KENTUCKY CORRECTIONS Policies and Procedures	Policy Number 7.3 Date Filed	Total Pages 18 Effective Date May 7, 2006
References/Authority KRS 197.020, KRS 224.01-400, KRS 224.010-010; KRS 224.50-545, KRS 224.50-760; 401 KAR 35:180, 401 KAR 31:030, 401 KAR 31:040, 401 KAR 43:005(296); ACA 4-4217, 4-4331	Subject HAZARDOUS WASTE MANAGEMENT	

I. DEFINITIONS

"Container" means any portable enclosure in which a material is stored, transported, treated, disposed of, or otherwise handled.

"Contamination" means the degradation of naturally occurring water, air, or soil quality as a result of human activities.

"Contingency Plan" means a document setting out an organized and coordinated plan of action to be followed if a fire, explosion or the release of potentially dangerous waste or waste constituents into the environment. Financial planning to identify resources for initiation of action is a part of contingency plan development.

"Discharge" is defined by 401 KAR 5:002.

"Disposal" is defined by KRS 224.01-010(10).

"Disposal Facility" is defined by KRS 244.868(1)(a).

"Environmental Emergency" is defined by KRS 224.01-400(1)(d).

"EPA Identification Number" means the number assigned by EPA or the Division of Waste Management in the Environmental and Public Protection Cabinet to each generator, transporter, and treatment, storage, or disposal facility.

"Generator" is defined by KRS 224.01-010(13).

1) "Small quantity generator" means a generator who generates more than 100 kilograms but less than 1,000 kilograms of hazardous waste in a calendar month. See 401 KAR 32:005(253).

2) "Conditionally exempt small quantity generator" means:

(a) A generator who generates no more than 100 kilograms of hazardous waste in a calendar month; or

(b) A generator who generates acutely hazardous waste listed in Sections 2, 3, and 4(5) of 401 KAR 31:040 in a calendar month in quantities no greater than one (1) kilogram. All quantities of that acutely hazardous waste are subject to administrative regulation under 401 KAR Chapters 32 through 39, and the notification and permitting requirements of KRS 224.01-400, 224.40-310, 224.46-510, 224.46-580, and 224.50-130 to 224.50-413. See 401 KAR 32:005(40)."

"Hazardous Waste" is defined by KRS 224.01-010(31)(b).

"Hazardous Waste Management" means the systematic control of the collection, source separation, storage, transportation, processing, treatment, recovery, and disposal of hazardous waste.

"Manifest" is defined by KRS 224.01-010(37).

"Special Wastes" is defined by KRS 224.50-760(1)(a).

"Spill" means any accidental spilling, leaking, pumping, pouring, emitting, or dumping of hazardous wastes or materials which, if spilled, become hazardous wastes into or on any land or water.

“Storage” is defined by KRS 224.01-010(28).

"Storage Facility" means a facility or part of a facility at which hazardous waste is held for a temporary period, at the end of which the hazardous waste is treated, disposed, or stored elsewhere. A generator who accumulates his own hazardous wastes in an approved manner for less than ninety (90) days for subsequent transport on site or off site is not operating or maintaining a storage facility.

"Transporter" means a person engaged in the off-site transportation of hazardous waste by air, rail, highway, or water.

“Universal Waste” is defined by 401 KAR 43:005(296).

“Used Oil” is defined by KRS 224.50-545(2)(a).

"Waste Site or Facility" is defined by KRS 224.01-010(27).

II. POLICY and PROCEDURE

Corrections seeks to identify hazardous waste correctly and follow the local, state and federal regulations for storage, preparedness and prevention, contingency plan, emergency procedures, manifest system, record keeping, and reporting. Corrections shall meet or exceed all local, state and federal regulations regarding hazardous and universal waste, and take adequate precautions to protect all staff and inmates from exposure to hazardous waste.

A. Identify Hazardous Waste

Unless a generator is certain of the composition of waste, it shall be analyzed in a qualified laboratory to determine if it is hazardous. Material Safety Data Sheets may help in identifying the composition of waste. If products have warning labels indicating the substances are flammable, toxic, reactive, or corrosive, the wastes from these products may be hazardous. It shall be the generator's responsibility to determine whether or not wastes are hazardous. For this reason, wastes shall be analyzed every time a new chemical is used.

Once waste has been tested, consult the regulations in 401 KAR 31:040 to determine whether the waste is listed in one (1) of the categories. One (1) list includes wastes which are off-specification commercial products (for example, contaminated pure products), container residues and spill residues. Another list identifies wastes from specific processes like chemical manufacturing or wood preserving. Another list identifies wastes from non-specific processes like solvent wastes and plating bath wastes. If waste is not listed in 401 KAR 31:040, consult 401 KAR 31:030 to determine if the waste is characteristically hazardous (for example, flammable, reactive, corrosive or toxic).

If hazardous wastes are mixed with non-hazardous wastes, the mixture shall be subjected to hazardous waste regulations.

B. Generator Classifications

The term generator applies to any individual or facility which creates hazardous waste (see the definition of Generator in KRS 224.01-010(13) and the regulations concerning generators in 401 KAR Chapter 32). The regulations recognize three (3) categories of Generator:

1. Conditionally exempt small quantity generator: The amount of hazardous waste produced is less than 220 pounds (100 kilograms or approximately one-half of a 55-gallon barrel or drum) in any one month or less than 2.2 pounds (1 kilogram or about one quart) of acute hazardous waste in any one month. The conditionally exempt small quantity generator requirements are located in the Kentucky Administrative Regulations in 401 KAR 31:010, Section 5.

A conditionally exempt small quantity generator shall keep non-acute hazardous waste on-site only if the total quantity does not exceed 1000 kilograms (2,200 pounds) per month or 2.2 pounds (1 kilogram) of acute hazardous waste per month. If shipping waste off-site, the conditionally exempt small quantity generator shall not be required to prepare a manifest but shall send waste to (1) a permitted hazardous waste facility, (2) a registered recycling facility, or (3) a ~~sanitary~~ contained solid waste landfill.

Some hazardous waste facilities do not accept waste from a Generator unless it is accompanied by a manifest. If the facility requires a manifest, obtain an EPA ID Number from the Division of Waste Management. An EPA ID Number may be obtained by completing a Notification of Hazardous Waste Activity form. There shall not be a fee for obtaining an EPA ID Number for a Limited Quantity Generator.

2. Small Quantity Generator: generates between 220 and 2,200 pounds (100 to 1,000 kg) or between three to five 55-gallon drums in any one month (see 401 KAR 32:010), unless the waste is considered an <u>acute</u> hazardous waste. A small quantity generator shall comply with the requirements of 401 KAR Chapter 32, which include registering, manifesting, and adhering to proper accumulation requirements. If a facility generates an <u>acute</u> hazardous waste in quantities above 2.2 pounds, it is regulated as a large quantity generator.

   Small Quantity Generators may keep waste on-site for up to 180 days without obtaining a Hazardous Waste Storage Permit. If shipping waste more than 200 miles, the regulations allow it to be kept on-site up to 270 days without a permit. However, if waste is stored for more than 180 days and it is not shipped to a facility more than 200 miles away, the generator may be cited for illegal storage.

   On-site waste accumulation requirements include employee training to inform staff of the hazards associated with wastes; contingency planning and emergency procedures; and inspections of waste storage area. These requirements are specified in the generator regulations in 401 KAR 32:030, Section 4 and 401 KAR 35:020, 35:030 and 35:040.

3. Large ~~Full~~ Quantity Generator: is one (1) which produces more than 1000 kilograms (2,200 pounds) of hazardous waste in a single calendar month. A Large ~~Full~~ Quantity Generator may accumulate hazardous waste on-site for ninety (90) days or less without a permit or without having interim status.

   A generator which accumulates hazardous waste for more than ninety (90) days is an operator of a storage facility and is subject to the requirements of 401 KAR Chapter 34, 401 KAR Chapter 35 and the permit requirements of

401 KAR Chapter 38 unless an extension to store hazardous waste is obtained from the Division of Waste Management.

C. Registration Requirements

Once it is determined that the facility produces hazardous or universal waste, it shall be determined if it is a conditionally exempt small, Small, or Large ~~Full~~ Quantity Generator. EPA regulations require the facility to register with the Division of Waste Management to obtain an EPA ID Number. Registration forms are available from the Division of Waste Management, 14 Reilly Road, Frankfort, Kentucky 40601 (502-564-6716).

If the generator status changes or the institution develops new waste streams in any month, complete the Kentucky Notification of Hazardous Waste Activity and mail it to the Division of Waste Management. This form is available from the Division of Waste Management.

D. Storage, Management and Inspection of Hazardous Waste Containers – see 401 KAR 35:180

1. Hazardous waste shall be stored in a good container only. A rusted and structurally weak or defective container shall not be used.

2. If the container develops leaks, the waste shall be transferred into a good container.

3. Containers made of, or lined with, materials which do not react with hazardous waste shall be used.

4. The hazardous waste container shall be kept closed at all times except if it is necessary to add or remove waste.

5. A container holding hazardous waste shall not be opened, handled, or stored in a manner which may rupture the container or cause it to leak.

6. A container holding hazardous waste shall be labeled "Hazardous Waste" and the date that hazardous waste was first placed in the container.

7. All hazardous waste containers shall be inspected at least weekly for leaks and deterioration.

8. A base shall underlie the container. This base shall be free of cracks or gaps and be sufficiently impervious to contain leaks, spills, and accumulated precipitation until the collected material is detected and removed.

9. The base shall be sloped to prevent contact of container with accumulated liquid.

10. The containment system shall have sufficient capacity to contain ten (10) percent of the volume of containers, or the volume of the largest container, whichever is greater.

11. Run-on into the containment system shall be prevented.

12. Spilled or leaked waste and accumulated precipitation shall be removed from the sump or collection area in as timely a manner as necessary to prevent overflow of the collection system.

13. Any container holding ignitable or reactive waste shall be located no closer than fifteen (15) meters (approximately fifty (50) feet) from the facility's property line.

14. Incompatible waste shall not be placed in the same container.

15. Hazardous waste shall not be placed in an unwashed container that previously held an incompatible waste.

E. Storage, Management and Disposal of Universal Waste

The standards governing universal waste shall be adhered to. See 401 KAR 43:010-401 KAR 43:050.

F. Preparedness and Prevention

This section shall apply to an owner or operator engaging in the storage, treatment, and disposal of hazardous waste. The objective of this section is to design, construct, maintain, and operate a facility to minimize the possibility of fire, explosion, or any unplanned sudden or non-sudden release of hazardous waste to air, soil, surface water or ground water. See 401 KAR 34.030.

1. All facilities shall be equipped with the following:

a) An internal communications or alarm system capable of providing immediate emergency instruction (voice or signal) to facility personnel.

b) A device, like a telephone or a hand-held two-way radio, capable of summoning emergency assistance from the local police department, fire department, or state or local emergency response team.

c) Portable fire extinguishers, fire control equipment, spill control equipment, and decontamination equipment.

d) Water at adequate volume and pressure to supply water hose streams, foam producing equipment, automatic sprinkler, or water spray system.

2. All facilities shall maintain adequate aisle space to allow the unobstructed movement of personnel, fire protection equipment, and other equipment.

3. All facilities shall make an arrangement with the local police, fire department, and emergency response team to receive support in an emergency.

4. Contingency Plan and Emergency Procedures

Each facility engaging in the storage, treatment, and disposal of hazardous waste shall have a written plan that meets all the requirements outlined in 401 KAR 34:040. The contingency plan shall be designed to minimize hazards to the environment from fire, explosion, or any unplanned sudden or non-sudden release of hazardous waste or hazardous waste constituents. The provisions of the plan shall be carried out immediately if there is a fire, explosion, or release of hazardous waste which threatens human health or the environment.

5. Content of Contingency Plan– see 401 KAR 34:040

a) The plan shall describe arrangements made with local police departments, fire departments, hospitals, contractors, and state and local emergency response teams to coordinate emergency services.

b) The plan shall list names, addresses, and phone numbers (office and home) of all persons qualified to act as emergency coordinators. This list shall be kept current. If more than one (1) person is listed, the individuals shall be listed in the order in which they will assume responsibility.

c) The plan shall include a list of all emergency equipment at the facility (like fire extinguishing system, communication and alarm system, spill control equipment, and so on). This list shall be kept current.

d) The plan shall include an evacuation plan for facility personnel if there is a possibility that evacuation may be necessary. This plan

shall describe signals to be used to begin evacuation, evacuation routes, and alternate evacuation routes.

e) The plan shall describe the emergency procedures to be followed if there is an imminent or actual emergency situation.

f) A copy of the contingency plan and all revisions to the plan shall be (a) maintained at the facility and (b) submitted to all local police departments, fire departments, hospitals, and state and local emergency response teams that may be called to provide emergency services.

g) The contingency plan shall be reviewed as necessary and immediately amended if: a) the facility permit is revised; b) the plan fails in an emergency; c) the facility changes (for example, design, construction, operation, maintenance, or other circumstances) in a way which materially increases the potential for fires, explosions, or release of hazardous waste; d) the list of emergency coordinators changes; or, e) the list of emergency equipment changes.

See Appendix B for elements of contingency plan and an example of contingency plan.

G. Manifest System – see 401 KAR 32:020

A generator which transports, or offers for transportation, hazardous waste for off-site treatment, storage or disposal shall prepare a manifest (See Appendix A).

The Manifest form is normally a five (5) part carbon set or an NCR carbonless copy set. Each of the five (5) pages has instructions as to who receives each copy. In Kentucky, the generator shall keep a copy of the Manifest form which he and the first transporter signed (Generator's Copy). The generator shall keep the copy returned from the designated receiving facility indicating that the waste is properly received.

1. A generator shall designate on the manifest the facility which is permitted to handle the waste described in the manifest.

2. If the transporter is unable to deliver the hazardous waste to the designated facility or the alternate facility, the generator shall either designate another facility or instruct the transporter to return the waste.

3. The generator shall sign the manifest certification and obtain the signature of the initial transporter and date of acceptance on the manifest. Stamped signatures shall not be acceptable.

4. The generator shall keep the Generator's Copy and give the transporter the remaining copies of the manifest.

5. Annual Reporting

   a) A generator who ships any hazardous waste off-site to a treatment, storage or disposal facility within the United States shall prepare and submit a Hazardous Waste Annual Report, on the required forms and according to the instruction on the forms. The annual report shall be submitted to the Division of Waste Management in the Environmental and Public Protection Cabinet no later than March 1, for the preceding calendar year. See http://www.waste.ky.gov/programs/hw/.

   b) A generator shall provide a duplicate copy of this report to the county judge executive of the county or chief executive officer of an urban-county government within which the waste site or facility receiving waste from the generator is located. A copy shall also be sent to the county judge executive of the county or chief executive officer of an urban-county government within which the generator is located. The county judge executive or chief executive officer may then make the report available to the county law enforcement and emergency services for emergency planning purposes.

6. Exception Reporting

   a) A generator who does not receive a copy of the manifest with the handwritten signature of the owner or operator of the designated facility within thirty-five (35) days of the date the waste was accepted by the initial transporter shall contact the transporter or the owner or operator of the designated facility to determine the status of the hazardous waste.

   b) A generator shall submit an exception report to the appropriate office in the Environmental and Public Protection Cabinet if he has not received a copy of the manifest with the handwritten signature of the owner or operator of the designated facility within forty-five (45) days of the date the waste was accepted by the initial transporter. The exception report shall include:

      1) A legible copy of the manifest for which the generator does not have confirmation of delivery;

2) A cover letter signed by the generator or the authorized representative explaining the efforts taken to locate the hazardous waste and the results of those efforts.

H. Pre-transport Requirements – see 401 KAR 32:030

1. Packaging

Before transporting hazardous waste or offering hazardous waste for transportation off-site, a generator shall package the waste in accordance with the applicable U.S. Department of Transportation regulations on packaging under 49 CFR Subt. B, Ch. I, Subch. C, Parts 173, 178, and 179.

2. Labeling

Before transporting or offering hazardous waste for transportation off-site, a generator shall label each package in accordance with the applicable U.S. Department of Transportation regulations on hazardous materials, under 49 CFR Subt. B, Ch. I, Subch. C, Part 172.

3. Marking

Before transporting or offering hazardous waste for transportation off-site, a generator shall mark each package of hazardous waste in accordance with the applicable U.S. Department of Transportation regulations on hazardous materials under 49 CFR Subt. B, Ch. I, Subch. C, Part 172.

Before transporting hazardous waste or offering hazardous waste for transportation off-site, a generator shall mark each container of 110 gallons or less used in transportation. The following words and information shall be displayed: "Hazardous Waste - Federal Law Prohibits Improper Disposal. If found, contact the nearest police or public safety authority or the U.S. Environmental Protection Agency.

Generator's Name and Address_____
Manifest Document Number_____

Each container shall be marked with the date upon which each period of accumulation begins.

While being accumulated on-site, each container shall be labeled or marked clearly with the words "Hazardous Waste."

4. Placarding

Before transporting hazardous waste or offering hazardous waste for transportation off-site, a generator shall offer the initial transporter the appropriate placards according to U.S. Department of Transportation regulations for hazardous materials under 49 CFR Subt. B, Ch. I, Subch. C, Part 172, Subpart F.

I. Personnel Training – see 401 KAR 34:020, Section 7

1. Facility personnel shall successfully complete a program of classroom instruction or on-the-job training that teaches them to perform their duties in hazardous waste management procedures.

2. This program shall be directed by a person trained in hazardous waste management procedures, and shall include instruction on hazardous waste management procedures (including contingency plan implementation) relevant to the position in which he is employed.

3. At a minimum, the training program shall be designed to ensure that facility personnel are able to respond effectively to any emergency by familiarizing them with emergency procedures, emergency equipment, and emergency systems, including if applicable:

   a) Procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment;

   b) Key parameters for automatic waste feed cut off systems;

   c) Communications or alarm system;

   d) Response to fire or explosion;

   e) Response to groundwater contamination incident; and

   f) Shutdown of operations.

4. Facility personnel shall successfully complete the program within six (6) months after the date of their employment or assignment to a site or facility, or to a new position at a facility.

5. Facility personnel shall take part in an annual review of the initial training.

6. The owner or operator shall maintain the following documents and records at the facility:

a) The job title for each position related to hazardous waste management, at the facility and the name of the employee filling each position;

b) A written job description for each position listed under paragraph (1) of this subsection. This description may be consistent in its degree of specificity with descriptions for other similar positions in the same location, but shall include the requisite skill, education, or other qualifications, and duties of facility personnel assigned to each position;

c) A written description of the type and amount of both introductory and continuing training that shall be given to each person filling a position listed under paragraph (1) of this subsection; and

d) Records that document that the training or job experience required under subsections 1. through 5. of this section has been given to, and completed by, facility personnel.

7. Training records on current personnel shall be kept until closure of the site or facility. Training records on any former employee shall be kept for at least three (3) years from the date the employee last worked at the facility. Personnel training records may accompany personnel transferred within the same company. Refer to Appendix C for an example of Personnel Training Plan.

J. General Inspections – see 401 KAR 34:020, Section 6

1. The owner or operator shall inspect his facility for malfunctions and deterioration, operator errors and discharges which may be causing or may lead to:

a. Release of hazardous waste constituents to the environment; or

b. A threat to human health.

2. The owner or operator shall conduct these inspections often enough to identify problems in time to correct them before they harm the environment.

3. The owner or operator shall develop and follow a written schedule for inspecting all monitoring equipment, safety and emergency equipment, security devices, and operating and structural equipment (such as dikes and sump pumps) that are important to preventing, detecting, or responding to environmental or human health hazards.

a. This schedule shall be kept at the facility.

b. The schedule shall identify the types of problems (for example, malfunctions or deterioration) which shall be checked during the inspection (for example, inoperative sump pump, leaking fitting, or eroding dike).

c. The frequency of inspection may vary for the items on the schedule. However, it shall be based on the rate of possible deterioration of the equipment and the probability of an environmental or human health incident if the deterioration, malfunction, or operator error goes undetected between inspections. Any area subject to a spill, such as loading and unloading areas, shall be inspected daily when in use.

d. The owner or operator shall remedy any deterioration or malfunction of equipment or structures which the inspection reveals on a schedule which ensures that the problem does not lead to an environmental or human health hazard. If a hazard is imminent or has already occurred, remedial action shall be taken immediately.

e. The owner or operator shall record inspections in an inspection log or summary. He shall keep these records for at least three (3) years from the date of inspection. At a minimum, these records shall include the date and time of the inspection, the name of the inspector, a notation of the observations made, and the date and nature of any repair or other remedial action.

K. How to Select A Reputable Waste Handler

To send hazardous waste off-site, the generator needs to select a transporter. In Kentucky, a hazardous waste transporter is required to obtain an EPA identification number from the Division of Waste Management. If the transporter takes waste to an in-state Kentucky facility, he is required to obtain an annual permit from the Kentucky Transportation Cabinet. A request shall be made of the transporter for proof of his EPA identification number and, if appropriate, his permit. If it cannot be ascertained whether the transporter is legitimate, the generator shall contact the Division of Waste Management. See 401 KAR 33:010.

Since the facility is the ultimate resting place of the hazardous waste, the generator shall be very selective in choosing the facility.

The following questions are intended to help a generator select a reputable hazardous waste facility.

1) Does the facility have a permit?

All facilities for storage, treatment or disposal of hazardous waste are required to have a permit. Kentucky facilities are required to have a permit issued by the Kentucky Division of Waste Management. If a Kentucky facility does not provide a copy of the permit, call the Division of Waste Management to confirm that the facility has a permit. Out-of-state facilities will have a permit issued by the state in which they are located or the U.S. Environmental Protection Agency. For confirmation that an out-of-state facility has a permit, call that state agency or the Kentucky Division of Waste Management.

2) Is the facility a registered recycling facility?

Any facility which recycles hazardous waste is required to either: (1) be registered as a recycler; or (2) have a permit to store or treat hazardous waste. The generator may only send its hazardous waste to a facility which has an EPA Identification Number. A recycler in Kentucky shall have a "Certificate of Registration." If there is uncertainty about the recycler's legitimacy, call the Kentucky Division of Waste Management to verify recycler registration.

3) Can the facility handle your specific waste?

The permit issued to each hazardous waste facility specifies which wastes it is permitted to manage. Inquire from the facility what wastes it is permitted to manage. The generator may also call the Division of Waste Management to determine what wastes the company may handle.

4) How is the facility actually going to manage the wastes?

The generator shall complete "Item K. Handling Codes for the Wastes Listed" on the manifest form. This information shall be obtained from the facility which is to specify what storage, treatment or disposal methods the facility intends to use on the waste. The facility may be able to identify the appropriate code to use in Item K. If the facility does not know which code to use in Item K, the proper code from reading the instructions for completing the manifest form may be found in Kentucky regulation 401 KAR 32:100.

5) How well is the facility operated?

Since the generator is liable for any problems its waste may cause even after it leaves its property, it is in the best interest of the generator to know that it has selected a reputable, well operated company. If the facility is located nearby, a visit to the site is advised. Operating areas shall be inspected for cleanliness. Evidence of a spill, damaged container, a container located on

the ground instead of on a pallet or a concrete floor, lack of posted warning signs, lack of security like fencing or guards may warn that the facility is operated carelessly.

If a visit cannot be arranged to a Kentucky facility the generator shall contact the Division of Waste Management to obtain a compliance history. This compliance history will tell if the facility has been cited for violations recently and the nature and extent of the violations (paperwork violations are less serious than operating violations). An out-of-state facility shall be investigated by calling the appropriate state agency or by contacting the Kentucky Division of Waste Management.

L. Waste Oil

Use of used oil for dust suppression, weed control, or road treatment shall be prohibited. Burning of used oil shall be totally banned. See 401 KAR 44:080.

Used oil shall be stored in a tank or container. The storage unit shall be in good condition (no severe rusting, apparent structural defects or deterioration) and not leaking. The container shall be labeled with the words "USED OIL." All spills and leaks shall be cleaned up. See 401 KAR 44:020, Section 3.

The generator may use either a transporter that has an EPA ID number or self-transport no more than fifty-five (55) gallons to a collection center or Department of Corrections owned aggregation point. An unregistered transporter may be used if the generator has a tolling arrangement for recycling used oil. See 401 KAR 44:020, Section 5.

Used oil to be sent for energy recovery shall be divided into two (2) categories: (1) specification used oil and (2) off-specification used oil. There are few requirements associated with specification used oil since it is relatively clean and may be burned efficiently. However, off-specification used oil contains elevated levels of metals or halogens and shall be subject to more stringent requirements. See 401 KAR 44:020, 44:070.

The generator may burn off-specification used oil in three (3) types of devices: (1) a used oil boiler, (2) a used oil industrial furnace, and (3) space heater. If a space heater is used, it shall be:

1. Designed to have a maximum capacity of not more than 0.5 million BTU per hour, and

2. Vented to the outside air (not free standing). See 401 KAR 44:020, Section 4.

To burn used oil in a furnace or boiler, the device shall meet the regulatory definitions and notification of the division. A boiler shall be an enclosed device using controlled flame combustion able to recover and export steam, heated fluids or gases. In addition, the combustion chamber and primary energy recovery section shall be of integral design to the unit. See 401 KAR 36:050.

Some used oil may be contaminated with dioxins, or hazardous waste or may exhibit ignitability characteristics. A used oil marketer or used oil recycler shall be contacted to determine if the used oil may be recycled.

M. Sewage Sludge – see KRS 224.50-760, 401 KAR Chapter 45

Sludge from sewage plants and water plants shall not be disposed of anywhere unless a permit has been obtained from the Division of Waste Management. Giving sludge to an individual shall be prohibited. Some options including land farming of sludge with a permit from the Division of Waste Management or disposal of dry sludge at the landfill may be considered.

N. Underground Storage Tank Waste

Contaminated soil from underground storage tank removal may be excluded from the hazardous waste regulations in 401 KAR 31:010, Section 4(2)(j). The exclusion is restricted to petroleum contaminated media and debris excavated from the outside of the underground tank undergoing corrective action under the Underground Storage Tank Program. To be excluded, the media and debris shall fail the test for the toxicity characteristic of 401 KAR 31:030 (hazardous waste codes D018 to D043 only). The contents of the tank and rinse water, etc. used for decontamination may be regulated as hazardous waste. See also 401 KAR Chapter 42.

O. PCB Oils

PCBs are regulated under 40 CFR Ch. I, Subch. R, Part 761. Special requirements exist for PCB contaminated soils and the disposal of PCB transformers. If it is suspected that any electrical transformer or capacitor has PCB oil, an oil sample shall be taken and sent to a reputable laboratory for analysis for PCB concentration. See also 401 KAR 31.010, Section 8.

P. Universal Waste

The regulations (401 KAR Chapter 43) recognize four different types of wastes as "universal wastes." Universal wastes include:

> Batteries, such as nickel-cadmium (Ni-Cd) and small sealed lead-acid batteries, found in electronic equipment, mobile telephones, portable computers, and emergency backup lighting.

Pesticides that have been recalled or banned from use, are obsolete, have become damaged, or are no longer needed due to changes in cropping patterns or other factors.

Thermostats, which can contain as much as three grams of liquid mercury and are found in homes and commercial, industrial, agricultural, and community buildings.

Spent lamps which include incandescent, fluorescent, high pressure sodium, mercury vapor, metal halide, high intensity discharge (HID) and neon bulbs or tubes.

Although the universal waste requirements are similar to the hazardous waste requirements for generators, they are not called hazardous waste to encourage recycling and avoid the stigma of a hazardous waste designation. Many of the terms used in these requirements are different. For example, universal waste generators are called "handlers."

Small quantity handlers of universal waste may accumulate up to 5,000 kilograms (11,000 pounds) of universal waste on-site. Large quantity handlers of universal waste may accumulate 5,000 kilograms or more of universal waste on-site. No handler may send a universal waste for disposal nor may they treat or dilute it on-site. Only large quantity handlers who have *not* obtained an EPA ID Number are required to register with the division using the Notification of Hazardous Waste Activity form. All handlers are allowed to self-transport their universal wastes without registration.

Universal waste handlers may keep these wastes on-site for up to a year. Unlike hazardous wastes, universal wastes may be received on-site from off-site sources for consolidation or storage. However, once a universal waste is sent off-site to a "destination facility," the receiver must be fully permitted under the hazardous waste program. The only exception is that recycling facilities that do not store wastes are not required to be permitted. However in Kentucky, hazardous waste recyclers are required to be registered with the Division of Waste Management, Environmental and Public Protection Cabinet.

Q. Reporting an Emergency

Any spill, leak, discharge, dumping, or other "release" of any of the following classifications of substances in excess of a reportable quantity must be reported immediately.

1. Hazardous Substances designated under the federal Superfund Act (CERCLA) and those extremely hazardous substances designated under

TITLE III of the Superfund Amendments and Reauthorization Act (SARA) are to be reported according to quantities listed in the respective laws and regulations.

2. Pollutants or contaminants – A release or threatened release of any element, substance, compound, or mixture into the environment in a quantity that may present an imminent or substantial danger to the public health or welfare is reportable.

3. Petroleum or petroleum products – Any release including a fuel, oil, or lubricant in excess of 25 gallons within a 24-hour period must be reported. The reportable quantity of diesel fuel is 75 gallons or more in a 24-hour period. However, any release that causes a visible sheen on that violates any other provision of Section 311 of the Clean Water Act must be reported.

Any person possessing or controlling a regulated substance must immediately report a release or threatened release covered by this law (KRS 224.01-400). If you think you have an emergency, immediately call the Department for Environmental Protection Emergency Response Team at (502) 564-2380 or (800) 928-2380.

EMERGENCY CONTACT TELEPHONE NUMBER

UNIFORM HAZSARDOUS 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

3. Generator's Name and Mailing Address 4. Generator's Phone ( )	A. State Manifest Document Number B. State Generator's ID

5. Transporter 1 Company Name	6. US EPA ID Number	C. State Transporter's ID D. Transporter's Phone
7. Transporter 2 Company Name	8. US EPA ID Number	E. State Transporter's ID F. Transporter's Phone
9. Designated Facility Name and Site Address	10. US EPA ID Number	G. State Facility's ID H. Facility's Phone

	11. US Dot Description (including Proper Shipping Name, Hazard Class, and ID Number HM		12. Containers No.	Type	13. Total Quantity	14. Unit Wt/Vol	I. Waste No.
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

16. GENATOR'S CERTIFICATION: 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 in all respects are in proper condition for transport by highway according to applicable international and national governmental 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 minimized 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	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 noted in Item 19.

Printed/Typed Name	Signature	Month	Day	Year

APPENDIX A
HAZARDOUS WASTE MANIFEST AND INSTRUCTIONS

THE INFORMATION IN AREAS D, F, H, I AND K IS REQUIRED BY KENTUCKY LAW.

IF A SPILL OCCURS INSIDE KENTUCKY, CALL (502) 564-2380 WITHIN TWO (2) HOURS OF THE SPILL.

GENERATORS

ITEM 1. Generator's U.S. EPA ID number - Manifest Document Number.
Enter the generator's U.S. EPA twelve digit identification number and the unique serially increasing, five digit number assigned to this Manifest (e.g., 00001) by the generator.

ITEM 2. Page 1 of_____.
Enter the total number of pages used to complete this Manifest. (The first page plus the number of Continuation Sheets, if any.)

ITEM 3. Generator's Name and Mailing Address.
Enter the name and mailing address of the generator. The address shall be the location that will manage the returned Manifest forms.

ITEM 4. Generator's Phone Number.
Enter a telephone number where an authorized agent of the generator may be reached in the event of an emergency.

ITEM 5. Transporter 1 Company Name.
Enter the company name of the first transporter who will transport the waste.

ITEM 6. U.S. EPA ID Number.
Enter the U.S. EPA twelve (12) digit identification number of the first transporter identified in Item 5.

ITEM 7. Transporter 2 Company Name.
If applicable, enter the company name of the second transporter who will transport the waste. If more than two transporters are used to transport the waste, use a Continuation Sheet and list the transporters in the order they will be transporting the waste.

ITEM 8. U.S. EPA ID Number.
If applicable, enter the U.S. EPA twelve (12) digit identification number of the second transporter identified in Item 7.

ITEM F. Transporter's Phone.
Enter the telephone number of the transporter identified in Item 7.

NOTE: If more than two transporters are used, enter each additional transporter's company name and U.S. EPA twelve digit identification number in Items 24-27 on the

Continuation Sheet. Each Continuation Sheet has space to record two additional transporters. Every transporter used between the generator and the designated facility must be listed.

ITEM 9. Designated Facility Name and Site Address.
Enter the company name and site address of the facility designated to receiver the waste listed on this Manifest. The address shall be the site address, which may differ from the company mailing address.

ITEM 10. U.S. EPA ID Number.
Enter the U.S. EPA twelve (12) digit identification number of the designated facility identified in Item 9.

ITEM H. Facility's Phone.
Enter the telephone number of the facility identified in Item 9.

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 CRF Parts 171 through 177.

ITEM 12 Containers (Number and Type)
Enter the number of containers for each waste and the appropriate abbreviation from Table I (below) for the type of container.

TABLE I - Types of Containers

DM = Metal drums, barrels, kegs
DW = Wooden drums, barrels, kegs
DF = Fiberboard of plastic drums, barrels, kegs
TP = Tanks portable
TT = Cargo Tanks (tank trucks)
TC = Tank cars
DT = Dump truck
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.

ITEM 14. Unit (Wt. and Vol.).
Enter the appropriate abbreviation from Table II (below) for the unit of measure.

TABLE II - Units of Measure

G = Gallons (liquids only)
P = Pounds
T = Tons (2,000 lbs.)
Y = Cubic yards
L = Liters (liquids only)
K = Kilograms
M = Metric Tons (1,000 kg.)
N = Cubic meters

ITEM I. Waste Number
Enter the EPA hazardous waste number for each waste.

ITEM K. Handling Codes for Waste Listed Above.
Enter the appropriate handling code for the wastes listed in Item ll.
Table III contains the handling codes.

TABLE III - Handling Codes for Treatment, Storage, and Disposal Methods

(Enter the handling code listed below that most closely represents the technique used at the facility to treat, store, or dispose of each quantity of hazardous waste received.)

1. STORAGE
   - S01 Container (barrel, drum)
   - S02 Tank
   - S03 Waste pile
   - S04 Surface impoundment
   - S05 Other (specify)

2. TREATMENT
   (a) Thermal Treatment
   - T06 Liquid injection incinerator
   - T07 Rotary kiln incinerator
   - T08 Fluidized bed incinerator
   - T09 Multiple hearth incinerator
   - T10 Infrared furnace incinerator
   - T11 Molten salt destructor
   - T12 Paralysis
   - T13 Wet air oxidation
   - T14 Calcinations
   - T15 Microwave discharge
   - T16 Cement kiln
   - T17 Lime kiln
   - T18 Other (specify)

(b) Chemical Treatment

T19 Absorption mound
T20 Absorption field
T21 Chemical fixation
T22 Chemical oxidation
T23 Chemical precipitation
T24 Chemical reduction
T25 Chlorination
T26 Chlorinolysis
T27 Cyanide destruction
T28 Degradation
T29 Detoxification
T30 Ion exchange
T31 Neutralization
T32 Ozonation
T33 Photolysis
T34 Other (specify)

(c) Physical Treatment

(1) Separation of Components

T35 Centrifugation
T36 Clarification
T37 Coagulation
T38 Decanting
T39 Encapsulation
T40 Filtration
T41 Flocculation
T42 Flotation
T43 Foaming
T44 Sedimentation
T45 Thickening
T46 Ultra filtration
T47 Other (specify)

(2) Removal of Specific Components

T48 Absorption - molecular sieve
T49 Activation carbon
T50 Blending
T51 Catalysis
T52 Crystallization
T53 Dialysis
T54 Distillation
T55 Electrodialysis
T56 Electrolysis
T57 Evaporation
T58 High gradient magnetic separation
T59 Leaching
T60 Liquid ion exchange

T61 Liquid - liquid extraction
T62 Reverse osmosis
T63 Solvent recovery
T64 Stripping
T65 Sand filter
T66 Other (specify)

(d) Biological treatment
T67 Activated sludge
T68 Aerobic Lagoon
T69 Aerobic tank
T70 Anaerobic Lagoon
T71 Composting
T72 Septic tank
T73 Spray irrigation
T74 Thickening filter
T75 Trickling filter
T76 Waste stabilization pond
T77 Other (specify)

3. DISPOSAL
D80 Underground Injection
D81 Landfill
D82 Land treatment
D83 Ocean disposal
D84 Surface impoundment (to be closed as a landfill)
D85 Other (specify)

ITEM 15 Special Handling Instructions and Additional Information.
Generators may use this space to indicate special transportation, treatment, storage, or disposal information or Bill of Lading information. States shall not require additional, new, or different information in this space. For international shipments, generators shall enter in this space the point of departure (City and State) for those shipments destined for treatment, storage, or disposal outside the jurisdiction of the United States.

ITEM 16 Generator's Certification.
The generator shall read, sign (by hand), and date the certification statement. If a mode other than highway is used, the word "highway" shall be lined out and the appropriate mode (rail, water, or air) inserted in the space below. If another mode in addition to the highway mode is used, enter the appropriate additional mode (for example, and rail) in the space below. In signing the waste minimization certification statement, those generators who have not been exempted by statute or regulation from the duty to make a waste minimization certification under KRS Chapter 224 are also certifying that they have complied with the waste minimization requirements.

Generators may preprint the words, “On behalf of” in the signature block or may hand write this statement in the signature block prior to signing the generator certifications.

Primary exporters shipping hazardous wastes to a facility located outside of the United States must add to the end of the first sentence of the certification the following words “and conforms to the terms of the EPA acknowledgment of consent to the shipment”.

NOTE: All of the above information except the handwritten signature required in Item 16 may be preprinted.

APPENDIX B

ELEMENTS OF A CONTINGENCY PLAN

I. GENERAL INFORMATION

Describe where the company is located and any distinguishing characteristics of the building or site which might help in an emergency.

Example: XYZ Manufacturing is located at 425 West Main Street in Any town, Kentucky. The 5 acre site is located across from the Water Plant Board. There are two entrances to the site. The main entrance is on West Main Street and a delivery entrance is located on XYZ Alley. Hazardous waste is stored in a container storage area located at the end of the delivery entrance drive.

II. EMERGENCY COORDINATORS

List the procedures for notifying the emergency coordinator and the names and phone numbers of the emergency coordinators.

Example: If an emergency situation develops at the facility, the person discovering the emergency shall contact the supervisor immediately. The supervisor shall assess the nature and extent of the emergency and contact the plant supervisor (primary emergency coordinator) immediately. The Emergency Coordinator lives within two miles of the facility. The Emergency Coordinator has the ability to commit resources as necessary in the event of an emergency. The following list identifies the emergency coordinators for Triple T Oil Company:

NAME	TITLE	HOME PHONE	WORK PHONE
Primary Emergency	Coordinator:		
Mike Manager	Plant Supervisor	(502) 555-1111	ext. 200
Alternate Emergency	Coordinators:		
Sara Supervisor	Day Shift Supervisor	(502) 555-2222	ext. 109
Pete Production	Night Shift Supervisor	(502) 555-3333	ext. 107
Kevin Klean	Maintenance Supervisor	(502) 555-4444	ext. 500

III. EMERGENCY EQUIPMENT

List all the on-site equipment which may be used to control an emergency.

Example: Speediclean Drycleaners has the following equipment available to use in the event of an emergency.

1. Two Class ABC Fire Extinguishers are located at opposite ends of the work area. These are capable of extinguishing solvent fires.
2. A fire hydrant is located in front of the building.
3. A wall telephone is located at the entrance to the work area. Emergency telephone numbers are posted on the wall.
4. A box of industrial wipers (rags) is located on a set of shelves in the work area for immediate clean up of small spills. Kitty litter and “Oil Dry” are also available.

IV. EVACUATION PLAN

If there may be a release of hazardous waste which would require evacuation of the facility, an evacuation plan shall be prepared.

Example: There are six work areas at the Printing Specialties Company. Maps of the exit routes are posted on all walls. Evacuation shall be signaled using the emergency warning horn. Employees working in the Front Offices and the Mechanical Room shall exit using the Front Office Doors. Employees working in the Packaging Room and the Loading Dock Area shall exit using the Loading Dock Doors. Employees working in the Main Press Room shall exit using the Emergency Exit Doors on the west side of the building. Employees working in the Finishing Room shall exit using the Emergency Exit Doors located on the east side of the building. If fire blocks the use of the assigned emergency exit door, employees shall exercise judgment on the appropriate emergency exit door to use. Due to the potential for fires and explosions, employees shall walk to the area of the parking lot adjacent to the main gate. Supervisors shall account for the whereabouts of all employees. Employees shall remain at the main gate until released by their supervisor or until released by the emergency coordinator.

V. CONTINGENCY PLAN

Based on the hazards posed by the wastes managed at the facility, a contingency plan shall be developed which describes procedures to be taken to minimize the threat to human health and the environment. Only the hazardous wastes managed at your company shall be addressed. For instance, if the facility does not handle flammable wastes and there is no real likelihood of fire, the contingency plan does not need to address fires.

Examples of hazards which shall be addressed in the contingency plan:

1. Flammable or explosive wastes.
2. Toxic wastes - especially those capable of creating fumes or vapors.
3. Volatile wastes such as gases or liquid wastes that generate gases which may reduce the availability of breathable oxygen.
4. Incompatible wastes which are relatively safe when kept apart, but which react violently when mixed (for example, acids and bases, water reactive chemicals, and so on).

VI. ARRANGEMENTS WITH LOCAL AUTHORITIES

The Contingency Plan shall address procedures used to notify local officials (fire departments, police, hospitals) of the potential for emergencies at the facility. Attach a copy of each letter or documentation of a telephone conversation with local authorities such as hospitals, fire departments, and so on.

Example of a Letter Notifying Local Authorities: Attached please find a copy of the current contingency plan for Speediclean Drycleaners. This company uses perchloroethylene solvent. This solvent is moderately toxic and can cause irritation to eyes and skin. It is non-flammable and insoluble in water. In the event of an emergency, your agency shall be contacted to respond. Please advise me if your agency does not have the capability of responding to an emergency involving the release of perchloroethylene.

VII. IMPLEMENTATION PLAN

The Contingency Plan shall include a description of the circumstances which cause the facility to implement the Contingency Plan. Although not every circumstance can be foreseen, the Implementation Plan shall address circumstances that could occur. For instance, if the company does not handle flammable materials, there is no need to address the possibility of non-flammable materials catching fire.

VIII. REPORTING PROCEDURES

The Contingency Plan shall address when and how to report implementation of the Contingency Plan. The regulations (see 401 KAR 34:040) are specific about when a report is required, to whom it must be sent, and what the report shall contain. The Contingency Plan shall have a section which details the requirements from this regulation.

IX. EMERGENCY NOTIFICATION

The Contingency Plan shall have a section devoted to immediate reporting. When an emergency requires evacuation of the local area, the Emergency Coordinator shall immediately notify the governmental official designated as the on-scene coordinator for that area or the National Response Center.

EXAMPLE OF A CONTINGENCY PLAN:

COMPANY NAME: XYZ Manufacturing Company

ADDRESS: 1811 Industrial Blvd.
Any town, Kentucky 40000

EMERGENCY COORDINATORS:

Harold Smith*	136 Johnson Avenue	Office: 265-5116
Plant Foreman	Any town, Ky. 40000	Home: 225-0075
Jim McDonald	3007 Maple Street	Office: 265-5116
Day Shift Supervisor	Any town, Ky. 40000	Home: 225-8239

* Primary Coordinator

PROCEDURES:

No more than 3 drums of waste 1, 1, 1-trichoroethylene shall be on-site at any time. The accumulation area is located on a concrete loading dock behind the plant. Due to the small amount of waste, it is unlikely a fire or release would threaten human health or the environment outside the facility.

The following actions shall be taken:

I. In case of fire:

1. Fire extinguishers shall be used to put out and control any fires.
2. If the fire cannot be controlled with fire extinguishers, the Any town Fire Department shall be contacted at 265-5000. The building shall be evacuated through the administrative office area located in the front of the building.
3. Containers that may have been affected by the fire shall be examined for damage. If the containers are bulging, seams are not intact or otherwise damaged; the contents shall be placed in a new drum.
4. Fire extinguishers shall be replaced or recharged immediately after the incident.

II. In case of a spill:

1. Oil Dry and rags shall be used to soak up spilled materials.

2. Shovels and brooms shall be used to pick up spill residues, and place in 55-gallon drums.
3. Drums shall be marked with the words “Hazardous Waste” and the accumulation date as soon as they are filled with waste, and placed in the accumulation area.
4. Clothing and equipment used during clean-up shall be washed with soap and water. This waste shall be discharged to the sewer.
5. Sorbant materials shall be replaced as needed.

The following emergency equipment is located inside the door leading to the loading dock:

3	sets of rain gear which include overalls, hooded parkas, and boots
12	sets of rubber gloves
2	scoop shovels
2	brooms
10	25-lb. bags of Oil Dry
2	empty 55-gallon drums
4	type ABC fire extinguishers which are located throughout the facility (see map).

A Contingency Plan Implementation Report containing the information required under 401 KAR 35:040, Section 7(10) shall be prepared and submitted by the emergency coordinator within 15 days of an incident.

COORDINATION WITH LOCAL AUTHORITIES:

1. Any town Fire Department
   A copy of the contingency plan was given to fire personnel during an on-site visit.

2. Memorial Hospital
   The hospital is familiar with hazards associated with 1,1,1-trichloroethylene.

APPENDIX C

EXAMPLE OF THE WRITTEN DESCRIPTION OF PERSONNEL TRAINING FOR HAZARDOUS WASTE CONTAINER STORAGE

JOB DESCRIPTIONS

This company employs 10 individuals.

Operators: This company employs 5 operators who normally have no direct contact with hazardous waste. Operators shall be responsible for a variety of duties including operation of manufacturing equipment, product packaging, and warehousing activities.

Sanitation Crew: This company employs 2 janitors whose duties include floor sweeping and general clean-up. Janitors shall be required to remove hazardous waste from two solvent distillation units, take the waste to the hazardous waste container storage area, and place the waste in the appropriate container.

Supervisors: This company employs two (2) production supervisors and one (1) plant foreman. These individuals shall be responsible for plant operation and for overseeing hazardous waste management.

OUTLINE OF TRAINING ON HAZARDOUS WASTE

All operators, janitors and supervisors shall be trained in the following subjects:

1. Identification of Hazardous wastes handled by this company.
2. Hazards associated with the types of wastes handled by this company.
3. Explanation of hazard warning labels.
4. Location of emergency equipment and procedures for its use.
5. Protective clothing requirements for each type of hazardous waste.
6. Location of hazardous waste storage area.
7. Emergency procedures in case of fire, explosion or release of hazardous waste.

Janitors and supervisors shall be trained in the following subjects in addition to the training specified above:

1. Explanation of waste storage procedures.
2. Explanation of hazards of mixing hazardous wastes.

Supervisors shall be trained in the following subjects in addition to the training specified above:

1. DOT container marking and labeling.
2. Manifest preparation and record keeping.
3. Inspection and Monitoring requirements.
4. Remedial action including emergency equipment maintenance.
5. Implementation of the contingency plan.
6. Reporting requirements.
7. Kentucky waste management regulations (401 KAR Chapters 32 and applicable parts of 401 KAR Chapter 34 and 35).

TRAINING SCHEDULE

Training shall be conducted within six (6) months of hiring a new employee. Until training is completed, the new employee shall work in a supervised position. Training shall be conducted annually; all employees shall be retrained yearly.

EXAMPLE OF TRAINING DOCUMENTATION

I, _____, Operator, received training on_____concerning hazardous waste management activities conducted at_____.

I understand that this company produces_____

which are hazardous wastes when discarded. I have received training regarding:

1. Identification of hazardous wastes handled by this company.
2. Hazards associated with the types of wastes handled by this company.
3. Explanation of hazard warning labels.
4. Location of emergency equipment and procedures for its use.
5. Protective clothing requirements for each type of hazardous waste.
6. Location of hazardous waste storage area.
7. Emergency procedures in case of fire, explosion or release of hazardous waste.

_____ _____
(Signature) (Date)

****

EXAMPLE OF EMPLOYEE PERSONNEL RECORD

NAME:_____

TITLE:_____

POSITION DESCRIPTION: Responsible for operating a packaging machine which wraps individual parts in a plastic and cardboard container. The operator removes packaged parts from the packaging machine, boxes, them, and places full boxes on pallet. Occasionally, the operator works as a replacement for the forklift driver and moves boxes of finished parts to the warehouse.

POSITION HELD FROM: June 12, 1982 TO: Present

TRAINING CONDUCTED ON: January 1, 1986

APPENDIX D

EXAMPLE OF TRAINING DOCUMENTATION

I, _____, Operator, received training on _____ concerning hazardous waste management activities conducted at _____. I understand that this company produces _____ which are hazardous wastes when discarded. I have received training regarding:

1. Identification of hazardous wastes handled by this company.
2. Hazards associated with the types of wastes handled by this company.
3. Explanation of hazard warning labels.
4. Location of emergency equipment and procedures for its use.
5. Protective clothing requirements for each type of hazardous waste.
6. Location of hazardous waste storage area.
7. Emergency procedures in case of fire, explosion or release of hazardous waste.

_____ _____

(Signature) (Date)

APPENDIX E

EXAMPLE OF EMPLOYEE PERSONNEL RECORD

NAME: John Doe

TITLE: Operator

POSITION DESCRIPTION: Responsible for operating a packaging machine that wraps individual parts in a plastic and cardboard container. The operator shall remove the packaged parts from the packaging machine, boxes them, and places full boxes on pallet. Occasionally the operator shall work as a replacement for the forklift driver and moves boxes of finished parts to the warehouse.

POSITION HELD FROM: June 12, 1982 TO: Present

TRAINING CONDUCTED ON: January 1, 1986