COMPLIANCE WITH APPLICABLE LAWS

All services to be performed by CONTRACTOR pursuant to this Agreement shall be performed in accordance with all applicable federal, state, county and municipal laws, ordinances, regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations, especially those laws, ordinances and regulations regarding the collection, transportation and storage of hazardous materials and hazardous wastes.

THE PARTIES TO THIS AGREEMENT hereby indicate their acknowledgement and acceptance of the terms and conditions stated herein as evidenced by the following signatures of their duly authorized representatives. It is the intent of the parties that this Agreement shall be effective as of the day and year first indicated above.

APPROVED AS TO FORM:

CITY OF \_\_\_\_\_ "City"

\_\_\_\_\_

City Attorney

By: \_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_

City Clerk

By: \_\_\_\_\_

City Manager

Address:

Telephone:

"CONTRACTOR"

(Name of Company) \_\_\_\_\_

By: \_\_\_\_\_

(Name)

(Title)

Local Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

AGREEMENT BETWEEN THE CITY OF \_\_\_\_\_  
AND

FOR THE COLLECTION AND DISPOSAL OF  
HOUSEHOLD HAZARDOUS WASTES

EXHIBIT B

- A. No person shall, on the ground of race, color, national origin, religious affiliation or non-affiliation, sex, age, handicap, or political affiliation, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this Agreement.
- B. CONTRACTOR shall insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Agreement. CONTRACTOR'S personnel policies shall be made available to CITY upon request.
- C. CONTRACTOR shall assure compliance with Section 504 of the Rehabilitation Act of 1973 by submitting a signed letter of assurance (Attachment 1) of compliance, CONTRACTOR shall be prepared to submit a self-evaluation and compliance plan to the CITY upon request with one (1) year of the execution of this Agreement.

AGREEMENT BETWEEN THE CITY OF \_\_\_\_\_  
AND

\_\_\_\_\_  
FOR THE COLLECTION AND DISPOSAL OF  
HOUSEHOLD HAZARDOUS WASTES

EXHIBIT B

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- B. CONTRACTOR shall insure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees under this Agreement. CONTRACTOR'S personnel policies shall be made available to CITY upon request.
- C. CONTRACTOR shall assure compliance with Section 504 of the Rehabilitation Act of 1973 by submitting a signed letter of assurance (Attachment 1) of compliance, CONTRACTOR shall be prepared to submit a self-evaluation and compliance plan to the CITY upon request with one (1) year of the execution of this Agreement.

AGREEMENT BETWEEN THE CITY OF \_\_\_\_\_  
AND

\_\_\_\_\_  
FOR THE COLLECTION AND DISPOSAL OF  
HOUSEHOLD HAZARDOUS WASTES

EXHIBIT C

Insurance Requirements for Contractor.

- A. CONTRACTOR, at its sole cost and expense and for the full term of this Agreement or any renewal thereof, shall provide and maintain not less than the following minimum insurance coverage and limits of insurance which shall be maintained with insurers and under forms of policies satisfactory to the CITY.
- (1) An EXTENDED BOARD FORM MINIMUM COMPREHENSIVE GENERAL LIABILITY INSURANCE POLICY covering Bodily Injury and Property Damage with a combined single limit of at least One Million Dollars (\$1,000,000) per occurrence providing the following coverages.
    - (a) Premises Operations
    - (b) Independent Contractors
    - (c) Contractual Liability (for liability of others assumed by the Subcontractor in the contract between the Subcontractor and the Contractor)
  - (2) A WORKERS' COMPENSATION AND EMPLOYERS LIABILITY POLICY (if required by State law) written in accordance with the laws of the State of \_\_\_\_\_ and providing the following coverages for any and all employees of CONTRACTOR:
    - (a) Statutory Workers' Compensation Coverage A (statutory limit)
    - (b) Employers' Liability Insurance - Coverage B. Not less than:  
100,000 each accident/BI \$500,000 policy limit  
100,000 each employee

AGREEMENT BETWEEN THE CITY OF \_\_\_\_\_  
AND

\_\_\_\_\_  
FOR THE COLLECTION AND DISPOSAL OF  
HOUSEHOLD HAZARDOUS WASTES

EXHIBIT C cont.

- (3) A COMPREHENSIVE AUTOMOBILE POLICY with a minimum combined single limit of not less than One Million Dollars (\$1,000,000) for bodily injury and property damage, applicable to vehicles used in pursuit of any of the activities associated with this Agreement and providing the following coverages (without deductibles):
- (a) All owned vehicles
  - (b) Employer's Non-ownership Liability
  - (c) Hired Automobiles
- (4) ENDORSEMENTS. All of the following clauses and endorsements, or similar provisions, \_\_\_\_\_ required to be made a part of each of the above required policies:
- (a) A "Cross Liability" or "Severability of Interest" clause; and
  - (b) This policy shall be considered primary insurance as respects to any other valid and collectible insurance the CITY may possess, including any self-insured retention the CITY may have, and any other insurance the CITY does possess shall be considered excess insurance only; and
  - (c) NO CANCELLATION OR NON-RENEWAL OF THIS POLICY OR MODIFICATION OF THE COVERAGE AFFORDED UNDER THIS ENDORSEMENT SHALL BE EFFECTIVE UNTIL WRITTEN NOTICE HAS BEEN GIVEN AT LEAST THIRTY (30) DAYS PRIOR TO THE EFFECTIVE DATE OF SUCH MODIFICATION OR CANCELLATION TO THE CITY.

Notice shall be sent to:

City: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

AGREEMENT BETWEEN THE CITY OF \_\_\_\_\_  
AND

\_\_\_\_\_  
FOR THE COLLECTION AND DISPOSAL OF  
HOUSEHOLD HAZARDOUS WASTES

EXHIBIT C cont.

- B. PROOF OF INSURANCE COVERAGE AND COVERAGE VERIFICATION. A copy of the Certificate of Insurance and completed coverage verification shall be provided to CITY by each of the CONSULTANT'S insurance companies as evidence of the stipulated coverages within ten (10) days of the effective date of this Agreement. The Certificate(s) of Insurance and coverage verification shall be mailed to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXHIBIT "C"

## REQUEST FOR PROPOSAL

The handling and hauling of Household Hazardous Waste are skilled tasks which can only be undertaken by qualified personnel.

The contractor shall be an established firm with five (5) years experience in the identification, packaging, transportation, and disposal of hazardous wastes. At the time the proposal is submitted all copies of current and valid permits and licenses of the contractor must be included. These permits and licenses shall be valid on the collection day and shall include without limitations valid United States E.P.A. identification or a Pennsylvania D.E.R. number for the transportation, treatment, storage, and disposal of hazardous wastes. The collection, storage, transportation, and treatment of waste must conform with all applicable Federal, State, and Local laws and regulations. The vehicle used by the contractor to haul the waste is to be properly registered and operated in sole conformance with applicable Federal, State, and Local laws.

The contractor certifies that, on the collection day, it shall have...

- a) a valid Environmental Protection Agency identification number for generation, transportation, and storage of hazardous and acutely hazardous waste;
- b) a valid license from the State of Pennsylvania, Division of Hazardous Waste Management, to generate and transport hazardous and acutely hazardous waste;
- c) a vehicle identification device for each vehicle used by the contractor to transport waste away from the site.
- d) title to all waste accepted by the contractor at the site from Township residents for transport and disposal by the contractor shall pass directly from such residents to the contractor at the time of such acceptance.

The contractor shall indemnify, defend, and hold harmless the Township of Radnor, the Township Board of Health, the Subcommittee on Solid Waste, and the Pennsylvania Department of Transportation from and against any and all losses, claims, actions, damages, liability and expenses, including, but not limited to, those in connection with loss of life, bodily and personal injury or damage to property occasioned wholly or in part by the contractors.

The contractor shall obtain and maintain in full force and effect for as long as is necessary to fund the contractor's indemnification and defence obligations in the following minimum amounts

- 1) A comprehensive general liability insurance policy, specifically endorsed to include coverage for completed operations, contractual liability, independent contractors, and Broad Form Property Damage. Said policy of insurance to have a minimum limit of \$1,000,000.00 per occurrence combined single limit for bodily injury (including death) and property damage.
- 2) A professional liability insurance policy (including contractual liability coverage) with a minimum limit of \$1,000,000.00.
- 3) An automobile liability insurance policy covering owned, non-owned and hired vehicles. Said policy of insurance to have a minimum limit of \$1,000,000.00 per occurrence combined single limit for bodily injury (including death) and property damage.
- 4) A workers compensation and Employer's liability insurance policy with a statutory limit of workers compensation and a limit of \$100,000.00 per accident for employer's liability.
- 5) Environmental impairment liability (pollution liability) coverage in an amount not less than \$1,000,000.00 per occurrence.

It is understood that the Township of Radnor and PennDOT shall be named as an additional insured on items 1,2,3,4, and 5, and shall be given at least thirty (30) days notice prior the any change or cancellation of coverage.

The contractor shall provide proof of insurability with the submission of his proposal and at least thirty (30) days before the collection day the contractor shall furnish original signed certificates of insurance in favor of Radnor Township.

The successful contractor will be expected to provide a performance bond in an amount equal to 100% of the contract.

The contractor should include in his proposal a complete description of how he intends to perform the work. It should list if and how the work is to be divided among the contractor and any sub-contractors, which principals and/or employees will be responsible for each portion of the work, and what methods are going to be used to assure that work is performed in a safe, complete, and timely manner. The contractor is encouraged to include an organizational chart to fully explain how the program would be conducted.

The contractor must also provide the following information...

- 1) list the types of waste that can be handled successfully; specifically list any waste that will be excluded. The successful contractor will not be required to handle radioactive, explosive, or shock sensitive materials, gas cylinders, etiologically infectious/pathological materials and dioxin contaminated wastes.
- 2) List the method and location of final disposal. Also indicate if you have a prior acceptance (a preset or generic approval) of this waste.
- 3) State whether or not any waste material will be consolidated on site. List those materials which can be consolidated at the collection site, e.g. oil paints or thinners. State whether or not the contractor will remove the empty containers.
- 4) Describe how the following will be handled:  
unknown waste;  
foul weather;  
spills and accidents.
- 5) List all equipment that will be provided at the site for the protection of the site, for protection of the contractors personnel and for the safe, rapid flow of materials and participants.
- 6) Provide an example of a site set up plan if available and a site safety and evacuation plan.
- 7) List the time required for setup and demobilization and the anticipated hours of operation.
- 8) List the services and/or materials which can be provided both prior to and during collection day which will assist or supplement the community awareness program.

Provide a breakdown of the cost for the following:

- 1) mobilization/demobilization and site operations charge. This refers to the moving of all equipment on site, projected set up, briefing of all personnel involved and scheduling of site operations, decontamination of any equipment, debriefing of all personnel and removal of equipment and materials from the site.

Site operations include actual collection of materials, record keeping, separation by compatibility, packaging, labeling, and manifesting for transportation. The charge is to include and explain in detail all labor (including number of personnel at the site and their functions), equipment, safety and spill materials, personnel

transportation, set-up, and administrative costs.

- 2) State the per drum cost for incineration, chemical treatment, recycling, and landfilling. Disposal costs are to include all materials. List the specific price for each size and type of container.
- 3) State all other cost for which reimbursement would be sought (e.g. off-specification material, taxes, public awareness services or materials, etc.).

Include a list of three references for three similar projects recently completed and a brief description of the nature of the three projects. Also include a short history of your company: describing the length of time the company has been in business length of experience in the field of hazardous waste collection, number of personnel, type of equipment and other resources. Also include...

When the firm was established;  
Total number of employees and general overview of their background;  
Location of present office or firm;  
Listing of the general types of work the firm provides;  
Listing of specific household hazardous waste collection projects completed by the firm.

If any sub-contractors are planning to be used, similar information is to be provided for each firm.

**THE TOWNSHIP RESERVES THE RIGHT TO REQUEST AUDITED FINANCIAL STATEMENTS FROM THE CONTRACTOR SELECTED.**



**Appendix F**

**Sample Contract / Service Agreement**



HOUSEHOLD/PESTICIDE CLEANUP DAYS

Service Agreement

This agreement is entered into by and between Radnor Township hereinafter referred to as the "Contractor", and \_\_\_\_\_, Inc., a corporation organized and doing business under the laws of the State of Delaware.

The Contractor and \_\_\_\_\_ agree as follows:

1. \_\_\_\_\_ shall have present at the project site(s), at a date and time specified by the Contractor's representative, an employee of \_\_\_\_\_ trained in the identification and proper packaging of all hazardous and acutely hazardous wastes (collectively "wastes", as defined by applicable state and federal laws and regulations), and such additional employees of \_\_\_\_\_ and such materials and equipment as are necessary to handle, containerize, label, manifest, load and transport such wastes to a permitted T/S/D facility, in a manner conforming to all applicable state and federal laws and regulations.
2. \_\_\_\_\_ shall accept these wastes only from such individuals, as are designated by the representative of the Contractor, and only in such amounts as are approved by said representative.
3. \_\_\_\_\_ at the Contractor's request, shall be deemed to be the "Generator" (as defined by state and federal laws and regulations) of all wastes accepted by \_\_\_\_\_ at the project site(s).
4. \_\_\_\_\_ certifies, that on the day of collection through the date of final disposition of all collected wastes, it shall have:
  - a) A valid Environmental Protection Agency Identification Number for generation, transportation and storage of hazardous and acutely hazardous wastes;
  - b) Copies of valid Environmental Protection Agency Permits for all disposal facilities to be utilized in performance of the project;
  - c) Valid Hazardous Substance Transporter Permits for all states through which collected wastes must be transported;
  - d) Liability insurance in effect for claims arising out of death or bodily injury and property damage from hazardous and acutely hazardous waste transportation and storage, including automobile liability, general comprehensive liability and worker's compensation in amounts required by federal law and evidenced by a certificate of insurance satisfactory to the Contractor, delivered to the Contractor not later than five (5) days prior to the day of collection.
5. Title to all waste accepted at the project site by \_\_\_\_\_ personnel shall pass from the participants to \_\_\_\_\_ at the time of such acceptance.

6. warrants, that it understands the currently known hazards and suspected hazards which are presented to persons, property and the environment by the transport, treatment and disposal of wastes. further warrants, that it will perform all services under this agreement in a safe, efficient and lawful manner using industry-accepted practices and in full compliance with all applicable state and federal laws and regulations.
7. shall indemnify, hold harmless and defend the Contractor from and against any and all liabilities, claims, penalties, fines, forfeitures, suits and the costs and expenses incident thereto (including costs of defense, settlement and reasonable attorney's fees) which it may hereafter incur, become responsible for, or pay out as a result of death or bodily injury to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation or alleged violation of governmental laws, regulations or orders caused by, arising out of, or in any manner connected with the waste, after risk of loss thereto has passed to as provided in paragraph 5, and due to any negligent act or omission of any employee or agent of, or from failure or inadequacy of any equipment of or of any subcontractor hired by . or by anyone directly or indirectly employed by them.
8. is and shall perform this agreement as an independent contractor, and as such, shall have and maintain complete control over all of its employees and operations. Neither nor anyone employed by it shall be, represent, act, purport to act, or be deemed to be the agent, representative, employee or servant of the Contractor.
9. Any waiver by either party of any provision or condition of this agreement shall not be construed or decreed to be a waiver of any other provision or condition of this agreement, nor a waiver of a subsequent breach of the same provision or condition, unless such waiver be expressed in writing by the party to be bound.
10. No modification of this agreement shall be binding on or the Contractor, unless stated in writing and signed by both parties.
11. This agreement shall be interpreted in accordance with the laws of the State in which the project site(s) is/are located.
12. Any notice or other communication given under this agreement shall be in writing and addressed or delivered to the following:

For:

For:

**APPENDIX A**  
**SAMPLE SERVICE AGREEMENT<sup>4</sup>**

**AGREEMENT**

This agreement is entered into by and between the Town (name of Town, City, or County) of Virginia, a government corporation, and the Transporter (Collector/Transporter), a corporation organized and doing business under the laws of the State of (specify state).

The Town and Transporter agree as follows:

1. The Transporter shall have present at the (the "Site"), on a date and time specified by the Town, an employee or agent of the Transporter trained in the identification of all hazardous and acutely hazardous wastes (collectively "Wastes") (as defined by Virginia or federal laws or regulations) and such additional employees or agents of Transporter and such materials and equipment as are necessary to handle, containerize, label, load, and transport such wastes out of Town in a manner conforming to Virginia and federal laws and regulations.

2. Transporter shall accept Wastes for transportation out of the Town and dispose only from such individuals as are designated by a representative of the Town present at the Site as being residents of the Town, and only in such amounts as are approved by such representative.

3. Transporter shall be deemed to be the "generator" (for purposes of Virginia and federal laws and regulations) of all Wastes accepted by Transporter at the Site from residents of the Town.

4. Transporter shall transport out of the Town prior to 6:00 P.M. on the day collection takes place all Wastes which it has accepted from Town residents at the Site. Such Wastes shall be taken to (a facility to be decided upon).

5. Transporter certifies that, on the day of collection, it shall have:

- a. A valid Environmental Protection Agency Identification Number for generation, transportation, treatment, storage, and disposal of hazardous and acutely hazardous wastes;
- b. A valid license from the State of Virginia, Department of Health, to transport, treat, store, and dispose of hazardous and acutely hazardous wastes;
- c. Properly registered vehicle to be used by Transporter to transport Waste away from the Site;
- d. Liability insurance in effect for claims arising out of death, or bodily injury and property damage from hazardous and acutely hazardous waste transport, treatment, storage, and disposal, including automobile liability and legal defense costs, in the amount of \$4 million, as evidence by a certificate of insurance satisfactory to the Town delivered to the Town not later than five days prior to the day of collection.

6. Title to all Waste accepted by Transporter at the Site from Town residents for transport and disposal by Transporter shall pass directly from such residents to Transporter at the time of such acceptance and an appropriate document is signed by a representative of Transporter.

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<sup>4</sup> This agreement is reproduced for illustrative purposes only. No agreement should be executed in reality without proper legal counsel.

7. Transporter warrants that it understands the currently known hazards and suspected hazards which are presented to persons, property, and the environment by the transport, treatment, and disposal of Wastes. Transporter further warrants that it will perform all services under this agreement in a safe, efficient, and lawful manner using industry-accepted practices, and in full compliance with all applicable Virginia and federal laws and regulations.

8. Transporter shall indemnify, hold harmless, and defend the Town from and against any and all liabilities, claims, penalties, fines, forfeitures, suits and the costs and expenses incident thereto (including costs of defense, settlement, and reasonable attorney's fees) which may be alleged against the Town, or which the Town may incur, become responsible for, or pay out as a result of death or bodily injury to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation or alleged violation of governmental laws, regulations, orders caused by, arising out of, or in any manner connected with the Waste accepted by Transporter at the Site on the day of collection. Prior to acceptance of Waste by Transporter as provided for hereunder, Transporter shall be liable for and indemnify the Town from and against any injury or loss whatever resulting from the negligent act or omission of any employee or agent of Transporter or from the failure or inadequacy of any equipment of Transporter.

9. Transporter is and shall perform this agreement as an independent contractor, and as such, shall have and maintain complete control over all of its employees and operations. Neither it nor anyone employed by it shall be, represent, act, purport to act, or be deemed to be the agent, representative, employee or servant of the Town.

10. Neither this agreement nor any rights or obligations of Transporter hereunder shall be assigned by Transporter, nor may Transporter subcontract any of its obligations hereunder, without the prior written consent of the Town.

11. Any waiver by either party of any provision or condition of this agreement shall not be construed or decreed to be a waiver of a subsequent breach of the same provision or condition, unless such waiver be expressed in writing by the party to be bound.

12. No modification of this agreement shall be binding on Transporter or the Town unless stated in writing signed by both parties.

13. This agreement shall be interpreted in accordance with the laws of the State of Virginia.

14. Any notice or other communication given under this agreement shall be in writing and addressed or delivered to the following:

For Town:	For Transporter:
Town Official	Name of Company
Address	Address
	Attn: Specific Individual

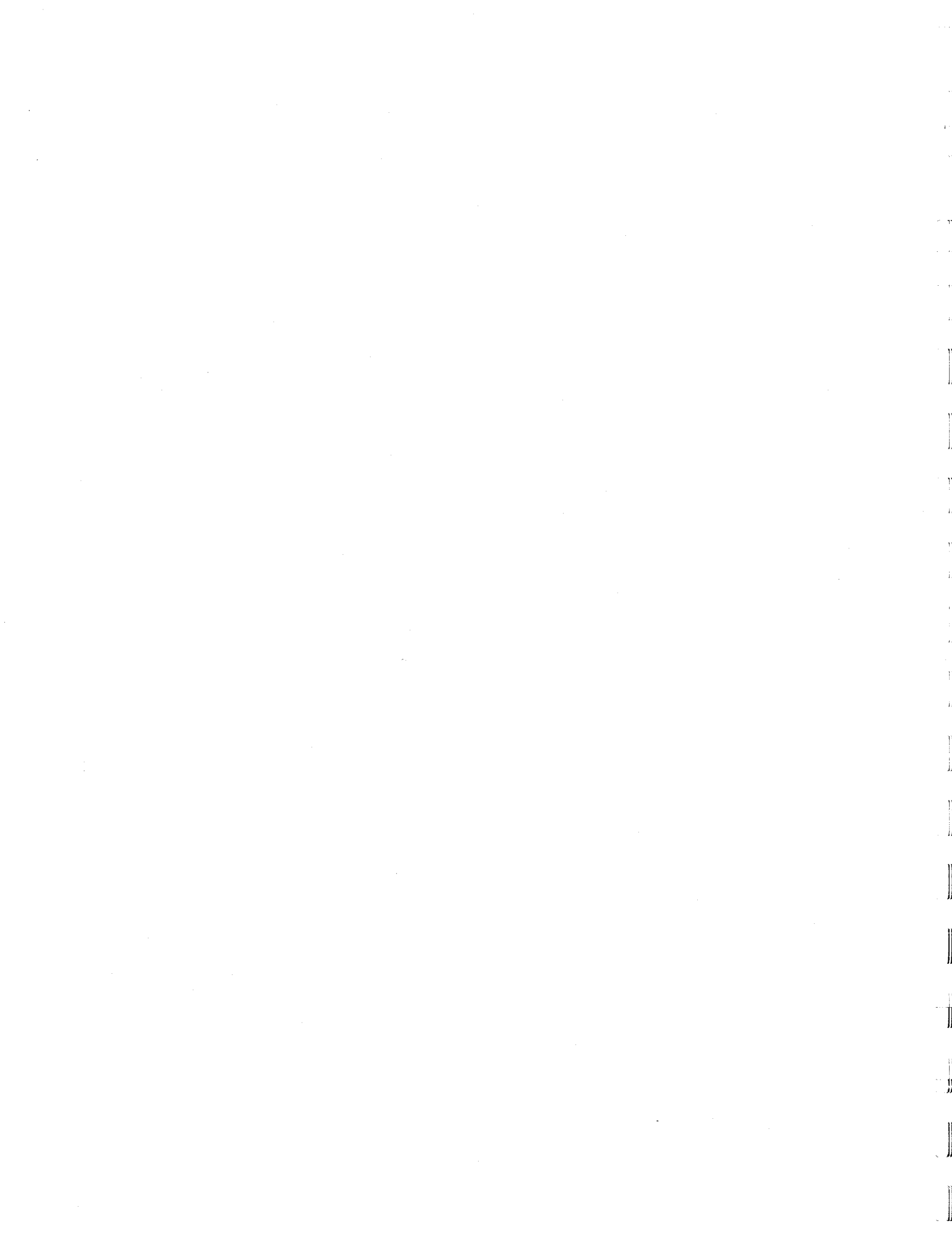
15. The Town shall pay Transporter within ninety days after the day of collection, as consideration for the services provided under this agreement, the fixed sum of \$X,XXX.XX for labor and equipment (assuming that collection will be provided for during a six hour period), plus the sum of \$XXX.XX for each drum of Waste which is accepted by Transporter as provided hereunder.

IN WITNESS THEREOF, the parties have caused this agreement to be signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_.

by Town or County  
by Collector/Transporter

**Appendix G**

**U.S. Environmental Protection Agency Regional Offices**



## U.S. EPA REGIONAL OFFICES

### **EPA Region I**

State Waste Programs Branch  
JFK Federal Building  
Boston, Massachusetts 02203  
(617) 223-3468  
Connecticut, Massachusetts, Maine,  
New Hampshire, Rhode Island, Vermont

### **EPA Region II**

Air and Waste Management Division  
26 Federal Plaza  
New York, New York 10278  
(212) 264-5175  
New Jersey, New York, Puerto Rico,  
Virgin Islands

### **EPA Region III**

Waste Management Branch  
841 Chestnut Street  
Philadelphia, Pennsylvania 19107  
(215) 597-9336  
Delaware, Maryland, Pennsylvania,  
Virginia, West Virginia,  
District of Columbia

### **EPA Region IV**

Hazardous Waste Management Division  
345 Courtland Street, N.E.  
Atlanta, Georgia 30365  
(404) 347-3016  
Alabama, Florida, Georgia,  
Kentucky, Mississippi, North  
Carolina, South Carolina, Tennessee

### **EPA Region V**

RCRA Activities  
230 South Dearborn Street  
Chicago, Illinois 60604  
(312) 353-2000  
Illinois, Indiana, Michigan,  
Minnesota, Ohio, Wisconsin

### **EPA Region VI**

Air and Hazardous Materials Division  
1201 Elm Street  
Dallas, Texas 75270  
(214) 767-2600  
Arkansas, Louisiana, New Mexico,  
Oklahoma, Texas

### **EPA Region VII**

RCRA Branch  
726 Minnesota Avenue  
Kansas City, Kansas 66101  
(913) 236-2800  
Iowa, Kansas, Missouri, Nebraska

### **EPA Region VIII**

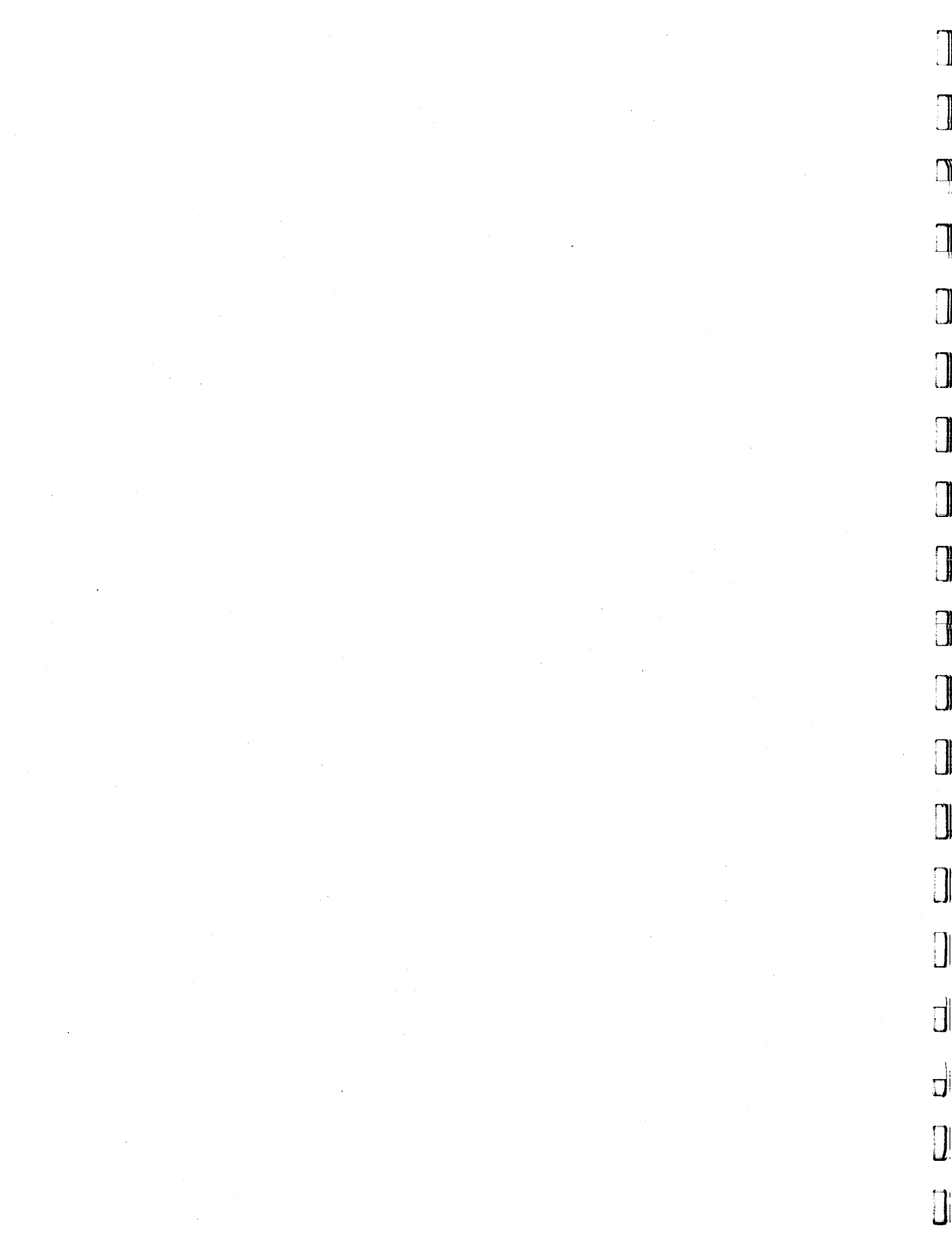
Waste Management Division (8HWM-ON)  
One Denver Place  
999 18th Street, Suite 1300  
Denver, Colorado 80202-2413  
(303) 293-1502  
Colorado, Montana, North Dakota,  
South Dakota, Utah, Wyoming

### **EPA Region IX**

Toxics and Waste Management Division  
215 Fremont Street  
San Francisco, California 94105  
(415) 974-7472  
Arizona, California, Hawaii,  
Nevada, American Samoa, Guam,  
Trust Territories of the Pacific

### **EPA Region X**

Waste Management Branch—MS-530  
1200 Sixth Avenue  
Seattle, Washington 98101  
(206) 442-2777  
Alaska, Idaho, Oregon, Washington



**Appendix H**

**Sample Publicity And Public Education Materials**





**How do you  
dispose of  
unwanted  
household  
hazardous  
materials?**

**HOUSEHOLD HAZARDOUS  
MATERIALS DAY:**

**SATURDAY, OCTOBER 26  
10 A.M. - 4 P.M.**

It's your opportunity to **SAFELY & PROPERLY** dispose of:

- Automotive waste (such as motor oil)
- Old garden supplies
- Unwanted cleaners
- Leftover paint supplies
- Other household chemicals

**Collection sites will be...**

National Supermarket parking lot  
Hwy. 1 N., Port Allen

K-Mart parking lot  
3121 College Dr., Baton Rouge

Wal-Mart parking lot  
Bellevue Dr., Plaquemine

Real Superstore parking lot  
8000 Greenwell Springs Rd.,  
Baton Rouge

**Pick up a free brochure...**

*that includes a checklist and a disposal form at this location  
OR you may receive a brochure by mail by calling:  
389-6407 from Baton Rouge or 685-6407 from Plaquemine.*

*This public service project is co-sponsored by Dow Chemical's Louisiana Division and the Louisiana Department of Environmental Quality with the support of:*



League of Women Voters  
Hazardous Materials Unit of the Louisiana Department of Public Safety  
Cities of Baton Rouge, Plaquemine and Port Allen



# Home Checklist Suggestions

## 1. AUTOMOTIVE PRODUCTS

### Where to Look

- Garage
- Carport storage
- Utility room
- Utility shed

### What to Look for

- Waste oil
- Antifreeze
- Solvents
- Battery acid
- Spray paint

## 2. GARDENING PRODUCTS INCLUDING PESTICIDES

### Where to Look

- Garage
- Carport storage
- Utility room
- Utility shed
- Kitchen

### What to Look for

- Sprays and dust (for vegetables, flowers, lawn care and houseplants)
- Ant and rat killers
- Weed killers
- Unclean sprayers and spreaders

## 3. PAINT PRODUCTS

### Where to Look

- Utility room
- Utility shed
- Garage
- Carport storage

### What to Look for

- Paint thinners and solvents
- Spray cans
- Brush cleaners
- Paint
- Paint strippers
- Lacquers
- Wood preservatives
- Acid or turpentine

## 4. CLEANING PRODUCTS

### Where to Look

- Utility room
- Garage
- Carport storage area
- Utility shed
- Kitchen
- Bathroom
- Laundry Room

### What to Look for

- Drain cleaners
- Strong cleaner preparations (both liquid & powder)
- Degreasers and oven cleaners
- Bleach and ammonia
- Cleaning solvents and spot removers

For more information concerning the disposal of household hazardous materials call the Environmental Control Department of Dow Chemical—389-6407 from Baton Rouge or 685-6407 from Plaquemine.

The following agencies support this public service project:

- League of Women Voters
- Hazardous Materials Unit of the Louisiana Department of Public Safety
- Cities of Baton Rouge, Plaquemine



# Household Hazardous Materials Day

Saturday, October 26, 1985  
10 a.m. to 4 p.m.

## COLLECTION SITES:

National Supermarket parking lot  
Hwy. 1 N., Port Allen

Wal-Mart parking lot  
Bellevue Dr., Plaquemine

K-Mart parking lot  
3121 College Dr., Baton Rouge

Real Superstore parking lot  
8000 Greenwell Springs Rd.,  
Baton Rouge





# Household Hazwaste Collection Days

**October 9, 10, 11  
9 A.M. - 5 P.M.**



**October 9 - Shrewsbury Site  
PennDot Facility  
East 851 off EXIT 1 I-83**

**October 10, 11 - York Site  
PennDot Facility  
North George & I-83  
Exit 10**

**Bring Your:**

- OIL BASE PAINTS, THINNERS, SOLVENTS
  - CAR WAXES, ANTIFREEZE
  - STAINS, VARNISHES
- PHOTOGRAPHIC AND POOL CHEMICALS
  - OUTDATED PHARMACEUTICALS
  - FERTILIZERS, HERBICIDES
- RODENT, MOSQUITO AND WEED KILLERS
- NO-PEST STRIPS, FLEA COLLARS and POWDERS

**Sponsored by:  
Solid Waste and Refuse Authority,  
Concerned Citizens and  
The League of Women Voters  
of Greater York**

**FOR MORE INFORMATION  
CALL F.I.R.S.T. 755-1000**



# HOUSEHOLD HAZARDOUS WASTE COLLECTION DAYS

A community service of the County and City of San Diego  
in cooperation with Environmental Health Coalition



Household products containing toxic chemicals, like pesticides, paints, solvents, and auto care products, become hazardous waste when you decide to dispose of them. Never throw hazardous products in the trash as the toxic chemicals may harm sanitation workers and start fires in trash trucks. It's not safe to pour them out in a sink or storm drain; they just end up in our environment, polluting the air, water, and soil.

## YOU MAY BRING

paint, solvent, varnish, wood preservative, pesticide, herbicide, drain opener, oven cleaner, stain remover, polish, hobby supplies, pool chemicals, or any product labeled with a CAUTION, WARNING, DANGER or POISON.

## DO NOT BRING

any product which you may still be able to use or can donate to someone else. Do not bring explosive or radioactive materials, or waste from your business.

## RECYCLE WASTE OIL,

transmission fluid and auto batteries at a participating service station. For the location of a station near you, call Environmental Health Coalition at 235-0281.

## HOW TO TRANSPORT

Leave all products in their original containers; do not consolidate them. Make sure the containers are properly sealed and will not leak. Put the containers in the trunk or back of your vehicle, away from passengers. Do not transport more than 5 gallons or 50 lbs. at one time. (Use your best judgement to estimate the remaining volume in the containers without opening them).

## SCHEDULE

SATURDAYS 10am - 3pm

SOUTH SAN DIEGO, August 6, 1988  
Montgomery High School, 3250 Palm Avenue

UNIVERSITY CITY, September 10, 1988  
University City High School, 6949 Genesee Ave.

TRI-CITY, September 24, 1988  
El Camino High School, 400 Rancho Del Oro Dr.  
Oceanside

FALLBROOK, September 24, 1988  
to be announced

PARADISE HILLS, October 15, 1988  
Paradise Hills Rec. Center field, Potomac St. at  
Paradise Valley Rd.

POWAY, October 29, 1988  
Poway Fire Station, 13050 Community Rd.

SAN CARLOS, November 12, 1988  
Patrick Henry High School  
6702 Wandermere Drive

## WEEKDAY DROP-OFF

During the week, residents can bring their household hazardous waste to an ongoing disposal location. To utilize this service, call County of San Diego Environmental Health Services at 235-2287.

## FOR INFORMATION

The Environmental Health Coalition provides educational programs on the safe use and disposal of household toxics for any interested group. To request a presentation or for information on safe alternatives call Environmental Health Coalition at 235-0281.

Household Hazardous Materials Program funded by:

City of San Diego Water Utilities

County Of San Diego Dept. of Public Works





# DRIVE HAZARDOUS WASTE FROM YOUR HOME.

You may not realize it, but you're surrounded by hazardous waste. Many items you normally use around your house such as motor oil, cleaners with acids or lye, paint thinner, turpentine, pesticides and herbicides, if not disposed of properly, pose a serious threat to the health of you and your family.

But what can you do? Trash collection services, by law, aren't allowed to haul these substances away. Fortunately, the Sanitation Districts of Los Angeles County are holding a FREE Household Hazardous Waste Round-Up on Sunday, November 20th between 10am-3pm at the Spadra Landfill (on Valley Blvd. between Temple Ave. and Grand Ave.).

Just bring in your hazardous household products, prefer-

ably in their original, labeled containers. **Sorry, we can't accept paint or stain at this time, and absolutely no explosives, ammunition or radioactive materials will be accepted.** This Round-Up is limited to Los Angeles County residents only and there's a five gallon limit per automobile. Please transport wastes in a box and be careful not to spill them. **Do not mix separate products together.** For more information call 213-908-4286.

Bring everything to the location below (except paint and the other unacceptable wastes mentioned above). We'll take the hazardous waste off your hands and you'll keep your home from going to waste.

## FREE HOUSEHOLD HAZARDOUS WASTE ROUND-UP NOVEMBER 20, SPADRA LANDFILL 10AM-3PM

SPONSORED BY THE SANITATION DISTRICTS OF LOS ANGELES COUNTY in cooperation with the COUNTY OF LOS ANGELES. Additional support provided by Chevron U.S.A. Inc., The Southern California Coalition for Hazardous Materials Management and The California Management Board.

**See map on reverse.**

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**PUBLIC SERVICE ANNOUNCEMENT  
10 SECONDS**

NOW IS THE TIME TO RID YOUR HOME OF HOUSEHOLD PRODUCTS CONTAINING TOXIC CHEMICALS. A FREE COLLECTION SITE SERVICE WILL BE AVAILABLE ON FOUR SATURDAYS IN JUNE. FOR FURTHER INFORMATION, CALL SACRAMENTO COUNTY ENVIRONMENTAL HEALTH DEPARTMENT, 366-2109.

**PUBLIC SERVICE ANNOUNCEMENT  
20 SECONDS**

NOW IS THE TIME TO RID YOUR HOME OF HOUSEHOLD PRODUCTS CONTAINING TOXIC CHEMICALS. PESTICIDES, POOL ACIDS, PAINT PRODUCTS, ETC. WILL BE ACCEPTED FROM 9 AM - 1 PM AT THE FOLLOWING LOCATIONS: JUNE 2ND AND 9TH - 21ST AND W STREETS, UNDER THE FREEWAY. JUNE 16TH AND 23RD - EL CAMINO HIGH SCHOOL, EL CAMINO AND EASTERN AVENUES.

HELP KEEP YOUR ENVIRONMENT SAFE! USE THIS *FREE* COLLECTION SITE SERVICE. FOR FURTHER INFORMATION, CALL 366-2109, SACRAMENTO COUNTY ENVIRONMENTAL HEALTH DEPARTMENT.

**PUBLIC SERVICE ANNOUNCEMENT  
30 SECONDS**

GOOD RIDDANCE TO BAD RUBBISH! NOW YOU HAVE A CHANCE TO RID YOUR HOME OF OLD PESTICIDES, PAINT PRODUCTS, POOL CHEMICALS, HOBBY SUPPLIES, AND SO ON. FOR A LIMITED TIME, HOUSEHOLD PRODUCTS CONTAINING TOXIC CHEMICALS WILL BE ACCEPTED, FREE OF CHARGE, FROM 9 AM UNTIL 1 PM AT THE FOLLOWING LOCATIONS: JUNE 2ND AND 9TH - 21ST AND W STREETS, UNDER THE FREEWAY; JUNE 16TH AND 23RD - EL CAMINO HIGH SCHOOL, EL CAMINO AND EASTERN AVENUES.

RID YOUR HOME OF TOXIC TRASH! USE THE FREE COLLECTION SITE SERVICE. FOR FURTHER INFORMATION, CALL 366-2109, SACRAMENTO COUNTY ENVIRONMENTAL HEALTH DEPARTMENT.

*(Courtesy of Golden Empire Health Planning Centre, Sacramento)*

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## **SAMPLE NEWS RELEASE**

### **GOOD RIDDANCE TO BAD RUBBISH**

Free collection sites for unwanted household toxics – for example, pesticides, pool acids, paint products, hobby supplies, etc. – will be available on June 2nd and 9th at 21st and W Streets under the freeway and on June 16th and 23rd at El Camino High School, El Camino and Eastern Avenues. Both sites will be open from 9:00 a.m. – 1:00 p.m. and will be staffed by hazardous waste professionals who will accept waste from households, package it safely, and transport it to an appropriate hazardous waste disposal facility. A kick-off event with guest speakers and free educational materials is scheduled on June 2nd at the 21st and W Streets site.

Now is the time for Sacramento residents to say good-bye to those old products containing toxic chemicals that have been accumulating over the years on garage shelves, in storage sheds or under kitchen sinks.

Generally, disposal of such products have occurred by dumping them in the trash, pouring them down the drain, or burying them in the yard. Such practices are considered unsafe and can contribute to environmental damage. In addition, refuse workers have been injured when picking up trash containing toxic chemicals.

Authorities believe that the future effects caused by chemicals accumulating at municipal landfills cannot be predicted. "Sacramento County is pursuing a preventive approach", says County Supervisor Ted Sheedy. "Better to be safe now, than sorry later," he continues.

Area residents wanting information on the safe use and disposal of consumer products containing toxic chemicals can come to the June 2nd kick-off event of the collection site service. Held at the 21st and W Street site, the program will be presented from 10:00 a.m. – 11:30 a.m. and will begin with a presentation on the use of safer alternatives to some consumer products containing toxic chemicals. The presentation will be made by Debra Lynn Dadd, who authored "A Consumer Guide for the Chemically Sensitive".

Additional speakers will include Judy Alsop, Coordinator of the UC Davis Regional Poison Control Center, Janis Heple co-chair of the Sacramento Toxics Alliance, and Bob Shireman of the California Public Interest Research Group. Additional topics for discussion will include labeling of consumer products. Free informational materials will be available.

For further information on the event or the collection site service, including tips on how to safely package your waste for transport to the collection site, call Sacramento County Environmental Health Department at 366-2109.

This community service is being sponsored through a cooperative effort of Sacramento County, Sacramento City, various fire departments, Golden Empire Health Planning Center and American Environmental Management Corporation, a local hazardous waste transfer station and hauling firm.

*(Courtesy of Golden Empire Health Planning Center, Sacramento).*

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# CLEAN-UP SATURDAYS !

## HOUSEHOLD HAZARDOUS WASTE

### 1990/91 TOXICS DISPOSAL DAYS

#### ACCEPTING PRODUCTS SUCH AS:

<p><b>Pesticides</b></p> <p><b>Household Cleaners</b></p> <p><b>Acids</b></p> <p><b>Poisons</b></p>	<p><b>Paint Products</b></p> <p><b>Oil Base Paints</b></p> <p><b>Auto Products</b></p> <p><b>Personal Care Products</b></p>
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***NO WASTE OIL OR WATER BASED PAINT !***

TIME: 9:00 A.M. - 1:00 P.M.

SITES CLOSE PROMPTLY AT 1:00 P.M.!

DATE:	LOCATION:
August 25, 1990	21st & W Streets
October 20, 1990	4110 Bradshaw Road
December 15, 1990	21st & W Streets
February 23, 1991	4110 Bradshaw Road
April 20, 1991	21st & W Streets
June 15, 1991	4110 Bradshaw Road

**DO's:**

- \* Containers must have readable labels which accurately state the contents.
- \* Containers must be leak-proof.

**DON'Ts:**

- \* No contractor or business waste will be accepted!
- \* No explosives
- \* No infectious waste
- \* No radioactive materials
- \* No PCB's
- \* No compressed gas cylinders
- \* No unidentified waste
- \* State law limits the volume of waste transported to this site to no more than 5 gallons or 50 pounds.

Many of the products you use every day in your home contain harmful chemicals which can contaminate our groundwater supply if they are allowed to leach into the ground. When you throw away partially empty containers of these products, there is a good chance the containers will be punctured, and the product inside will leak into our landfill, and eventually into the soil.

Your household waste will be placed into 55-gallon drums, and taken to a special disposal site which has been specially prepared to store hazardous materials. Like materials are bulked together to fill the large drums. This is why it is especially important that your hazardous waste containers be correctly labeled!

You can minimize the amount of household hazardous waste you produce. Find out how by calling:  
 Sacramento County Hazardous Materials Division:  
 (916) 386-6160  
 Sacramento City Solid Waste Division:  
 (916) 449-5757

Some household hazardous wastes can be recycled. For a calendar of recycling days, turn this page over.

# CLEAN-UP SATURDAYS !

## HOUSEHOLD HAZARDOUS WASTES

### 1990/91 CALENDAR OF *RECYCLING* DAYS

Learn how you can minimize the amount of household hazardous waste you produce by contacting: Sacramento County Hazardous Materials Division: (916) 386-6160  
 Sacramento City Solid Waste Division: (916) 449-5757

Dispose of **ONLY THE ITEMS LISTED HERE** on Household Hazardous Waste Recycling Days. For a calendar of Toxics Disposal days, turn this page over.

Waste oil, water based latex paint, and car batteries can be recycled for use in a variety of products. For example, waste oil becomes lube oil; water based paint is bulked and shipped to Southern California for recycling. Recycled paint is available free to non-profit groups. For more information, call the Hazardous Materials Division at (916) 386-6160.



### ACCEPTING ONLY WASTE OIL WATER BASED LATEX PAINT AUTOMOTIVE BATTERIES

TIME: 9:00 A.M. - 1:00 P.M.

SITES CLOSE PROMPTLY AT 1:00 P.M.!

DATE:	LOCATION:
July 28, 1990	21st & W Streets
September 29, 1990	4110 Bradshaw Road
November 17, 1990	21st & W Streets
January 19, 1991	4110 Bradshaw Road
March 16, 1991	21st & W Streets
May 18, 1991	4110 Bradshaw Road

**DO's:**

- Containers must have readable labels which accurately state the container's contents.
- Containers must be leak-proof.

**DONTs:**

- No other materials will be accepted.
- No business or contractor waste will be accepted.
- State law limits the volume of waste transported to this site to no more than 5 gallons or 50 pounds.

# FREE DISPOSAL OF HOUSEHOLD HAZARDOUS WASTE

## RECYCLING DAY

DATE: SAT. MARCH 17  
TIME: 9AM-1PM

### ONLY

- LATEX PAINT
- WASTE OIL
- CAR BATTERIES



## TOXICS DAY

DATE: SAT., APRIL 21  
TIME: 9AM-1PM

### ONLY

- PESTICIDES
- AUTOMOTIVE PRODUCTS
- OIL BASE PAINTS
- POISONS
- HOUSEHOLD CLEANERS • ETC.

**NO**

Latex Paint, Waste Oil,  
Refrigerant, Motor Oil,  
Car Batteries, Explosives

**No Contractor or Business Waste will be Accepted!**

Branch Center Parking Lot  
4110 Bradshaw Rd. Sacramento  
(Next to County Animal Control)

**FOR MORE INFORMATION, CONTACT:**  
**The Hazardous Materials Division 386-6160**  
**The Sacramento Fire Department 449-5266**

State law requires that the maximum amount transported at any one time should not exceed 50 pounds for solids or 5 gallons for liquids. It is suggested that materials be packaged in secure, labeled containers and away from passengers. Unidentifiable wastes will not be accepted.

## COLLECTION DAY QUESTIONNAIRE

1. How many people are in your household? \_\_\_\_\_
  
2. How did you hear about the collection project?  

<input type="checkbox"/> Sewer bill	<input type="checkbox"/> Attended presentation	<input type="checkbox"/> Flyer
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Friend/word of mouth	<input type="checkbox"/> School/children
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Radio	<input type="checkbox"/> Other _____
  
3. Were you aware of HHW before the project?     Yes     No
  
4. How did you dispose of household hazardous material prior to the collection project?  

<input type="checkbox"/> Down drain	<input type="checkbox"/> Storage for proper disposal	<input type="checkbox"/> Other _____
-------------------------------------	--	--------------------------------------
  
5. Do you see a continuing need for this service?     Yes     No
  
6. Would you support having a permanent hazardous waste storage and transfer facility in Delaware County?     Yes     No
  
7. Would you support and participate in a future township-oriented collection program for HHW?     Yes     No  
  
If yes, how often should it be held?  

<input type="checkbox"/> Once per year	<input type="checkbox"/> Twice per year	<input type="checkbox"/> Every two years
--	---	--
  
8. How much would you be willing to pay for this service?  

<input type="checkbox"/> \$10-\$15	<input type="checkbox"/> \$16-\$25	<input type="checkbox"/> \$26-\$75	<input type="checkbox"/> Nothing
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9. Is there a need in Radnor at this time to properly manage hazardous waste in order to protect the public health and the environment?  

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Appendix I**  
**Manifest Information**



**PENNSYLVANIA UNIFORM HAZARDOUS WASTE MANIFEST  
INFORMATION**

**40 CFR §262.21 Acquisition of Manifests**

- (a) If the State to which the shipment is manifested (consignment State) supplies the Manifest and requires its use, then the generator must use that Manifest.
- (b) If the consignment State does not supply the Manifest, but the State in which the generator is located (generator State) supplies the Manifest and requires its use, then the generator must use that State's Manifest.
- (c) If neither the generator State nor the consignment State supplies the Manifest, then the generator may obtain the Manifest from any source.

Any generator who ships hazardous waste to a TSD Facility located within Pennsylvania must use the Pennsylvania manifest.

A Pennsylvania generator who ships hazardous waste to a TSD Facility out of State must use the destination State's manifest if that State supplies it.

If a destination State does not supply the Manifest, a Pennsylvania generator must use the Pennsylvania manifest and follow the instructions supplied with it, including sending the copies as designated on the bottom of the form.

Except for the Continuation Sheet, in no case would a Pennsylvania generator use commercially available Manifests since Pennsylvania supplies the Manifest.

**STATES SUPPLYING THE UNIFORM HAZARDOUS WASTE MANIFEST**

Alabama, Arkansas, California, Connecticut, District of Columbia, Delaware, Illinois, Louisiana, Maine, Maryland, Massachusetts, Michigan, Missouri, New Jersey, New York, New Hampshire, Oklahoma, Pennsylvania, Rhode Island, South Carolina, Texas, Vermont, Wisconsin



PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL RESOURCES  
Bureau of Waste Management  
P. O. Box 8550  
Harrisburg, PA 17105-8550

FOR SHIPMENT OF HAZARDOUS, INFECTIOUS AND CHEMOTHERAPEUTIC WASTE

Form approved:  
OMB No 2050-0021  
Expires 9-30-91

ER-SWM-51 REV 12 88

In case of an emergency or spill immediately call the National Response Center (800) 424-8802 and the PA DER (717) 787-4343

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator's US EPA ID No.	Manifest Document No.	2. Page 1 of	Information in the shaded areas is not required by Federal law but is required by State law.
3. Generator's Name and Mailing Address				A. State Manifest Document Number <b>PAC 1520024</b>	
4. Generator's Phone ( )				B. State Gen. ID	
5. Transporter 1 Company Name		6. US EPA ID Number		C. State Trans. ID <b>PA-AH</b>	
7. Transporter 2 Company Name		8. US EPA ID Number		D. Transporter's Phone ( )	
9. Designated Facility Name and Site Address		10. US EPA ID Number		E. State Trans. ID <b>PA-AH</b>	
				F. Transporter's Phone ( )	
				G. State Facility's ID	
				H. Facility's Phone ( )	
11. US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number)			12. Containers No.	13. Total Quantity	14. Unit WU/Vol
a.					
b.					
c.					
d.					
J. Additional Descriptions for Materials Listed Above (include physical state and hazard code)				K. Handling Codes for Wastes Listed Above	
Lab Pack		Physical State		Lab Pack	
a.		b.		c.	
b.		c.		d.	
15. Special Handling Instructions and Additional Information					
16. GENERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and classified, packed, marked, and labeled and are in all respects in proper condition for transport by highway according to applicable international and national government regulations.					
If I am a large quantity generator, I certify that I have a program in place to reduce the volume and toxicity of waste generated to the degree I have determined to be economically practicable and that I have selected the practicable method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment. OR, if I am a small quantity generator I have made a good faith effort to minimize my waste generation and select the best waste management method that is available to me and that I can afford.					
Printed/Typed Name			Signature		MONTH DAY
17. Transporter 1 Acknowledgment of Receipt of Materials			Signature		MONTH DAY
Printed/Typed Name			Signature		MONTH DAY
18. Transporter 2 Acknowledgment of Receipt of Materials			Signature		MONTH DAY
Printed/Typed Name			Signature		MONTH DAY
19. Discrepancy Indication Space					
20. Facility Owner or Operator: Certification of receipt of hazardous materials covered by this manifest except as noted in Item 19.					
Printed/Typed Name			Signature		MONTH DAY

## Uniform Hazardous Waste Manifest and Instructions

### Item 3. Generator's Name and Mailing Address

Enter the name and address of your business.

### Item 9. Designated Facility Name and Site Address

Enter the company name and site address of the facility to which you are shipping the waste listed on this manifest. The address must be the site address, which may be different from the company mailing address.

### Item 11. U.S. DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number (UN/NA))

Enter the U.S. DOT proper shipping name, hazard class, and ID number (UN/NA) for each waste as identified in 49 CFR 171 through 177. Your hauler or the facility to which you are shipping the waste may be able to help you determine this information. You may also be able to obtain information and assistance from the U.S. Department of Transportation Materials Transport Bureau, your state transportation agency, your state hazardous waste management agency or your trade association.

### Item 12. Containers (No. and Type)

Enter the number of containers for each waste and the appropriate abbreviation for the type of container:

DM = Metal drums, barrels, kegs  
DW = Wooden drums, barrels, kegs  
DF = Fiberboard or plastic drums, barrels, kegs  
TP = Tanks portable  
TT = Cargo tanks (tank trucks)  
TC = Tank cars  
DT = Dump trucks  
CY = Cylinders  
CM = Metal boxes, cartons, cases (including roll-offs)  
CW = Wooden boxes, cartons, cases  
CF = Fiber or plastic boxes, cartons, cases  
BA = Burlap, cloth, paper or plastic bags

### Item 13. Total Quantity

Enter the total quantity of waste described on each line. Your measurement must include the weight of the container when the waste container is to be discarded (example: a drum containing waste). Do not use fractions or decimals.

### Item 14. Unit (Wt./Vol.)

Enter the appropriate abbreviation for the unit of measure for each quantity entered under Item 13, as follows:

G = Gallons  
P = Pounds  
T = Tons (2000 pounds)  
Y = Cubic yards  
L = Liters  
K = Kilograms  
M = Metric tons (1,000 kilograms)  
N = Cubic meters

### Item 16. Generator's Certification

You must sign and date the Uniform Hazardous Waste Manifest after you have filled it out.

**Remember:** Your state may require you to use a state-approved manifest form, or may require you to complete additional items on the manifest. Contact your state hazardous waste agency, your hauler and the facility that is to receive your waste shipment to be sure you complete all the necessary items on the manifest.

If your state does not have its own version of the manifest, you may make additional copies of this manifest to use to comply with federal requirements.

UNIFORM HAZARDOUS WASTE MANIFEST		Generator's US EPA ID No	Manifest Document No	2 Page of	Information in the shaded areas is not required by Federal law
3 Generator's Name and Mailing Address			A. State Manifest Document Number		
4 Generator's Phone			B. State Generator's ID		
5 Transporter 1 Company Name		6 US EPA ID Number	C. State Transporter's ID		
7 Transporter 2 Company Name		8 US EPA ID Number	D. Transporter's Phone		
9 Designated Facility Name and Site Address		10 US EPA ID Number	E. State Transporter's ID		
			F. Transporter's Phone		
			G. State Facility's ID		
			H. Facility's Phone		
11 US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number)		12 Containers	13 Total Quantity	14 Unit Wt Vol	15 Waste No.
		No	Type		
a.					
b.					
c.					
d.					
J. Additional Descriptions for Materials Listed Above			K. Handling Codes for Wastes Listed Above		
15 Special Handling Instructions and Additional Information					
<p>16 <b>GENERATOR'S CERTIFICATION:</b> I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national government regulations.</p> <p>Unless I am a small quantity generator who has been exempted by statute or regulation from the duty to make a waste minimization certification under Section 3002(b) of RCRA, I also certify that I have a program in place to reduce the volume and toxicity of waste generated to the degree I have determined to be economically practicable and I have selected the method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment.</p>					
Printed/Typed Name			Signature		Month Day Year
17 Transporter 1 Acknowledgement of Receipt of Materials					
Printed/Typed Name			Signature		Month Day Year
18 Transporter 2 Acknowledgement of Receipt of Materials					
Printed/Typed Name			Signature		Month Day Year
19 Discrepancy Indication Space					
20 Facility Owner or Operator: Certification of receipt of hazardous materials covered by this manifest except as noted in Item 19					
Printed/Typed Name			Signature		Month Day Year

**Appendix J**

**Household Hazardous Waste Collection Program Alternatives:  
Special Wastes Recycling Program**



## **Household Hazardous Waste Collection Program Alternatives Special Wastes Recycling Program**

For some communities, a household hazardous waste (HHW) collection program is impossible due to limited financial resources or other constraints. However, a community may elect to hold a special waste recycling program in which only recyclable materials are collected. Nothing is disposed of as a hazardous waste, thus program costs are kept to a minimum.

Hard to manage materials you can accept in such a collection include:

- used motor oil
- antifreeze
- lead acid batteries
- latex paint
- tires
- white goods (large appliances)

The materials you choose are dependent upon the availability of local recyclers for these materials.

Typical costs for a Special Wastes Recycling Program include education and publicity costs, any site rental fees, mileage charges for the recyclers to come to your site, and refreshments. Of course, you can creatively finance this type of program, just as you can seek donations and contributions for a full HHW program.

A large volume of materials can effectively be removed from the waste stream in such a collection. This event may become an annual or semi-annual affair, or can be the perfect introduction -- for planners and participants alike -- for a full scale HHW collection.

