

## 1.0 Purpose

To assist with the proper management and disposal of hazardous waste.

## 2.0 Definitions

*Accumulation Area* – clearly demarcated area where hazardous waste is stored prior to being picked up for disposal.

*Hazardous Waste Manifest* – means the approved form used as a shipping document to identify the quantity, composition, and the origin, routing and destination of hazardous waste from the site of generation to the point of disposal, treatment, storage or use.

*Satellite Accumulation Area* – area at the point of generation where hazardous waste is accumulated.

## 3.0 Procedures

### *STORAGE*

1. All hazardous waste, including waste oil, must be placed in drums that are labeled as hazardous waste. The labels must have the words “Hazardous Waste;”, the hazards associated with the waste, and the type of waste.
2. When the drum is full and ready to be moved from the Satellite Accumulation Area to Accumulation Area the accumulation start date must be placed on the label. The Accumulation Area must be labeled with the words “HAZARDOUS WASTE” in at least one-inch high capital letters. The Accumulation Area must be clearly delineated with paint or tape.
3. Once the drums are full or the accumulation quantity or time limit has been reached the drums must be removed for disposal by an authorized waste hauler.

### *INSPECTIONS*

Inspections must be conducted in accordance with the *Hazardous Waste Inspection Standard Operating Procedure* using the *Hazardous Waste Storage Area Inspection Checklist*.

### *DISPOSAL*

1. The Hazardous Waste Manifest must be used when waste is shipped off site by the waste hauler.
2. Eight (8) copies of each manifest are generated with a waste shipment.
3. The manifest signer must ensure that all of the information is accurate and correct. This includes verifying that the correct EPA ID number is being used.
4. Once the manifest has been signed by the appropriately trained representative and the waste hauler three copies will be given to the generator. These include: Copy 6 – Destination State, this must be sent by the Generator to the state where the disposal facility is located; Copy 7 – Generation State, this must be sent to the state where the waste was generated (Massachusetts); and Copy 8 – Generator, this copy should be kept for the facility’s records.



#### **4.0 Related Documents**

*Hazardous Waste Inspection SOP*

*Hazardous Waste Storage Area Inspection Checklist*

#### **5.0 Regulatory References**

310 CMR 30