Household Hazardous Waste

GUIDELINES FOR CONDUCTING COLLECTION EVENTS

February 1989
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WASHINGTON STATE
DEPARTMENT OF
ECOLOGY

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Preface and Acknowledgments

A wide range of everyday items such as pest control products, paints and varnishes, solvents, waste oil, car batteries, cleaners, and hobby chemicals can pose risks to our health and environment. Householders may be placing themselves, their families, and communities at risk--unnecessarily--by failing to recognize the hazards associated with many household products.

Since 1981, public health and environmental concerns have prompted over 1300 household hazardous waste collection programs across America--49 of these have been held here in Washington. These projects bring two clear ideas to the forefront: many common household products are hazardous and pose a risk to our health if they are not used, stored, and disposed of properly; and, haphazard disposal of hazardous waste is harmful to the environment whether it comes from homes or from businesses.

The United States Environmental Protection Agency believes household hazardous waste collection projects are important because they, "promote citizen awareness regarding proper handling of household hazardous waste; reduce the amount of household hazardous waste in the municipal solid waste stream which ultimately is taken to municipal waste combustors or landfills; limit the amount of household hazardous waste which is dumped down a drain and ultimately discharged to a publicly-owned treatment works, or is dumped indiscriminately; and help to reduce the risk of injuries to sanitation workers."

The purpose of a household hazardous waste collection project is to provide safe collection, transport and disposal of the wastes. Collection projects, however, provide only short-term answers to this problem. A comprehensive strategy to address household hazardous waste might include periodic or permanent collection as well as ongoing public education about waste reduction and recycling, information about safer substitute products, a centralized information source, and a waste exchange. To encourage long range planning, the Department of Ecology has guidelines and grants available for county-wide hazardous waste planning. Grants are also available for household hazardous waste collection events. Ecology would like to assist communities design and conduct collection events, permanent collection stations, or other special household hazardous waste projects. We would also like to track the frequency and type of collection projects that continue to take place in Washington. If your community is planning a collection project, please call us and let us know how we can help.

These guidelines provide abbreviated, step-by-step instructions to help you conduct a collection event. Planning, project design, publicity, liability, laws, funding, safety, waste handling and staffing are topics covered within this guide. Checklists, publicity samples, job descriptions, service contract samples, useful contacts, and timelines are contained in the appendices. Much of the information comes via sources from around the country who have developed similar guidelines. This manual is not meant to provide the definitive process for running a collection project. Rather, it is meant to provide helpful tools that will enable you to design your own unique project without having to start from scratch.

This manual was originally drafted in May of 1988 by a team of individuals who have designed or participated in household hazardous waste projects. Since it was first printed, we have distributed over 200 copies around the state. Based on the comments we received, we have revised and expanded the draft. We hope it will continue to be a useful tool.

The Department of Ecology wishes to gratefully acknowledge the individuals and organizations that participated on the guidelines drafting team: David Nash, Toxic Substances Section, Office of Environmental Health Programs, Washington State Department of Social and Health Services; Mark Nedrow, Solid Waste Programs Coordinator, Yakima County Public Works; Judy Van Buren, Environmental Health Division, Tacoma-Pierce County Environmental Health Department. Ecology would also like to thank the numerous individuals and agencies who reviewed the draft guidelines and shared their sample materials with us. In particular, we would like to thank Jane Dewell and Richard Conlin of Metrocenter YMCA.

Your comments are welcome.

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1.0 What Are Household Hazardous Wastes?

Household hazardous wastes (HHW) are household products containing ingredients that are hazardous to human health and the environment. Examples of HHW include brake fluid, degreasers, engine cleaners, used motor oil, herbicides, insecticides, slug bait, wood preservatives, paints, thinners, paint strippers, rust removers, solvents, drain cleaners, septic tank cleaners, medicines, chemistry sets, and art and crafts chemicals.

HHW is defined by Washington State law as being a waste that exhibits any of the characteristics or criteria of regulated dangerous waste. The characteristics of dangerous waste are ignitability, corrosivity, reactivity, or EP (extraction procedure) toxicity. The criteria of dangerous waste address toxicity, persistence in the environment or carcinogenicity.

Defining HHW

HHW may be broken down into six overall categories:

- pesticides (including insecticides, herbicides, and fungicides)
- auto, boat, equipment maintenance products
- repair and remodeling products
- cleaners
- hobby and recreation products
- miscellaneous products

Appendix A, page 23, contains the Washington State household hazardous substances list. This list is representative of typical HHWs.

1.1 What Problems Are Caused By Household Hazardous Waste?

Household hazardous waste disposal is not regulated by federal or Washington State hazardous waste laws. What's more, most consumers are unaware of the hazards of common household products and don't think twice about throwing away old cans of pesticides, paints, or cleaners. Media attention about hazardous wastes has focused on the problems of industrial wastes. Household wastes have been largely ignored, although they are used and disposed of in quantities that are cumulatively large enough to cause concern. Improper disposal of HHWs may cause adverse effects to public or environmental health. Consequently, HHWs are usually disposed of improperly. For example:

Environmental Impacts

- Pouring HHW down the drain may corrode plumbing, poison septic tanks, affect sewage treatment plants, contaminate sewage sludges, or pass unaltered into the environment.
- Discarding HHW in the trash may injure workers who collect refuse from homes or handle it at transfer stations or landfills.
- At landfills, HHWs may mix with rainwater, melting snow or other landfill liquids to form leachate. Landfill leachate can filter through soils and contaminate groundwater that feeds nearby wells, streams, lakes or salt water bodies. Leachate runoff from landfills can also affect nearby surface waters.
- Storing HHWs in the home or garage increases the potential for chemical exposure to yourself, your family and firefighters if you ever have a fire.
- Pouring HHWs down storm drains or into ditches may impact water quality of nearby waters. Storm drains and ditches usually carry stormwater runoff from streets, driveways and parking lots to the nearest water body or dry well.
- Burning HHWs in trash barrels, wood stoves, or fireplaces is illegal in Washington under recently enacted air pollution laws. What's more, burning HHW may produce toxic fumes that cause health problems or degrade air quality. Some HHWs may explode when heated.
- Burying HHWs in the backyard may harm both humans and animals. Soils may become contaminated or HHW may leach into nearby waters.

1.2 What Is A Household Hazardous Waste Collection Day?

The purpose of a HHW collection day is to provide safe collection, transport, and disposal of HHW. Collections can be offered annually, semiannually, or on an ongoing basis. A collection day is a community organized event. Sponsors usually include health, public works and fire departments, water and sewer utilities, and environmental organizations. Wastes that are brought in are recycled if possible, and the rest are sent to a hazardous waste treatment or disposal facility.

There are several benefits of conducting a HHW collection day:

Benefits of a collection project

- Removes HHWs from homes and residential trash, thereby reducing the potential for HHW exposure and injury to homeowners, firefighters and refuse workers.
- Reduces the potential of HHWs being released into the environment.
- Provides HHW disposal options to citizens seeking disposal information.
- Increases public awareness of the integral role each consumer plays in overall hazardous waste problems and solutions.
- May safeguard against liability under the federal Comprehensive Environmental Response, Compensation and Liability Act (CERCLA or Superfund) for hazardous waste going into municipal landfills.

2.0 Organizing a Household Hazardous Waste Collection Project

Organizing a HHW collection project requires time and commitment. A thorough understanding of what is involved followed by careful, professional planning is required to ensure success. Listed below are the key steps for organizing a HHW collection project. See Appendix F, page 37, for a generic project timing schedule.

2.1 Organize A Committee To Plan And Implement A Collection Project

Setting up a committee

Objective: To involve local agencies, community groups and interested citizens in implementing the project.

Organizing a HHW collection project requires time and commitment, not only from the project coordinator but also from each committee member. When forming your committee, contact and involve all potentially interested groups. You will need the support and assistance of as many local officials, agencies, and organizations as possible to develop a successful project.

Examples of groups that have served on previous committees include:

- Health departments/districts
- Public Works departments
- Fire departments/districts
- Water or Sewer departments
- Local civic or environmental groups
- Interested businesses
- Appropriate state agencies

It is important that each committee member has a thorough understanding of the project goals and the resulting benefits the project will bring to your community. The size of the committee does not relate to its success. Rather, dedication and support of committee members is what counts.

There are definite advantages to forming a working HHW committee. Advantages include: a) expanding your baseline of knowledge by bringing together people with various expertise, b) gaining more creativity because of group diversity, and c) division of labor.

2.2 Address Liability and Insurance Concerns

Objective. To ensure that your HHW project sponsors are aware of their potential liability related to the collection and ultimate disposal of HHWs.

Liability

Liability is often the first concern of any entity seeking to organize or sponsor a collection project. What sponsors may not initially realize is that collection projects can reduce potential liability; such projects help prevent hazardous wastes from entering local municipal landfills and consequently may prevent local landfills from becoming future Superfund cleanup sites.

There are four main areas of liability concern:

Worker liability

1) Health and safety of collection event workers. Personnel working at a collection event are often employed by a public or private agency and assist at the site as a function of their job. To ensure that site workers are covered under their individual or employee insurance policies and worker's compensation, consider checking their insurance coverage by using a "staff insurance and safety waiver" form. A sample waiver form is contained in Appendix O on page 112. Volunteer assistance should be discouraged unless the volunteers are covered under an existing policy or can be included as additional insured persons for whom extra coverage is obtained. Volunteers are not covered by the Washington Industrial Safety and Health Act unless they meet the definition of “employee” in Chapter 49.17.020 of the Revised Code of Washington.

Participant liability

2) Safety of citizens who participate in the project: Persons who may be injured while at the collection site must provide their own means of coverage, just as if they were injured while attending a lecture in a park. If they were injured through negligence of the project's operation, the organization assuming fiscal liability for the project is responsible. As well, the project assumes no liability for persons injured while travelling to a collection site unless an injury can be shown to be caused by negligence in operation.

Property damage

3) Property damage at the collection site: The organization assuming fiscal liability assumes responsibility for any environmental and property damage that may result from the project. This damage may be "sudden", such as fire or explosion, or "nonsudden and gradual", such as contamination of ground water.

Most standard liability policies (comprehensive general liability) cover "sudden" accidents. However, "sudden" occurrences are excluded from most standard policies. Consult your agency's insurance specialist to determine if your agency also carries an Environmental Impairment Liability policy. Environmental Impairment Liability policies cover “gradual and nonsudden” accidents and can be purchased separately. In some cases, you may be able to contract with your hazardous waste management contractor to assume the liability that could result from a "sudden" accident.

Long term liability

4) Damage that may occur after the wastes leave the collection site: The ultimate fate of the collected household hazardous wastes is the project sponsor's responsibility. Even if the sponsoring organization does not sign the Uniform Hazardous Waste Manifest form, the ultimate fate of the waste is the sponsor's legal responsibility.

Under the federal Superfund law and the Washington State Hazardous. Waste Cleanup Act, all generators of hazardous waste who have sent waste to a disposal site that has become ranked as a priority site for cleanup are held jointly and severally liable. This means that any single contributor can be held fully liable for the entire cleanup costs. (Court cases, however, have routinely held contributors liable in proportion to the amount of waste they have deposited.)

Landfill protection

Another perspective on long-term liability is the potential municipal liability of allowing HHWs in the municipal waste stream. Exposure to HHWs may impact worker health at municipal landfills. Moreover, state and federal Superfund liability also applies to municipal or county-owned landfills that become ranked as priority cleanup sites. Since 1982, ten Washington landfills have been nominated or placed on the federal Superfund cleanup list.

The same legal issues that have caused some communities to refrain from sponsoring HHW projects have also served as an incentive for other communities to initiate HHW projects. Local governments may be at risk either way. The decision to take a risk and sponsor a HHW collection project versus taking no action and allowing HHWs to accumulate in a municipal landfill is becoming easier to make as more local governments view collection projects as prevention against future contaminated landfills.

EPA’s position

The United States Environmental Protection Agency has publicly stated that communities should recognize that potential Superfund liability applies regardless

of whether the HHW is picked up as a part of a regular garbage service and disposed of in a municipal landfill or if the HHW is gathered as part of a special collection event and taken to a hazardous waste landfill. EPA has also noted that, "The additional safeguards provided by HHW collection and Subtitle C management (this means management at a hazardous waste landfill) may actually reduce the likelihood of environmental and human health impacts and, therefore, may also reduce potential CERCLA liability." Appendix C, page 27, contains EPA's policy memo about HHW collection projects. This appendix also has tips on how to minimize liability at your event.

Laws

Although there are very specific hazardous waste and hazardous materials management laws that apply to businesses, relatively few of these laws apply to HHW collection projects. Appendix B, page 25, outlines the major laws and regulations relating to a HHW collection project.

2.3 Prepare a Budget and Obtain Funding

Objective: To identify costs, obtain funding and establish a budget for your project.

Financing a HHW collection project involves estimating your cost, determining financial supporters, identifying in-kind support and donations, and designing a project based on these resources.

Project costs

Collection programs are expensive because you must pay for hazardous waste disposal, equipment, transportation, publicity, and qualified personnel. Costs may vary widely, depending on the type of wastes delivered and how wastes are packaged for disposal. Collection day costs have ranged from $5,000 to over $100,000 in large urban areas.

Actual project costs will depend on the amount of grants, in-kind contributions, and donations you can successfully solicit. Unfortunately, there is no reliable method for forecasting how much waste will be brought in without prior comprehensive surveys of your community. You can roughly estimate how much waste to expect by looking at participation rates in other communities analogous to yours who have held collection events.

Estimating participation

Another method of cost-estimating is to use participation rates identified in a California study. You can factor your local population statistics into the California study to come up with a participation estimate. The California study was

conducted by the Association of Bay Area Governments (ABAG) in the San Francisco area. Based upon computation of the costs of more than 70 California collection days, ABAG states:

"The rate of participation varies with the size of the community served. With good…(publicity), small communities with less than 10,000 households tend to have the highest participation rates of 1.0 - 1.5%; medium sized communities of 10,000 to 40,000 households show average participation rates of 0.7 - 1.1%; large communities of 40 000 to 60,000 households show average participation rates of 0.7 - 1.1%; and very large communities greater than 60,000 households show significantly lower participation at 0.2 - 0.5%."

Estimating waste generation

The waste generation rate for households participating in collection events is also difficult to calculate. It can range from a few ounces to over 50 pounds. Waste generation rates in ABAG's study average between 60 to 80 pounds. The average waste generation rate was 64 pounds per household from collection events held in five Washington counties in September of 1988. Data from the 1988 autumn projects is outlined below:

- Hood Canal Regional Collection Day
  Included Clallam, Jefferson, Kitsap and Mason Counties)
  (Five collection sites)
  1,153 participating households
  71,050 pounds of HHW collected
  113 items per household delivered
  62 pounds of waste per household

- King County Collection Day
  (Four collection sites)
  3,150 participating households
  208,365 pounds of HHW collected
  11.8 items per car delivered
  66 pounds of waste per household

Once you estimate how much waste to expect, consult a hazardous waste management contractor for an estimate on disposal costs. The next step is to locate funding. Potential sources of funding include state and local government, industry, grants, and civic or environmental groups.

Funding sources

State government: Grants from the Department of Ecology have been available for funding HHW projects. Ecology also provides technical assistance, publicity, and educational support for HHW projects. The Department of Social and Health Services provides in-kind services for HHW health effect information. See Appendix D, page 33, for agency contacts for these grants and services.

Local government: Local officials supportive of HHW projects may be able to identify budget surpluses which can contribute toward a HHW project. In some cases, special budget appropriations can be made. Ongoing funding may come from increases in refuse collection, sewer, or tipping fees.

Business: Commercial hazardous waste management companies have often co-sponsored HHW projects in Washington by providing financial donations, in-kind services, or reduced rates. In turn, the project publicity helps promote the public image of the company. Local businesses or trade groups, particularly those that generate hazardous wastes, may be willing to contribute funds, printing, barrels, packing material, staff or other items as a good will gesture. Donations from the media for advertising, billboard or public service announcement space will help reduce publicity costs. "Adopt-a-Drum" or "sponsor sheets" offer other opportunities for soliciting funds from local businesses. Plan to follow up any talks with your potential business supporters with a clear, concise proposal.

Civic or environmental groups: Many groups (i.e., League of Women Voters, Rotary Club, Kiwanis, Lions Club, Audubon, Sierra Club) are interested in supporting projects which are in the public interest or provide community benefits. Such groups may be willing to make a contribution of funds, materials or personnel to your HHW project. When speaking to these groups, give a concise project description and clear proposal of what services you are requesting. Follow up any presentations with a written proposal for the group to consider. Making early contact with supportive volunteer organizations is helpful because such groups often take several months to make funding decisions.

Grants: Private foundations or public interest groups may have funding assistance available for environmental projects. Although strong competition exists for these awards, foundations which have offices in communities interested in conducting HHW projects may be willing to assist you in getting funds from the foundation.

Please see Appendix E, page 35, for descriptions of ways to cut costs for HHW collection projects.

2.4 Define the Project Design

Objective: Define the overall HHW project design.

Project design

The design of your HHW project will largely depend on your available funding, resources and community need. This section does not describe the definitive HHW project design. Rather, it presents the issues that merit consideration when designing your project.

Date selection:

- Collection projects are generally sponsored in the spring or fall. Most collection projects are offered for one day on a weekend. Other projects offer one collection day during the week and one on the weekend.

Site selection:

- Determine how many collection sites you will set up based on your budget, geographic boundaries, and area population.

- Select a site. A collection site should meet as many of the following criteria as possible: large enough to accommodate the collection operation, the expected traffic flow and parking needs; environmentally sound; familiar to the public; provides shelter or has the capacity to hold temporary tents; provides running water, rest rooms, showers, and telephones; has fire hydrants and electrical outlets available; can be secured overnight; nearby homeowners approve; and has adequate insurance to cover damage or accidents. Typical collection sites have been fire stations, landfills, public works yards, and school or stadium parking lots. Please see Appendix G, page 40, for a site selection checklist.

- Traffic control is a major consideration in selecting a site. Streets accessing the site should be wide enough for traffic to be directed to the far right shoulder should blockage occur or the need for emergency vehicles arise. If possible, choose a site that has a long access road from the public street.

Site layout:

- Design the site layout. HHW collection sites generally have six working areas: an *entrance area, receiving area, sorting area, packing area, decontamination area,* and *break area.* Descriptions of each of these working areas is outlined below. Please see Appendix G, page 41, for a generic sample site layouts.

- The *entrance area is* where participants are greeted and asked to fill out an inventory form and/or a questionnaire. Participant eligibility is established in this area. If ineligible participants arrive, they are diverted from the traffic fine and dealt with separately by a predesignated staff person. Entrance area staff are responsible for greeting and distributing informational materials. A check-in station for site visitors can also be a part of the entrance area.

- The *receiving area is* where wastes are screened and unloaded. Receiving areas are usually designed with several unloading lanes or stalls. Special "paint only" or "waste oil only" lanes can be helpful. Express lanes for other circumstances such as unusually large deliveries, asbestos deliveries, for individuals who want their containers back, or for individuals bringing in explosive wastes are also worth consideration. Receiving area staff begin by screening each vehicle for unknown, unacceptable and non-hazardous wastes. Acceptable wastes are unloaded into large tubs or carts and delivered to sorting tables or sorting carts. Recyclable materials are taken to the recycling area.

- The *sorting area is* where wastes are sorted into their hazard categories and delivered to the packing area to be either lab-packed or bulked into 55-gallon drums. This is a restricted area and is typically cordoned off. Because liquid bulking areas present increased dangers from chemical exposure, special warning signs are posted. Wastes that

are deemed nonhazardous are recycled or disposed of here. Dumpsters for empty containers and other nonhazardous wastes are located in both the sorting and packing areas. A safety station, equipped with fire extinguishers and eyewash, is centrally located between the receiving, sorting and packing area,

- The *packing area is* where compatible wastes are lab-packed into drums by trained professionals. Flammable liquids are bulked into drums for eventual recycling, incineration, or solidification. Poisons, corrosives and other materials are packed in their original containers into drums containing absorbent material. In this area drums are properly labeled, manifested and loaded onto the transporter's truck.

- The *storage area is* where empty barrels are kept. In some cases, fully packed and sealed barrels are placed in the storage area until they are loaded onto a truck.

- All staff must go through the *decontamination area* before taking breaks or leaving the site. Protective clothing is removed and left in this area while staff are on breaks. Protective clothing worn by liquid bulkers is decontaminated in this area by scrubbing and rinsing the clothing, boots or gloves in a "decontamination wash tub". A 55 gallon drum is located in the decontamination area to dispose of contaminated gloves and clothing. In the event of a chemical exposure, staff or the public are brought to this area for decontamination.

- The *break area is* where meals are served.

Waste handling

Wastes:

- Establish what are acceptable and unacceptable wastes. Check to see what wastes your contractor will accept. Most contractors accept poisons, corrosives, oxidizers, flammable liquids, waste oil, and PCBs. Some contractors do not accept waste oil, asbestos, certain dioxin-bearing wastes (2,4,5-T, Silvex, pentachlorophenol), antifreeze, explosive materials or aerosols.

- Establish policies for handling unacceptable wastes. Find out from your contractor which HHWs the company will not accept. Sending a citizen away without offering a storage or disposal option is asking for trouble. Consider written handouts.

- Determine a recycling policy. Citizens will bring most of their HHW in cardboard boxes. Establish a cardboard recycling policy. Also determine whether or not to have a special recycling area for still-usable products that are not banned that are in their original containers with original labeling intact. Establish criteria for determining what materials may go to the recycling area. Determine a schedule for when staff and/or other organizations can choose the products they want. Decide what you will do with any leftover recyclables when the event closes.

Participants:

- Decide what geographic area your project will serve. Consider whether or not you will turn away citizens from outside your geographic boundaries.

- Determine who is eligible to participate. As long as you only collect HHW you will minimize your costs and liability. Wastes from businesses, public institutions and farmers

may be regulated, even in small quantities. Although you may intend to only accept wastes from homeowners, establish a policy for dealing with businesses bringing wastes to the collection site. Past HHW project sponsors have provided handouts listing local hazardous waste contractors. Collection projects that will accept wastes from small quantity commercial generators should make provisions for separate receiving and packing areas and separate manifesting.

- Establish special pickup services. Special appointments for door-to-door collection of HHW from the elderly and the handicapped allow the non-driving sector of your community an opportunity to properly dispose of their HHW.

Safety:

- Develop and enforce a safety and spill plan. HHW is dangerous to human health and the environment if it is not handled safely. Provide plenty of safety equipment and protective clothing for all staff. Protect storm drains. Train your staff prior to the collection day on standard operating procedures, safety, and spill response. Please see Section 2.8, page 15, for more information about training. Please see Appendix N, page 97, and Appendix O, page 101, for more information about safety issues.

- If rain or extremely high temperatures are likely for your collection event, prepare a contingency plan. Some sites, such as fire stations, may have large sheltered areas that can be used in case of weather extremes. If your site does not offer adequate protection from the weather, consider renting big tents or awnings to cover your sorting and packing areas. Use waterproof paper for your questionnaires or inventory sheets and have extra absorbent material handy if you expect rain.

Staff

- Recruit personnel. The number of workers you win need depends on how much public participation you will get. Find out from your contractor how many chemists they will provide. Local health, public works, fire, hazardous materials, utilities, agricultural extension and police departments often contribute to collection day staffing. The Department of Ecology and civic and environmental groups may also provide staff. Section 2.9 on page 17, and Appendix O on page 101, provide more information about staff needs.

- Secure food and beverages. Solicit free coffee and lunches for your staff from local restaurants or organizations such as the Red Cross. Consider providing additional food and beverages for any staff working past 6 p.m.

Equipment:

- Determine your equipment needs for the project. Secure your needed equipment well in advance of your event. Have an extra truck and driver on site for running errands. Traffic cones, temporary awnings or tents, kitty litter, wash-tubs, tables, signs, respirators, clipboards and 55-gallon drums are just a few examples of equipment needed at a collection project. Appendix H, page 43, offers a sample equipment list.

- Secure dumpsters for non-hazardous waste. Dumpsters may fill up faster than anticipated so it is a good idea to have someone on site who can remove and replace dumpsters. Having someone responsible for breaking down cardboard boxes helps reduce the volume of non-hazardous waste.

2.5 Select a Hazardous Waste Management Contractor

Objective: To hire a contractor and establish waste handling practices for the project.

Choosing a contractor

Invite bids from hazardous waste management contractors when you have secured funding for your project. You need to hire a licensed hazardous waste management firm to receive and transport your collected waste to an approved treatment, storage or disposal facility. The firm you select should be responsible for identifying all wastes and providing the materials and equipment necessary to handle, package, label, manifest and load the wastes. Appendix I, page 51, contains a list of hazardous waste management firms and consultants that are interested in conducting HHW collection projects.

When reviewing contractor bids, identify how many on-site professional chemists will be provided by the contractor. Determine how long the transporter's truck will be on-site. In some cases, the truck is left on-site all day, for which a charge is made. Minimizing the time the truck is on-site will minimize your costs.

Contractors for HHW projects may vary dramatically in their cost estimates. Some contractors act as "brokers" while others may actually own the facility where wastes can be taken. Most contractors will determine the cost of services on a time and material basis. They may charge for travel time as well as time spent at the collection site. When figuring costs, therefore, compare line items. Some firms may charge high on one item and low on another. Keep in mind that the firm offering the lowest price may not always be the best qualified. Check references, the service record and experience level of each. Are they in good standing with state and local regulatory agencies? Have they collected HHW before? What level of trained staff will be on-site?

Different methods will be used for calculating prices. Some contractors in Washington are willing to give discounts to HHW projects as a community service. Some contractors will charge a flat fee while others will have price scales for different waste categories. Prices also vary according to the management method used, such as whether the waste will be recycled, treated, incinerated, or landfilled. Determine in advance the per-barrel disposal cost that will be charged for each type of waste. Also discuss a contingency plan for handling more wastes than expected, and the cost for half-full drums.

Appendix J, page 53, provides a sample "Request for Proposal" from a HHW collection project. Appendix K, page 61, provides a sample service contract from a HHW collection project.

2.6 Publicize the Household Hazardous Waste Project

Objective: To ensure that citizens are made aware of HHW issues and how they can participate in the HHW project.

Publicity

Publicity and education are essential to the success of a HHW collection project. People need to be aware that the service exists before they can use it. People also need to understand the potential dangers from unsafe use, storage and disposal of household toxics.

There are a number of ways to publicize your project: news releases, utility billing inserts, public service announcements, notifying the Recycling Hotline, paycheck inserts, garbage can tags, displays, door hangers, bus placards and billboards, marquees, litter bags, leaflets available at area stores, posters, contests or games for children, letters to the editor, feature newspaper and newsletter articles, brochures, community events calendar listings, slide shows, speaking engagements, talk shows, and paid advertising.

Soliciting local groups to help you with publicity and outreach provides a way to involve interested clubs and volunteers. There are a number of groups to solicit support from:

- schools (science clubs, PTAs, teacher groups)
- volunteer organizations (League of Women Voters, Lions, Kiwanis, senior citizen groups, garden clubs, granges, scouts, 4-H clubs, environmental groups, chambers of commerce, neighborhood associations, hospital guilds, etc.)
- public agencies (solid waste, health, sewer, water, and fire departments, libraries, post offices, etc.)
- businesses (grocery, hardware, drug, garden, and auto parts stores, and hospitals).

Press packet

A press packet for the media is a vital component of most publicity efforts. The press packet should contain a cover letter describing the logistics and purpose of the HHW project. The packet should also contain a news release with information on who, what, when, where and why the project is occurring. Including a statement by a recognized public figure sparks interest in the message. A phone number or "hotline" for citizens who have questions should be provided. A fact sheet on the dangers of HHW should also be in the press packet. Public service announcements (PSAs) are likewise an important press packet component. PSAs usually run in 10, 20, or 30-second spots.

Examples of HHW promotional materials, a publicity checklist and a sample publicity timing schedule are presented in Appendices L and M, pages 65 to 69.

2.7 Determine Waste Handling Procedures

Objective: To make sure your project is prepared to safely handle both acceptable and unacceptable HHWs.

Waste handling procedures

Waste handling procedures should be carefully discussed with your hazardous waste management contractor and put into the contract. The steps involved in handling the waste from the time it is brought on-site by the citizens to the time it is transported off-site by a licensed transporter include:

- initial inventory (optional)
- screening
- unloading
- sorting
- labeling and packing drums
- storing on-site
- transporting

Your contractor will probably be responsible for the final sorting, packing and transport of the wastes. You will probably be expected to provide personnel to carry out the other steps.

The "initial inventory" step is optional. Some organizers have chosen to have participants fill out an inventory form as well as a questionnaire which asks the approximate type, amount and age of the products being brought in. Appendix R, page 123, contains a sample questionnaire.

"Screening," which is done as the waste is being removed from the vehicle, is important to ensure that any "unacceptable wastes" are not accepted.

The acceptable wastes are unloaded and taken to a central sorting area. The contractor will sort, or supervise the sorting of, the wastes into proper categories for packing. All drums should be properly labeled. The wastes are then packed into the appropriate drums. In some cases, the lab-packed drums are manifested on-site. Sometimes, in the interests of time, the drums are transported to the contractor's facility, unpacked, re-packed and manifested.

Once a drum is packed, it is removed to the central on-site storage area. At the end of the collection event, the drums are loaded onto the transporter's truck and shipped off-site (either to the contractor's facility or directly to a treatment, storage

or disposal facility). In selecting a management option for the collected waste, Ecology and EPA recommend that program sponsors follow the waste management hierarchy of reusing and recycling as much waste as possible; treatment of waste at hazardous waste treatment facilities; and disposing of remaining hazardous waste at hazardous waste landfills.

If the planning committee has decided to allow on-site personnel to "recycle" materials (i.e. take them home for personal use) a procedure should be established that will ensure the smooth operation of such a program. There are advantages and disadvantages to this type of recycling. If carefully and properly done it can reduce the amount of waste that needs to be disposed of, and therefore reduce costs. However, it has been found at some collection events that this procedure is disruptive and that individuals can abuse this privilege.

You should make provisions for the handling of non-hazardous wastes, such as fertilizers and detergents, that may be brought in. Also, have someone responsible for breaking down the many cardboard boxes that come in so that they can be recycled.

2.8 Develop and Adopt a Safety and Emergency Response Plan

Objectives. To provide and maintain safe conditions for workers and the public. To provide site safety and spill and evacuation procedures. To provide fire and medical services if the need arises.

Worker and site safety

Address worker safety issues by providing your staff with proper personal protection equipment, by providing them with basic safety and hazardous materials training, and by enforcing your safety plan during the collection event. You need to provide adequate safety gear for all staff. The type and degree of protection that applies to HHW collection workers varies and is outlined in Appendix O, page 101. Adequate coverage of arms, hands, upper trunk, neck, face, eyes and feet is highly advised for all staff actually handling the wastes. Staff should only be allowed in the work areas for which they have adequate safety gear. To ensure worker safety you need to have the following materials on site: 1) first aid kits, 2) fire extinguishers, 3) decontamination setup which includes decontamination solutions, brushes, hoses, and liquid collection systems, and 4) emergency eyewash.

Air monitoring

Solvent vapors can become dangerously elevated in the immediate area around a liquid bulking station. TIP (total ionizables present) meters, combustible gas meters, or other meters that evaluate organic vapor levels are useful for evaluating

vapor levels. Large industrial fans can be used to increase ventilation when vapor levels are high. When levels are elevated, the immediate area should be posted with signs that warn staff of the situation.

Safety training

Require safety training for all staff, including volunteers. All workers need to be generally familiar with hazardous materials handling. Perform training several days before the collection event. Appropriate subjects for a training session include:

- overview of the site layout
- a step-by-step description of how HHW will be handled on-site
- a review of job needs and priorities
- how to differentiate between corrosive, caustic, flammable, oxidizing and poisonous substances
- the purpose of safety gear
- decontamination procedures when entering the break area or when exposed to a chemical
- emergency precautions including fire and evacuation procedures and routes
- spill response and safety procedures
- fit testing of respirators
- announcement of job assignments

For instruction that is job-specific, break the group up according to job assignments (traffic control, greeting, screening/unloading, sorting, packing, and bulking).

To protect civilians, post signs that instruct citizens to remain in their vehicles at all times. Post "No Smoking" signs. In the collection project publicity, provide information about how citizens can safely package and transport HHW.

Ensure site safety by having adequate protection available from rain, wind or high temperatures. Organize the packing area to keep incompatible wastes separated. String yellow caution tape around restricted areas. Arrange for a bomb squad vehicle to either be on-site or on-call in case explosive materials are delivered. Spill containment, traffic control, location of emergency responders and their equipment, and evacuation routes are other issues that should be addressed in your site safety plan.

Spill containment procedures address what to do in the event of a spill, how to protect storm drains, and how to contain leaking containers.

Emergency responders

The number of emergency responders you will want on-site depends on the size of your event, the locale, and availability of emergency responders. Many collection events have had fire, bomb squad and aid cars on-site. At a minimum, notify the following emergency responders of the date, time and location of your event: fire department, hazardous materials team, bomb squad, medical aid team, hospital emergency room, and police department. Use the expertise of emergency responders when developing and implementing your emergency response plan.

Appendix N, page 97, contains an example of an emergency procedure plan.

2.9 Staff

Objective. To organize and train workers on how to conduct a safe and efficient HHW collection event.

Staffing the project

Many duties and responsibilities are involved in conducting a HHW collection event. Because of the diverse needs, it is important that you have plenty of trained and organized staff. Consider having several relief staff to replace workers while on breaks. Appendix O, page 103, provides detailed job descriptions and protection levels for typical HHW collection event workers.

It is essential in any collection project, no matter the size of the operation, that you have staff assigned to the basic jobs listed below. For example, at a large event you would want to have different people designated as greeters and unloaders, while at a smaller operation you may be able to designate a single person as both greeter and unloader.

Essential workers

The essential workers needed at a collection event include:

- site manager
- hazardous waste manager
- safety supervisor
- operations supervisor
- recycling coordinator
- personnel coordinator
- area supervisors for: traffic control, unloading, pesticides, paints, solvents, corrosives and oxidizers

- traffic controllers
- greeters
- unloaders
- runners
- lab packers/sorters
- liquid packers/sorters
- fork lift driver
- refuse driver
- cleanup crew
- photographer

2.10 Logistics Of The Collection Event

Objective: To operate an efficient and safe collection event.

Timing the site set up

It is very important to allow enough time to set up your site. The first step, which should be done the day before the event, is to make sure that all unnecessary equipment and vehicles have been removed from the site. Be prepared to open the site at least one hour before the published opening time because it is likely that you will have vehicles lined up well ahead of the scheduled opening time. A note of caution: don't panic when the first cars line up. It is better to be completely prepared before you open even if it means that some people are forced to wait a few minutes.

- If possible, set up your site the day before the event. If you must set up the morning of the event, give yourself plenty of time.
- Begin setting up by putting out signs, cones and barricades for traffic regulation.
- If necessary, set up the tent or tarp for rain/sun protection and put whatever supplies need protection under it,
- Set up all stations (refer to your site plan for details).
- Ensure storm drains are protected.
- Make sure all dumpsters and emergency equipment are in place.
- Double check to make sure all necessary supplies are on hand. Identify equipment supply sources that will be open the day(s) of your event in case you run out of something.
- Gather all site personnel together for a site orientation which includes identification of area supervisors. If a previous training session has not been conducted, this would be the time to go over safety issues.

- Instruct workers to suit up in their assigned safety gear and report to their work stations.
- If possible, do a trial run to demonstrate traffic flow and waste handling.
- Open the gates and begin accepting HHWs.
- Rotate staff into breaks and meals as needed.
- Have your project photographer document the event on film.
- At the end of the day, collect signs, remove cones and barricades. Clean up the site as much as necessary before securing the area. Have several people walk through the entire site to make sure that everything is in order.

2.11 Project Evaluation

Objective: To evaluate the effectiveness of your HHW project.

Project evaluation

Shortly after the event, schedule a debriefing for the committee. Critique the project. Compile the results of your questionnaire. Document this information in a final report along with program costs, contractual arrangements, and recommended options for future HHW programs. Provide local media with follow-up stories of the event. Send letters or certificates of appreciation to the collection event staff. Complete the collection event tracking form found in Appendix T. Submit your final report and the tracking form to the Department of Ecology so your results can be shared with other communities.

2.12 Ongoing Public Information and Education

Objective. To continue providing information to citizens concerned about HHW management.

Ongoing public education

There will likely be a clear need for ongoing public information and education about HHWs after you have completed your collection event. Citizens who missed the first event may need information about what they can do with their HHWs. If possible, continue to provide HHW information to citizens by publicizing either a local HHW hotline or the statewide recycling hotline.

If your community has an ongoing need for HHW collection, consider establishing an ongoing program which might include permanent collection sites, information materials about waste reduction and disposal, a local hotline, or a waste exchange. Appendix P, page 114, provides a matrix of HHW collection activities in Washington.

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Appendices

APPENDIX A
Hazardous Household Substances List

Repair and Remodeling

1. Adhesives, Glues, Cements
2. Roof Coatings, Sealants
3. Caulkings and Sealants
4. Epoxy Resins
5. Solvent Based Paints
6. Solvents and Thinners
7. Paint Removers and Strippers

Cleaning Agents

1. Oven Cleaners
2. Degreasers and Spot Removers
3. Toilet, Drain and Septic Tank Cleaners
4. Polishes, Waxes and Strippers
5. Deck, Patio, Chimney Cleaners
6. Solvent Cleaning Fluid

Pesticides

1. Insecticides
2. Fungicides
3. Rodenticides
4. Molluscicides
5. Wood Preservatives
6. Moss Retardants
7. Herbicides
8. Fertilizers

Auto, Boat and Equipment Maintenance

1. Batteries
2. Waxes and Cleaners
3. Paints, Solvents, and Thinners
4. Additives
5. Gasoline
6. Flushes
7. Auto Repair Materials
8. Motor Oil
9. Diesel Oil

Hobby and Recreation

1. Paints, Thinners and Solvents
2. Chemicals (Photo and Pool)
3. Glues and Cements
4. Inks and Dyes
5. Glazes
6. Chemistry Sets
7. Bottled Gas
8. White Gas
9. Charcoal Fluid

Miscellaneous

1. Ammunition
2. Asbestos
3. Fireworks

SOURCE: Guidelin*es for Local Hazardous Waste Planning*. Washington Department of Ecology, 1987, Document WDOE 87-18.

APPENDIX B
Laws and Regulations Relating to Household Hazardous Waste

A variety of laws that directly and indirectly apply to household hazardous waste (HHW) projects are outlined below.

- Washington State Dangerous Waste Regulations, Chapter 173-303 of the Washington Administrative Code (replaces RCRA in Washington):

  These regulations categorically exempt HHW from disposal regulations, regardless of quantity. These regulations do not require HHW collection project sponsors to obtain a waste identification number or manifest collected wastes. (Your hazardous waste contractor, however, may require you to get an identification number and manifest your wastes). The Dangerous Waste Regulations do regulate any quantity of commercial hazardous waste, or HHW mixed with commercial hazardous waste. For this reason, collection project sponsors should be careful to limit the participation in their projects to households to avoid the possibility of receiving regulated dangerous waste from commercial sources and triggering all or some of the Dangerous Waste regulations on this waste.

- Washington Hazardous Waste Management Law, Chapter 70.105 of the Revised Code of Washington:

  The hazardous waste management law directs local governments to prepare moderate-risk waste plans. This law authorizes Ecology to publish planning guidelines and a list of hazardous household substances.

- Model Toxics Control Act, (Initiative 97):

  This law authorizes the Department of Ecology to provide grants from a toxic substances tax to local governments to implement household hazardous waste planning and collection projects. The law also directs Ecology to assist local governments with implementation of household hazardous waste projects.

- Washington Worker Right-to-Know Law, Chapter 49.70 of the Revised Code of Washington:

  The worker right-to-know law requires employers to provide safety training and protective safety gear for workers who handle hazardous materials.

- Washington Hazardous Substance Information Law, Chapter 70.102 of the Revised Code of Washington:

  This law directs Ecology to create a hazardous substance information and education office. Via this office, the law directs Ecology to provide public education about proper use, handling, and disposal of H14W in cooperation with local governments.

- Washington Water Pollution Control Law, Chapter 90.48 of the Revised Code of Washington:

  Washington's clean water law prohibits the discharge of polluting matter into any waters in the state.

- Washington Oil Recycling Law, Chapter 19.114 of the Revised Code of Washington and Chapter 173-330 of the Washington Administrative Code:

  Businesses selling over 500 gallons of oil annually must post signs with the location of the nearest oil recycling site under this regulation. The law also directs Ecology to provide information to the public on how and where to recycle waste oil.

- United States Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. - 9601 et seq (CERCLA or Superfund):

  CERCLA assigns financial liability to generators of hazardous waste--including HHW--for future pollution caused by their waste. In short, if a waste disposal site (hazardous or nonhazardous) is identified as a significant source of pollution and fisted as a CERCIA site, generators of the waste and the owner of the site could be liable for cleanup costs.

- United States Hazardous Materials Transportation Regulations, Code of Federal Regulation Title 49 Pans 100 - 199:

  These regulations require proper hazard classifications, packaging, numbering, labeling, placarding and shipping papers for transporting hazardous materials.

- Washington Solid Fuel Burning Device Standards, Chapter 173-433 of the Washington Administrative Code:

  This law, in part, restricts the types of fuels which can be burned in a wood stove or fireplace in order to reduce toxic fumes released from the heating device. The prohibited fuels include garbage, treated wood (such as power poles), plastics, rubber, animals, asphaltic products, waste petroleum products, paints or ANY OTHER FUEL EXCEPT dry, properly seasoned wood.

APPENDIX C
Liability and Regulatory Status of Household Hazardous Waste

US EPA Policy on Liability and Regulatory Status of HHW

OSWER POLICY DIRECTIVE NO. 9574.00-1

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

MEMORANDUM

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

FROM: 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.[1]

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. 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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[1]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).

[2]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
Dana 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

Opportunities for Minimizing Liability

- The best way to minimize liability is to do thorough project planning. Give yourself plenty of time to put the project together. Make safety your top priority. Prepare a detailed safety plan and emergency plan. Schedule convenient safety training sessions and require attendance by every person who wants to work on site. Conduct more specific training sessions for the site supervisors. Enforce your safety standards at the collection event. Conduct a brief orientation meeting with all staff on the morning of the event.

- Select a site that is paved and has plenty of space. Design the traffic flow to minimize the amount the time that workers will have to cross in front of vehicles.

- Make sure all staff know the chain-of-command. If there is a spill or accident, staff need to know who is in charge and who to contact.

- Keep civilians away from the waste handling and heavy traffic areas. If you expect local officials or the media to attend, escort them through the site.

- Remind your site supervisors that as supervisors they need to adhere to the site safety standards. As well, they need to enforce the safety standards in their respective work areas. Supervisors should also rotate their workers into regular breaks, especially on hot days.

- Explain in all advertising how citizens can safely package and transport their wastes to the collection site. Remind citizens to carefully inspect containers for leaks and to make sure the original labels are on the product. Leaking containers should be placed inside of a larger container before transport. Products can be placed inside of a sturdy, plastic lined cardboard box for transport. Provide citizens with a telephone number that they can call if they have questions about safe HHW transport or storage. Warn citizens not to combine wastes. Advise participants to leave their children and pets at home.

- Use only workers who are covered by insurance to work in the waste handling areas.

- Check the environmental compliance records of the hazardous waste contractors, transporters and disposal facilities you are considering. Call the Hazardous Substance Hotline (1-800-633-7585) for compliance histories.

APPENDIX D
State Government Support for Household Hazardous Waste Projects

For technical assistance and information about setting up a household hazardous waste project, please contact:

Household Hazardous Waste Assistance
Waste Management Programs
Washington State Department of Ecology
Mail Stop PV-11
Olympia, WA 98504
(206) 459-6303

For grants information for household hazardous waste collection projects (or moderate risk waste planning), please contact:

Financial Assistance Section
Waste Management Programs
Washington State Department of Ecology
Mail Stop PV- 11
Olympia, WA 98504-8711
(206) 459-6297

For free educational and promotional support for household hazardous waste activities, please contact Ecology's Recycling Hotline. Speakers can often be arranged for public meetings or school assemblies. Teacher training workshops can often be conducted with plenty of prior notice. Free brochures can be provided when they are in stock. Printing of collection event flyers may also be provided under special circumstances.

Recycling Hotline
Waste Management Programs
Washington State Department of Ecology
Mail Stop PV-11
Olympia, WA 98504
1-800-RECYCLE

In-kind consulting on health effects related to chemical exposure from home and garden products:

Toxic Substances Section
Environmental Health Programs
Washington State Department of Social and Health Services
Mail Stop LD-11
Olympia, WA 98504
(206) 753-2556

APPENDIX E
How to Reduce Costs of a Household Hazardous Waste Collection Event

- Solicit in-kind services or donation of materials, equipment, services, and labor from local businesses and civic organizations for the collection program and the publicity/community education campaign. Consider soliciting support from the businesses in your county that generate hazardous waste. A business participating in a community event such as a collection day generates good public relations. For a list of local hazardous waste generators, call the Ecology Hazardous Substance Information Office at 1-800-633-7585.

- Check into a variety of disposal options. Some wastes may be recycled, recovered, treated, or incinerated rather than having to go to a hazardous waste landfill. Insist on recycling whenever possible. Also, many items brought into collection projects are not actually hazardous. Sometimes citizens just "clean house" and bring unwanted --but non-hazardous-- products. Be sure to screen for non-hazardous items so they are not handled as hazardous waste. You may even want to set aside a special recycling area at your site where still-usable non-hazardous products can be displayed and given to staff or the public.

- Recycle waste oil by selling it to a recycler. If an oil recycling location is near your collection site, consider asking citizens to take their waste oil to that location. Recycle lead-acid (automobile) batteries by selling (or giving) them to a local battery recycler. For a list of oil or battery recyclers, you may contact the Ecology Recycling Hotline at 1-800-RECYCLE.

- Promote reuse and, recycling of products in all advertising, speeches, and hotlines. Inspire local citizens to reduce and recycle as much of their waste as possible. Many products brought to collection events are in nearly perfect condition. Such items should be used up rather than brought to the event and treated like a waste. Not only is reuse and recycling better for the environment, it also helps reduce the amount of waste brought to the collection event and therefore reduce your disposal costs. Inform people that products should be reused only if they are in their original containers with their original labels and that they are not banned or restricted from use.

- Promote reuse and recycling at the collection site. Prearrange "markets" for select usable products. Have organizations that are interested in receiving usable items to stop by early in the day to set standards for the type of products they will accept. Arrange to have the organization(s) pick up the products before the end of the day so any unwanted items can be properly disposed.

- Conduct a county-wide or regional program. Costs may be lowered if several small communities join together to sponsor one program as opposed to conducting separate programs in each community. Another version of a regional program involves having each community hold a collection event on consecutive weekends or on the same date; then, a "milk run" could be conducted (for each site) by a hazardous waste hauler to lower the transportation costs. It costs the same to transport one or 80 drums of waste to a treatment,

storage or disposal facility. Conducting a milk run would distribute the transportation costs among the participating communities. Remember, each community must still employ a hazardous waste management contractor at the collection site to do the actual packaging of the waste.

- Check into the possibility of bulking certain compatible liquids into one drum (for example, latex paint with latex paint; oil base paint with oil base paint; non-chlorinated solvents with non-chlorinated solvents). This would reduce the number of drums needing disposal because lab-packing containers takes up more drum space. A chemical analysis will probably be needed on each drum; however, cost savings should still occur if significant amounts of the targeted materials are collected.

  When exploring options for latex paint disposal, remember that latex paints contain toxic chemicals such as heavy metals. Preliminary testing data on bulked latex paint from several HHW collection projects shows high levels of heavy metals --high enough levels to designate it as a dangerous waste. Metals are used in paints as pigments and preservatives. A chemical analysis should be done on each drum of latex paint. If the analysis does not show high levels of heavy metals, you may be able to dispose of the paint as a non-hazardous waste. Check with your health department and local landfill operator about the legality, safety and feasibility of air drying and solidifying non-hazardous latex paint.

- Conduct a paint recycling project prior to your collection event. Communities in other states have found that paint recycling projects can divert a large amount of paints that typically come into a HHW collection event. The basic principle of a paint recycling project is to set up a temporary location where homeowners can bring their still usable household paints, and other citizens can take the paints home. A work crew is needed to open up each paint container to ensure the paint is still usable. Any paints left at the end of the day can be lab-packed into drums and stored until the upcoming collection day, or sent to a hazardous waste management facility via a hazardous waste transporter.

- Check to see if any local hazardous waste management firms might help pay for HHW treatment and disposal.

- Use reconditioned drums (must meet Department of Transportation specifications).

SOURCE: Household Hazardous Waste: Solving the Disposal Dilemma, Gina Purin, et. al., 1984, Golden Empire Health Planning Center, 2100 21st Street, Sacramento, CA 95818.

APPENDIX F
Sample Project Planning Timeline

Four to six months before collection date:

Form committee
Estimate costs
Establish funding
Investigate liability
Set tentative date
Select tentative site
Issue contractor Request for Proposals (RFPs)
Solicit advertising assistance from local agencies

Three months before the collection date:

Evaluate RFPs
Interview top candidate(s)
Arrange hazardous waste transportation and disposal (if your contractor does this for you, you can skip this step)
Arrange non-hazardous waste collection and recycling
Design service contract
Select site
Select date
Arrange participation from local fire, emergency services, and police departments
Begin publicity (see the Publicity Timeline in Appendix 11, page 69, for a publicity timeline)

Ten weeks from the collection date:

Sign service contract
Design site layout (with contractor)
Identify equipment that must be purchased
Continue publicity

Eight weeks before the collection date:

Hire workers and solicit volunteers
Continue arranging for non-hazardous waste recycling
Write safety plan
Continue publicity

Six weeks before the collection date:

Discuss waste handling with contractor
Prepare and schedule safety training
Continue publicity

Four weeks before the collection date:

Purchase equipment and supplies
Continue arranging for non-hazardous waste recycling
Solicit food donations
Speed up publicity
Design participant questionnaire

Two weeks before the collection date:

Contact workers about safety training
Receive ordered equipment and supplies
Gather equipment and supplies that will be on loan
Meet with non-hazardous recycling "markets"

One week before the collection date:

Conduct safety training
Prepare for site orientation meeting

One day before the collection date:

Pick up equipment to be rented
Set up site according to site layout plan

On the collection day:

Final site setup
Conduct site orientation meeting
Accept wastes from the public
Package and ship wastes
Site cleanup
Close site

One day after the collection date:

Continue site cleanup if necessary

One week after the collection date:

Evaluate project
Send appreciation letters to workers
Send collection event report form to Ecology
Prepare project report

SOURCE: Idaho Department of Environmental Quality, 450 West State Street, Boise, Idaho 83720

APPENDIX G
Site Selection Checklist and Sample Site Layouts

Site Checklist

1. Location of the site: _____
*2. Property owner of the site:*_____
3. Has owner given permission? _____
4. What is the ground surface of the site? _____
5. What environmentally sensitive areas are nearby? What special precautions are necessary?
_____
6. How big is the site? _____
7. Is there a covered work space available? _____
8. How many cars can be held on site? _____
*9. Will major streets be disrupted if there is a backup?*_____
10. Are there restrooms? _____
11. Is there water? _____
12. Is there a kitchen? _____
13. Is there a telephone? _____
*14. Is the site fenced?*_____
*15. Is the site easy to find?*_____
16. Have nearby residents been notified? _____

Source of Site Selection Checklist: Metrocenter YMCA, 909 Fourth Avenue, Seattle, WA 98104.

Generic Site Layout

Generic Site Layout

APPENDIX H
Equipment Checklist

A household hazardous waste collection event requires a variety of equipment. Equipment is needed for site setup, personal protection and safety, waste handling, traffic control, and other general needs. Typically, collection event sponsors purchase or rent some of the equipment, seek specific equipment donations from local businesses or service organizations, borrow equipment from local agencies, borrow equipment from other communities who conduct collection events, and require their hazardous waste management contractor to provide certain types of equipment. In any bid specifications or contracts that you prepare, stipulate what equipment musts be supplied by the hazardous waste management contractor.

EQUIPMENT CHECKLIST

ITEM	USE	QUANTITY	SOURCE
__Drums.	For lab-packing waste.	Depends on your estimated amount of waste to be delivered. Consult your waste handling contractor.	Ask your waste contractor to supply these.
__Drum packing material.	For absorbing any waste that spills or leaks inside of drum. Prevents contact between containers.	Depends on your estimated amount of waste to be delivered. Consult your waste handling contractor.	Ask your waste contractor to supply these.
__Chicken wire or metal grates.	For paint bulking into open-top drums.	Depends on whether you will bulk-pack paint. If you intend to bulk, get enough wire to cover the top of several drums.	Purchase or seek donation from hardware store.
__Dumpsters.	For empty containers and non-hazardous waste. For containing cardboard destined for recycling.	Depends on the size of the site. Several are needed for handling non-hazardous waste. One small one is usually enough for cardboard.	Seek donation from local residential waste hauler.
__Extra vehicle.	For running errands, picking up extra supplies, etc.	One truck is desirable.	Seek donation from a participating agency.
__Forklift or barrel dolly.	For moving full barrels and loading them onto truck.	Consult with your waste handling contractor on this.	Ask your waste contractor to supply these. Seek loan of forklift from local business. Rent from rental company.
__Shipping labels.	Identifies what type of waste is in drum.	Depends on your estimated amount of waste to be delivered. Consult your waste handling consultant.	Ask your waste contractor to supply these.
__Hazardous waste manifests.	Legal document which describes the waste generator, quantity and type of waste.	Depends on your estimated amount of waste to be delivered. Consult your waste handling consultant.	Ask your waste contractor to supply these.
__Tyvek safety coveralls.	For protecting workers' from dust and general contact with wastes.	Depends on size of staff. Two or three sets of coveralls per person is usually enough. Have a dozen extra sets in varying sizes, just in case.	Purchase from a safety supply store.
__Saranex, Kepplar or PVC coated safety coveralls.	For protecting workers' from liquids. Saranex suits should be used by staff handling liquids.	Depends on number of people assigned to positions needing Saranex suits. Three suits per person is usually enough. Have one extra suit per person, just in case.	Purchase from a safety supply store.
__Neoprene booties.	For protecting workers' from liquids.	Depends on number of people assigned to positions needing protection from potential spills. Three pair per person is enough. Have a dozen extra pair for others who desire additional foot protection.	Purchase from a safety supply store.

EQUIPMENT CHECKLIST

ITEM	USE	QUANTITY	SOURCE
__Neoprene gloves.	For protecting workers' from chemical exposure.	Four pairs per person handling waste. For liquid bulkers, have six pairs per person. Get varying sizes.	Purchase from a safety supply store.
__Surgical gloves.	For an inner glove. If the neoprene glove rips, the surgical glove prevents direct contact with skin.	Four pairs per person requiring neoprene gloves. For liquid bulkers, have six pairs per person. Get varying sizes.	Purchase from a safety supply store.
__Safety goggles and glasses.	For eye protection.	One pair per person handling waste, plus six extra.	Purchase from a safety supply store.
__Face splash shields.	For eye and face protection.	One shield per liquid bulker.	Purchase from a safety supply store. Borrow from other agencies who have had collection days.
__Half-face and full-face respirators.	For respiratory protection.	One fit-tested respirator per person identified as needing a respirator in their job description, plus 3 extra.	Purchase from a safety supply store. Borrow from other agencies who have had collection days.
__Respirator cartridges.	To use with respirators.	Acid gas/organic vapor cartridges for pesticide area workers; organic vapor cartridges for paint and solvent area workers. Have 4 sets of cartridges per respirator.	Purchase from a safety supply store.
__Self contained breathing apparatus.	For emergency response.	Check if your fire department will have one on site.	Request fire department to bring this.
__Traffic safety vests.	For traffic control staff.	One vest per person assigned to work on traffic control.	Borrow from Public Works agency.
__Coated splash aprons.	For workers that bulk liquids.	One apron per person assigned to bulking liquids, plus two extra.	Purchase from a safety supply store.
__Orange plastic aprons.	For visibility of workers.	One apron per person, not including traffic controllers, is desirable.	Purchase from a safety supply store.
__Eye wash.	In case of accidents.	Two eye wash stations are desirable.	Borrow from Fire Safety department. Ask your waste contractor to supply these.
__Hoses.	For worker decontamination area.	Two hoses, 100' each, with sprayer attachment on one for decontamination, and one for the eye wash.	Borrow from local agency.
__Hose spray nozzles.	For worker decontamination area.	One per hose.	Borrow from local agency.
__Large metal wash tubs or kiddie wading pool.	For decontamination area so contaminated clothing can be washed and rinsed. Contained.	One tub for washing and one tub for rinsing.	Purchase from discount store.

EQUIPMENT CHECKLIST

ITEM	USE	QUANTITY	SOURCE
__Long-handled scrub brushes.	For scrubbing down contaminated clothing in decontamination tub.	Two brushes is enough.	Purchase from discount store.
__Towels and blankets.	For emergency use.	Several towels and blankets is enough.	Borrow from Fire Safety agency.
__Fire extinguishers.	For fire suppression.	Depends on your site. Consult your fire department.	Ask your waste contractor and fire department to supply.
__Bench or stools.	For use in decontamination area for workers to sit on as they remove protective gear.	One bench or several stools should be enough.	Borrow from a local agency.
__First aid kits.	For first aid.	Have a kit at each safety station.	Purchase from safety supply store, or borrow from local agency.
__Absorbent material. (same material as drum packing material).	For absorbing spills.	Depends on the site and estimated participation rate.	Ask your waste contractor to supply this.
__Shovel and broom.	For scooping up absorbent material used on spills.	Two shovels and two brooms is usually adequate.	Borrow from Public Works agency. Purchase from discount store.
__Safety monitoring instruments.	For monitoring explosive vapor levels and organic vapor levels that staff are working in.	Consult your local Dept. of Labor & Industries on monitoring equipment they can bring.	Invite local Department of Labor and Industries staff to assist in monitoring.
__Canopies (circus or carnival tents).	To cover sorting areas.	Depends on site size. If site has a covered work area with ventilation, may not need one. Otherwise, 2 or 3 canopies.	Rent from rental company. Explore if any local groups have any for loan.
__Sandbags or metal spikes.	To secure canopy supports.	As many needed for canopy or canopies.	May be available from same source as canopy.
__Traffic cones and traffic barriers.	To help direct traffic flow and define unloading lanes. Traffic barriers can also be used to display signs.	Make a generous estimate based on your site layout, plus a dozen more.	Borrow from Public Works agencies. Rent from rental company.
__8 foot long tables.	For sorting and packing area. Get extra tables for the break area and safety checkout area.	Depends on the site. Anywhere from 16 to 36 tables.	Borrow from local agency like Parks Department. Rent from rental company. Use plywood sheets on 55-gallon drums.
__Plastic sheeting (6 mil) or visqueen.	To line waste handling areas, including unloading lanes. To cover sorting tables.	Depends on the site. 2 to 4 rolls of 20' x 100' plastic.	Ask your waste handling contractor to supply this. Purchase from a safety supply store.
__"Isolation Area" tape.	To mark restricted areas.	One roll of tape is usually enough.	Ask your waste contractor to supply this. Purchase from safety store.

EQUIPMENT CHECKLIST

ITEM	USE	QUANTITY	SOURCE
__Staple gun and staples.	To staple plastic sheeting to tables. To staple signs up.	One or two staple guns is enough.	Borrow from local agency like Public Works.
__Duct tape.	To tape plastic to tables. To tape signs to tables. To tape gloves to protective suits. For other general needs.	At least 4 rolls is desirable because rolls can get misplaced.	Purchase or seek donation from hardware store.
__Scissors.	To cut tape and plastic sheeting. For general needs.	Four to six pair are enough.	Borrow from local agency, or purchase from store.
__Signs.	To direct traffic. To protect participants.	Depends on your site. Signs: (Exit →. Entrance →. No smoking. Please stay in car. Household Toxic Waste Collection Site 2 Block Ahead. Stop Your Vehicle Here. Thank You For Participating.)	Make your own. Check with Public Works Department about making some of them.
__Portable, free-standing blackboard and chalk.	To list items that need special sorting. To note statistics of the day.	One blackboard is enough. This is an optional item, but it may be helpful.	Borrow from a local school.
__Heavy plastic tubs or metal wash tubs.	For transporting waste from vehicle to sorting table. If you use carts to directly unload into, use tubs inside the carts (in case of leaking containers).	Depends on your waste handling plan. Have 4 tubs per unloading team. If you use carts, have enough tubs to "line" each cart.	Purchase from a hardware or discount store. Borrow from other towns who have held collection days.
__Carts, such as shopping carts.	For transporting waste from vehicle to sorting area, and from sorting area to packing area.	Depends on your waste handling plan. One method is to have two or three carts per unloading lane, and two carts each for each category of waste you are packaging.	Ask your waste contractor to supply these. Purchase from second-hand store.
__Large funnels.	For bulking liquid wastes.	Depends on how many wastes you will bulk. One funnel per waste should be enough, but have an extra just in case.	Ask your waste contractor to supply these.
__Lead acid battery carrier.	To safely carry batteries from vehicle to storage area.	One or two, depending on the number of people you expect.	Ask your waste contractor to supply these. Purchase from automotive store.
__Paint can openers.	To remove paint can lids.	Depends on how many people you will have bulking paint. Have one per person, and six extra.	Purchase or ask for donation from hardware store.
__Slip joint pliers.	To remove tight paint can lids and other lids.	Depends on how many people you have bulking materials. Have one pair per work station.	Borrow from Public Works agency. Purchase or seek donation from hardware store.
__Paint scrapers or large spatulas.	To scrape out paint sludge.	Depends on number of people you have bulking paint. Have three spatulas per person involved with bulking because scrappers "wear out."	Purchase or seek donation from discount store.

EQUIPMENT CHECKLIST

ITEM	USE	QUANTITY	SOURCE
__Rubber hammers.	To replace can lids, if necessary.	Depends on whether your local health department or landfill operator require you to replace lids on paint cans. Have several hammers if you need to replace lids.	Borrow from Public Works agency. Purchase or seek donation from hardware store.
__Flashlight.	To check liquid level in drums containing bulked liquids.	Two flashlights is enough.	Ask your waste contractor to supply these.
__Bung wrench.	To remove and replace drum lids.	Depends on the size of your site. One wrench per packing station is usually enough.	Ask your waste contractor to supply these.
__Masking tape or mailing labels.	To label unlabelled, but identified waste.	One roll per unloading team.	Purchase or seek donation from discount store.
__Permanent ink felt pens or grease pencils.	To mark labels.	Two pens per unloading team.	Purchase or seek donation from discount or hardware store.
__Zip-lock polypropolene bags.	For leaking containers.	Have several sizes available. The amount you need depends on how many participants you expect.	Purchase from safety supply store or ask your waste contractor to supply these.
__Plastic buckets with lids.	For large leaking containers.	Have several sizes available, the largest being a 5-gallon container. The number you need depends on how many participants you expect.	Purchase from discount or safety supply store.
__Absorbant spill pads or shop rags.	For minor spill cleanups.	Depends on the site.	Ask your waste contractor to supply these. Purchase from hardware or safety supply store.
__Stencils with site information.	For stenciling on drums.	One stencil that reads, Household Hazardous Waste Collection, Your City, Date.	Make your own or ask your contractor to supply.
__Spray paint.	To apply stencils.	One can. If more is needed, select one that is brought in as a waste.	Purchase from discount store, or seek donation.
__Clipboards.	For surveys, questionnaires, and lab-packing lists.	At least four for surveys, and two each for each lab-pack station. Have an extra six clipboards for miscellaneous needs.	Borrow from participating agencies.
__Surveys.	For gathering data about the event.	Depends on how many participants you expect. If you expect rain, use waterproof paper.	Purchase paper from safety supply store.

EQUIPMENT CHECKLIST

ITEM	USE	QUANTITY	SOURCE
__Pencils.	For filling out surveys.	Three dozen pencils should be enough.	Seek donation from local store or agency.
__Survey box.	For holding completed surveys.	One box that has a cover is enough.	Make your own.
__Informational hand-outs.	To give to participants.	Depends on how many participants are expected.	Design your own brochure. Seek donation of brochures from Ecology (call 1-800-RECYCLE)
__Fire Truck and Police vehicle.	To respond to emergencies, if necessary.	Check if a first aid unit is also available to be on site.	Contact the local Fire and Safety agencies.
__Bomb Squad Unit.	To respond if explosive items are brought in.	If a unit is not available to be on site, it can at least be on call in case it is needed.	Contact the local Policy agency.
__Telephone.	To maintain contact to order extra supplies, or to call in extra help.	If your site does not have a telephone, check into cellular phones or radios that may be in one of the safety vehicles scheduled to be on site.	Contact the local Fire and Safety or Police agency.
__Large thermos.	To store hot coffee in.	Depends on size of staff.	Borrow from local service organization or rent from rental company.
__Coffee maker.	To make coffee throughout the day.	One large coffee maker. Consider having another coffee maker with hot water for tea.	Borrow from local service organization or rent from rental company.
__Coolers with ice.	To store cold drinks.	Depends on size of staff. If you expect a hot day, several coolers is desirable.	Borrow from local service organization or rent from rental company.
__Miscellaneous items: (bar soap, paper towels, paper cups and plates.	To use in break area.	Depends on size of staff.	Seek donation from local stores.

Safety Equipment Suppliers

The following is a partial list of safety equipment supply stores that stock some or all of the safety equipment described on the equipment checklist. Most of these vendors can ship orders to anywhere in Washington. You may also want to consult your local Yellow Pages for safety equipment stores in your area.

Armstrong Medical Industries
POB 209
Lynnwood, WA 98036
1-800-323-4220

Firesafe
1728 East State Street
Olympia, WA 98506
(206) 943-9616

Industrial Training Systems Corp.
20 West Stow Road
Marlton, NJ 08053
(609) 983-7300

Lab Safety Supply
POB 1368
Janesville, WI 53547-1368
1-800-356-0783

Mine Safety Appliances Company
18296 Andover Park West
Seattle, WA 98188
1-800-672-2222

Rice Safety Equipment Company
5516 4th Avenue
Seattle, WA 98108
1-800-562-1977

Safety and Supply Company
5510 E. Marginal Way
Seattle, WA 98134
1-800-562-8372

Sanderson Safety Supply Company
1101 SE 3rd Avenue
Portland, OR 97214
1-800-547-0927

Western Safety Products
1200 Mercer Street
Seattle, WA 98134
(206) 662-7152

APPENDIX I
Household Hazardous Waste
Collection Event Contractors

The following is a partial list of businesses that are interested in conducting household hazardous waste collection projects in Washington. Some of the businesses are permitted treatment, storage and disposal facilities while others are waste handling consultants. This list does not constitute a recommendation or endorsement.

Chemical Processors, Inc.
2203 Airport Way South
Seattle, WA 98134
(206) 223-0500
1-800-228-7872

Chemical Waste Management, Inc.
39899 Balentine Drive Suite 320
Newark, CA 94560
(415) 770-0575

ChemSafe
POB 616
Kittitas, WA 98934
(509) 968-3973

Crosby and Overton, Inc.
POB 1085
Kent, WA 98035-1085
(206) 872-8030

Hinman Consulting
57 Swinomish Drive
LaConner, WA 98257
(206) 466-4367

ChemPro/McClary Columbia Corporation
POB 222
Washougal, WA 98671
(206) 835-8594

Northwest Enviroservice Inc.
POB 24443
Seattle, WA 98124
(206) 622-1090

Pegasus Waste Management, Inc.
30250 S.W. Parkway Avenue Suite 1
Wilsonville, OR 97070
1-800-443-6143

Riedel Environmental Services, Inc.
POB 5007
Portland, OR 97208
(503) 286-4656

APPENDIX J
Request For Proposal Example

REQUEST FOR PROPOSALS

FOR

HOUSEHOLD HAZARDOUS WASTE SERVICES
For One Collection Event

INTRODUCTION

Cowlitz County is requesting proposals for the receiving, packaging, treatment, storage, transport and disposal of materials collected from a household hazardous waste collection event tentatively scheduled for Saturday, May 13, 1989, from 9 a.m. to 4 p.m. at the Cowlitz County landfill site (see attachment 1).

Proposals are due on Monday, February 27, 1989. Details concerning the project and proposal are contained in this document.

BACKGROUND

This event will be the first household hazardous waste collection day conducted in the Cowlitz-Wahkiakum region. Depending on the effectiveness of the event, Cowlitz County may consider holding similar collection events on an annual or semi-annual basis.

SCOPE OF WORK

The scope of work for the contract will include the following provisions and any other provisions agreed to during the contract negotiation process. The contractor chosen for this project shall:

1. Receive, package, manifest, load, treat, recycle, store, transport and dispose of all hazardous materials collected at the household hazardous waste collection event designated in this document. The performance of these services shall be in full compliance with all applicable federal, state and local laws, rules, regulations and

orders, including but not limited to, the Resource Conservation and Recovery Act, and regulations, rules and orders of the United States Environmental Protection Agency, and U.S. Department of Transportation, the Washington Department of Ecology and the Washington Department of Transportation.

2. Carry liability insurance in effect for claims arising out of death or bodily injury and/or property damage from hazardous waste handling, transport, treatment, storage, and disposal, including vehicle liability and legal defense costs in the amount of $1,000,000.00 as evidenced by a certificate of insurance for General, Automobile and Environmental Impairment Liability Coverage. Additionally, Contractor shall maintain insurance as specified in Attachments hereto. Contractor shall provide Cowlitz County with certificate of insurance documenting the required coverage and Cowlitz County shall be listed as an additional named insured on all such certificates.

3. Meet with Cowlitz County and fire department personnel as needed to coordinate the event after the contract has been awarded.

4. Prior to the collection event, the contractor will meet with Cowlitz County to establish a list of hazardous and non-hazardous wastes. The contractor will be responsible at the collection event for determining whether or not an item not on the list is hazardous.

5. Prepare and present, to Cowlitz County during the week before the event, a pre-event safety training session for County staff and fire department personnel who will be on-site during the event.

6. Meet with Cowlitz County and fire department personnel during the week following the event to evaluate the success of the event.

7. Provide U. S. DOT approved barrels at the site on the day before the event is to occur. The number of barrels will be determined by the contractor, and the contractor is responsible for providing any additional barrels or other approved hazardous materials storage containers necessary on the day of the event.

8. Supply all materials, labels, documentation and equipment required for receiving, packaging, storing, loading, transporting and disposing of collected materials. The contractor will provide absorption materials at the site, in case of a spill and supply plastic ground cover and tents for the areas where materials will be packaged and/or stored.

9. Select the appropriate treatment, storage and disposal sites for all hazardous materials collected at the event. The site(s) shall be fully permitted, EPA and DOE approved hazardous waste treatment, storage and disposal facilities. Contractor shall be responsible to provide lawful disposal of all materials collected.

10. Assist in decreasing the actual number of barrels that will be disposed at a hazardous materials landfill and thereby assist in reducing costs. The container shall provide bulking for compatible hazardous materials either on site or at a storage facility before final disposal options are used. The contractor shall not labpack or landfill materials if treatment alternatives are available. The contractor shall not pack materials that can be managed as a non-hazardous waste. The contractor shall have a working knowledge of and adhere to the Washington State hazardous

waste management priorities as given in the Revised Code of Washington (RCW) 70.105.150. The priorities in descending order are as follows:

a. Waste reduction
b. Waste recycling
c. Physical, chemical, and biological treatment
d. Incineration
e. Solidification/stabilization treatment
f. Landfill

The contractor must dispose of the hazardous waste in a manner consistent with the above priorities.

11. Remove all hazardous materials from the sites within 48 hours after the event. The contractor will provide storage until final disposal options are secured.

12. No later than 75 days after the event the contractor shall provide Cowlitz County with:

Copies of all manifests;
Written description, quantity, and U. S. DOT classification of each type of material handled;
Written description of mode of transportation and disposal options chosen for all materials; and
An itemized list of costs for the collection event.

QUALIFICATIONS

The successful proposer will have, or be able to obtain, the appropriate insurance as identified in the scope of work. Proposers must also have prior experience in conducting household hazardous waste collection events or similar projects. Each proposer must have all licenses, certifications, permits, and other approvals required by federal, state, or local laws or regulations in connection with the work described herein.

PROPOSAL INSTRUCTIONS

Submission of Proposal

Please submit five (5) copies of the proposal to Cowlitz County. Addressed to:

Don Olson
Solid Waste Superintendent
Cowlitz County Public Works
207 Fourth Avenue North
Kelso, WA 98626

Deadline

Proposals will not be considered if received after 5:00 p.m. on Monday, February 27, 1989.

RFP as Basis for Proposals

This RFP represents the most definitive statement Cowlitz County will make concerning information upon which proposals are to be based. Any verbal information which is not contained in this RFP, or in addenda to this RFP, will not be considered by Cowlitz County in evaluating proposals.

If any proposer has a question about this RFP or needs any clarification with regard to any portion of the RFP, please make your inquiry no later than February 14, 1989. Inquiries shall be made in writing to Don Olson. The questions asked and the responses made will be sent to all parties on the list of proposers (those parties who have received a copy of the RFP) on or before February 16, 1989. Any proposer who has submitted a proposal and who subsequently receives an addendum, may supplement their proposal as they consider appropriate, provided that the supplementary material is provided on or before the due date for proposals.

In addition to the above, the County may issue addenda to clarify or add to the RFP. In such an event, additional time to respond to the RFP or to provide supplementary material may be provided if appropriate.

Minority and Women's Business Enterprises Participation

The selected Contractor must agree to utilize, to the maximum extent possible, minority-owned and women-owned businesses in purchases and contracts for this collection day event. In order to meet this requirement, the selected Contractor must agree to the following:

1. Include qualified minority and women's business on solicitation lists;

2. Ensure that qualified minority and women's business are solicited whenever there are potential sources of services or supplies;

3. Divide the total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by qualified minority and women's business;

4. Establish delivery schedules, where requirements of the work permit, which will encourage participation of qualified minority and women's business; and

5. Use the services and assistance of the State Office of Women and Minority Owned business and the Office of Minority Business Enterprises of the U.S. Department of Commerce as appropriate.

The selected Contractor must agree to provide to the County, on forms provided by the County, written assurance that affirmative steps were taken in awarding contracts and approving subcontractor selections.

ADDITIONAL INFORMATION

Assistance

Cowlitz County personnel may be available to accept materials from residents at the collection site. If the contractor wants this type of assistance he/she must detail the cost benefit and/or other benefits to the County for providing the assistance. Cowlitz County will have staff on site to handle traffic control, conduct participant surveys and to screen commercial generators from participating in the event. The County will supply traffic control accessories. The County will also provide publicity for the event. Once waste is received, no County personnel will be used or available for manifesting, packaging, labeling or any other activity connected with handling wastes. The County will be responsible for disposing of any non-hazardous waste collected during the course of the event. A drop box supplied by the County will be available on site for the non-hazardous waste.

Defined "Generator" for manifest purposes

Cowlitz County would like the contractor to take this responsibility otherwise, "Cowlitz County/Household Hazardous Waste" will be deemed the generator.

Temporary Storage

A temporary, secured storage area is available at the site for a period up to, but not to exceed 48 hours after the close of the event. If on-site, temporary storage sites are used, the contractor shall be responsible for moving barrels in and out of area. Once waste is accepted by the contractor, contractor shall have responsibility for managing and disposing of such waste in a proper and lawful manner.

PROPOSAL CONTENTS

Proposals should be based on having one collection event at one site. The proposal should contain not more than eight pages of written materials (excluding biographies and brochures which may be included in an appendix), and should include the following:

1. A transmittal letter indicating who will be assigned as the project manager.

2. A project work plan describing how the work will be done within the given time frame including the following:

    a. Site lay-out and/or set-up plan.
    b. Method for spill and leak containment.
    c. Safety equipment provided and when it will be used.
    d. Proposed traffic flow pattern and vehicle queuing.
    e. Number of personnel provided at the site.
    f. Role and responsibility of site personnel.
    g. Methods of packaging for transportation off-site.
    h. Site clean-up plans.
    i. Method of disposal for each type of material listed under item 7 below.

3. A list of any materials that the proposer will not accept. Please identify what methods could be used to reduce the amount of, and identify, unacceptable wastes that are brought to the site. Cowlitz County will require that proposers dispose of all hazardous materials actually accepted at the site.

4. A description of procedures for handling and identifying "unknown" materials that are brought to the site for collection.

5. Identify cost reduction measures, additional safety methods, and recycling options which could reduce the cost of managing the waste and promote the goals of environmentally sound recycling and reuse of hazardous wastes. Identify measures taken to comply with the Washington State hazardous waste management priorities as given in RCW 70.105.150.

6. Cowlitz County intends to award this contract to a single firm to provide the services required. Proposals must identify a single person as project manager to work with the County. The contractor must assure responsibility for any subconsultant work and shall be responsible for the direction and internal management of the contractor effort.

7. The unit cost for management and disposal of each type of waste described below:

    oil paints
    lacquers
    adhesives

resins paint strippers latex paints automotive oils halogenated solvents non-halogenated solvents antifreeze pentachlorophenol (wood preservative) automotive batteries alkaline batteries aerosol cans PCB's acids bases reactives materials containing dioxin lab packs unknown solids unknown liquids other (please specify materials) Also include a fixed cost for all expenses and fees of whatever nature, including labor costs, which proposer will incur or charge in performing services under the scope of work. The contractor will be bound to both fixed and per barrel costs regardless of the quantity of waste collected or any other unforeseen costs. 8. Provide the costs for a hypothetical collection day event. The event would be for one day, at one site. Assume four hundred vehicles deliver the equivalent amounts of the following materials:	1 drum of labpacked 100 ppm PCB oil 25 drums of labpacked pesticides 35 drums of loose packed oil based paint, 550 gallons 5 drums of loose packed varnish, 75 gallons 2 drums of loose packed acid, 30 gallons 2 drums of loose packed base, 30 gallons 2 drums of loose packed aerosol paint cans 2 drums of loose packed aerosol cleaners 1 drum of loose packed aerosol pesticide cans 5 drums of bulked automotive oils 5 drums of bulked non-halogenated solvents 4 drums of labpacked halogenated solvents 2 drums of bulked antifreeze 3 drums of loose packed auto batteries 1 drum of loose packed alkaline batteries 5 drums of loose packed pentachlorophenol, 70 gallons 2 drums of labpacked dioxin containing materials 1000 gallons of latex paint in 2500 assorted containers On this hypothetical collection day, County staff will direct traffic and the contractor will be responsible for providing staff for all other tasks as defined in the scope of work. All materials must be removed from the site within 48 hours. Your cost breakdown for this hypothetical event shall include the cost for all labor, packaging, testing, transportation, long term and short term storage of both acceptable and unacceptable materials and final disposal, as well as any other costs that would be associated with the project. The costs should be itemized and labeled as fixed costs or unit costs. 9. Include a list of all projects that your company has conducted in the past three years that are similar to the work required for this project.

For each project include the project size (cost and amount of materials collected), client references and phone numbers.

10. Provide proof of insurance or verify that you can obtain insurance.

11. To facilitate evaluation of proposals, Cowlitz County requires that all responding firms adhere to the format outlined within this RFP. Firms wishing to take exception to, or comment on, any specified criteria within this RFP are encouraged to document their concerns in this part of the proposal. Exceptions or comments should be succinct, yet thorough.

GENERAL CONDITIONS

Limitation and Award

This RFP does not commit Cowlitz County to the award of a contract, nor to pay any costs incurred in the preparation and submission of proposals in anticipation of a contract. Cowlitz County reserves the right to accept or reject any or all proposals received as the result of this request, to negotiate with all qualified sources, or to cancel all or part of this RFP.

Contract Type

Cowlitz County intends to enter into a written contract with the firm selected for this project.

Billing Procedures

Cowlitz County will issue payment in accordance with its customary billing procedures.

Validity Period and Authority

Every proposal received shall be considered valid for a period of sixty (60) days from the deadline for submission of proposals. The proposal shall contain the name, title, address and telephone number of an individual or individuals with authority to bind any company contacted during the period in which the County is evaluating the proposal.

EVALUATION OF PROPOSAL

Evaluation Procedure

Proposals received that conform to the proposal instructions and respond to the scope of work will be evaluated. The basis for evaluation will follow the criteria identified below. The evaluation process will result in the County developing a list of firms who, in its opinion, are most qualified. Interviews with these firms will be held prior to final selection.

Evaluation Criteria (not listed in order of priority)

General compliance with the RFP.
Project work plan and approach.
Demonstration of understanding of the project objectives.
Clarity of proposal.
Project staffing experience.
Technical expertise.
Similar projects (scope, type and success).
Budget/cost proposal.
Insurance Liability – insurance for this type of project.

Proposals will be reviewed by a selection committee. Finalists will be interviewed March 15 and 16, 1989, and a final selection will be made on March 20, 1989.

948RFP3.SL1

SOURCE: Cowlitz-Wahkiakum Intergovernmental Conference, Kelso, WA

INSURANCE COVERAGE REQUIREMENTS (REVISED 04/09/86)

X INDICATES THAT TYPE OF INSURANCE IS REQUIRED

TYPE OF INSURANCE		LIMITS OF LIABILITY Each Occurrence	Aggregate
GENERAL LIABILITY			
X Comprehensive Form	Bodily Injury	$ 500,000.	$ 500,000.
X Premises – Operations			
___ Explosion & Collapse Hazard	Property Damage	$ 500,000.	$ 500,000.
___ Underground Hazard			
	OR		OR
X Products/Completed Operations Hazard	Bodily Injury and Property Damage		
X Contractual Insurance	Combined Single Limit	$ 500,000.	$ 500,000.
X Broad Form Property Damage, Incl. Care, Custody, Control			
X Independent Contractors			
X Personal Injury	Personal Injury	$ 500,000.	$ 500,000.

AUTOMOBILE LIABILITY		
X Comprehensive Form	Bodily Injury (Each Person)	$ 500,000.
X Owned	Bodily Injury (Each Accident)	$ 500,000.
X Hired	Property Damage OR	$ 500,000.
X Non-Owned	Bodily Injury & Property Damage Combined Single Limit	$ 500,000.

EXCESS LIABILITY (OVER AND ABOVE AUTOMOBILE AND GENERAL LIABILITY)			
X Umbrella Form	Bodily Injury &	$1,000,000.	$1,000,000.
X Excess Liability	Property Damage	OR	
Gap Layer	Combined	$ 500,000.	$ 500,000.

X WORKER'S COMPENSATION and	Statutory
X EMPLOYER LIABILITY	$ 100,000.

OTHER		
___ Builder's All Risk	Amount of Contract Price $_____	
___ Errors and Omissions (Professional Liability)		$ 500,000.

Please indicate: Claims-Made Form ___, Occurrence Form, Extended Reporting Provision Avail. _____

THE CONTRACTOR'S INSURANCE COMPANY MUST PROVIDE A STANDARD CERTIFICATE OF INSURANCE FORM SHOWING THE ABOVE REQUIRED COVERAGE AND MODIFIED TO CONFORM TO THE FOLLOWING ENDORSEMENT. THE FOLLOWING ENDORSEMENT MUST ALSO BE SIGNED BY THE INSURER.

The undersigned certifies that the policies listed on the attached Certificate of Insurance are hereby endorsed as follows:

1. Cowlitz County; the Cowlitz County Board of Commissioners; the individual members of the Cowlitz County Board of Commissioners; and all other elected or appointed officials and all agents and employees of Cowlitz County while acting in their capacity as such, shall be named as additional insured, but only as respects the contract between the above insured and Cowlitz County.

2. This policy(ies) shall be considered as primary insurance and exclusive of any insurance carried by Cowlitz County, and the insurance evidenced by this certificate shall be exhausted first, notwithstanding the fact that Cowlitz County may have other valid and collectible insurance covering the same risk.

3. This policy(ies) shall not be cancelled nor reduced in coverage until after thirty (30) days written notice of such cancellation or reduction in coverage shall have been mailed to certificate holder.

Certified this _____ day of _____, 19____.

_____

By_____
Insurance Authorized Representative

APPENDIX K
Service Contract Examples

AGREEMENT

THIS AGREEMENT, dated this ____ day of _____, 1988, is between Metrocenter YMCA, hereinafter "Metrocenter"; the County of Kitsap, acting as administrative agency on behalf of the Hood Canal Coordinating Council, a municipal corporation of the State of Washington, hereinafter Kitsap; and Northwest Enviroservice, Inc., hereinafter Enviroservice.

It is mutually agreed as follows:

I. SERVICES BY ENVIROSERVICE

A. Enviroservices shall collect and dispose of household hazardous waste materials on Saturday, September 24 at the Olympic High School, and Mason County Landfill.

B. Enviroservice shall exercise authority on the management of the materials collected.

C. Enviroservice shall provide drums to contain the material collected, absorbent, labels, appropriate shipping papers, and shall provide for the transportation, recycling, reclaiming and/or disposal of materials. All drums shall be clearly marked as containing household waste only and labeled as "Hood Canal Household Hazardous Waste Collection Day, September 24, 1988."

D. Enviroservice shall provide trained persons to assist the site manager in the acceptance, sorting and packing of collected materials.

E. Enviroservice shall make every reasonable effort to remove all collected material from the site by the end of Saturday, September 24, 1988.

F. The households will be deemed to be the generator for the purposes of federal laws and regulations. Enviroservice shall submit a detailed report and invoice to Metrocenter YMCA, serving as budget administrator for Kitsap County, including:

- copies of all manifests;
- description and quantity of each type of material disposed of by drum and DOT classification;
- the mode of disposal;
- the mode of transportation.

Enviroservice shall invoice Metrocenter YMCA for $25,000 for operations, management, and disposal of the waste collected up to a total of 120 drums from the two sites. If the amount of waste collected exceeds 120 drums, an additional amount for disposal shall be negotiated based on the per drum disposal costs for each type of product.

G. Enviroservice certifies that it has:

a. A valid Environmental Protection Agency identification number for the generation, transportation, treatment, storage, and disposal of hazardous waste;

b. Liability insurance in effect for claims arising out of death or bodily injury and property damage from hazardous waste transport, treatment, storage, and disposal, including vehicle liability and legal defense costs in the amount of $1,000,000.00, as evidenced by a certificate of insurance for General, Automobile, and Environmental Liability Coverage.

H. Enviroservice 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 hazardous waste, Enviroersvice warrants that it will perform all services under this contract in a safe, efficient and lawful manner using industry-accepted practices and in full compliance with all applicable Washington and federal laws and regulations.

I. Enviroservice shall be liable for and indemnify from and against any injury or loss whatever resulting from the negligent act or omission of any employee or agent of Enviroservice, or from failure or inadequacy of any equipment of Enviroservice. In the event that Metrocenter YMCA is deemed to have "arranged for the disposal of a hazardous substance" as these terms are defined in 42 USC 9607, Enviroservice will hold harmless, indemnify, and defend Metrocenter YMCA.

J. Enviroservice is and shall perform this agreement as an independent contractor, and as such, shall have and maintain complete control over all its employees and operations. Neither Enviroservice nor anyone employed by it shall be, represent, act, purport to act, or be deemed to be the agent, representative, or employee of Kitsap County or any of the other participating municipalities or agencies.

K. Enviroservice shall comply with all applicable regulations of the United States Department of Transportation and the Resource Conservation and Recovery Act in transporting the waste collected at this event.

L. In the event of a spill or other accidental discharge of hazardous material at the collection site Enviroservice will promptly notify the Washington Department of Ecology, 885-1900, the Puget Sound Air Pollution Control Agency, 344-7330, and the local fire department, 911.

II. RESPONSIBILITIES OF KITSAP

A. Kitsap County and the other participating agencies shall provide areas for the collection of household generated hazardous waste from the citizens of Kitsap, Clallam, Mason, and Jefferson Counties on Saturday, September 24, 1988 from 9:00 AM until 3:00 PM.

B. The participating agencies shall provide personnel to assist in sorting and packing collected material, clipboards, traffic control equipment, plastic sheeting, protective clothing and other incidental materials necessary to secure the collection area against the uncontrolled release of hazardous materials, and shall provide a secure site in the event that waste must be left on the site Saturday night, September 24, to be processed Sunday, September 25.

C. Kitsap shall within 30 days of the receipt of the invoice and satisfactory documentation from Metrocenter YMCA pay the $25,000 base contract amount. If additional amounts are invoiced Kitsap shall promptly negotiate arrangements for payment of the remainder.

D. Kitsap and the participating agencies shall notify appropriate emergency services of the Collection Day event and shall provide traffic control.

E. Kitsap and the participating agencies shall be liable and indemnify from and against any injury or loss whatever resulting from negligent act or omission of any employee or agent of Kitsap and the participating agencies, or from the failure or inadequacy of any equipment of Kitsap and the participating agencies.

III. RESPONSIBILITIES OF METROCENTER YMCA

A. Metrocenter YMCA shall coordinate publicity and activities on behalf of Kitsap for the Hood Canal Household Hazardous Waste Collection Day on September 24, 1988 (hereinafter "Collection Day:").

B. Metrocenter YMCA shall serve as budget administrator on behalf of Kitsap for the Collection Day.

C. Metrocenter YMCA shall collect a detailed report and invoice from each of the chemical processing companies serving as contractors for the Collection Day (Northwest Enviroservices, Inc., and Chemical Processors, Inc., hereinafter "companies"). The detailed report shall include:

- copies of all manifests;
- description and quantity of each type of material disposed of by drum and DOT classification;
- the mode of disposal;
- the mode of transportation.

D. Metrocenter YMCA shall invoice Kitsap for the costs invoiced by the companies plus Metrocenter's management costs of $5,000 plus reimbursement of out-of-pocket expenditures for supplies, equipment, printing, etc., paid for by Metrocenter. It is agreed that these expenditures are not to exceed $7,000 without specific authorization by Kitsap County.

E. It is understood that the best current estimate of disposal costs under this contract is approximately $25,000, but that cost will vary according to the amount and nature of the waste collected. The maximum amount budgeted to be expended on disposal costs is $25,000. If disposal costs exceed this amount, Kitsap County and the other participating agencies shall make all good faith efforts to seek additional funding.

F. In serving as budget administrator, Metrocenter YMCA is responsible for the coordination of billing and payment procedures. Metrocenter YMCA is not responsible for the accuracy of the billings submitted. In the event of a dispute between a chemical company and one or more municipalities, Metrocenter YMCA shall not be responsible for dispute resolution, but shall hold any sums under dispute until the dispute has been resolved.

G. Metrocenter YMCA shall within 2 days of the receipt of invoices from all companies participating in the Collection Day (Northwest Enviroservices Inc., and Chemical Processors, Inc.), invoice Kitsap for the costs of the Collection Day.

H. Metrocenter shall within 5 days of the receipt of funds from Kitsap pay the amount invoiced by Enviroservice.

I. Metrocenter shall coordinate the provision of personnel, equipment, and services requested by Kitsap, including tables, protection against inclement weather, plastic sheeting, and protective clothing, and shall provide any requested assistance in operational planning.

J. All personnel recruited by Metrocenter who are not employees of public agencies or the chemical processing companies serving as contractors for the Collection Day shall be considered to be volunteers for Metrocenter YMCA. Metrocenter shall fully inform all such volunteers of their status as YMCA volunteers, and of the nature of the insurance coverage which is included in that status.

K. Metrocenter shall produce a flyer on behalf of the Collection Day which shall contain:

1. A list of sites at which the Collection Day shall operate and the time of operation.
2. A telephone number which residents may call for detailed information.
3. Instructions on what to bring to the Collection Day, and on items that should not be brought.

4. Instructions to not transport waste in passenger compartments, to transport waste in secured containers, and to avoid bringing children and pets to the Collection Day.

L. Meterocenter shall cooperate with Kitsap in arranging for the distribution of the flyers.

M. Metrocenter shall provide staff on the Collection Day to assist in management at the Collection Sites.

IV. COUNSEL

A. Parties to this agreement have the right to seek independent counsel to review this agreement, and have exercised that right if so desired.

V. MODIFICATION

A. No change, alteration, modification or addition to this contract will be effective unless it is in writing and properly signed by the parties hereto.

IN WITNESS WHEREOF, the parties have executed this agreement on the date first above written.

ENVIROSERVICE	COUNTY OF KITSAP
By _____	By _____
METROCENTER YMCA	Approved as to form:
By _____	By _____

APPENDIX L
Publicity Timeline and Checklist

Promotion Timing Schedule

The suggested timetable below illustrates when various facets of promotion should be launched in ideal circumstances. This timetable assumes at least a three month lead time. If this is not available, activities should be adjusted as necessary.

Twelve weeks before collection date:

Decide on a logo or theme for the event. Design and print flyers, posters, brochures or ads describing the event. Check the required timing for utility bill inserts, garbage can tags, or announcements to be printed on county/city pay stubs. Identify any public events or fairs occurring before the collection event; design your own display or arrange to borrow an existing display for upcoming public events (call 1-800-RECYCLE about existing displays). Contact school principals about school assemblies. Contact Ecology to schedule speakers for school assemblies or public meetings or to set up and conduct teacher training workshops.

Ten weeks before the collection date:

Design and print the media packet which might include a news release, fact sheet, list of common household hazardous wastes, a map of the collection site(s), and a list of local authorities available for interviews. Set up a local information line.

Eight weeks before the collection date:

Send the media packet to local newsletter editors who publish their newsletters on a monthly or quarterly basis. Begin distributing flyers. Design radio, newspaper, and/or television public service announcements.

Six weeks before the collection date:

Send letters to civic and service clubs announcing the project and request promotional support. Contact school principals or science teachers about classroom guest speakers and about sending flyers home with students.

Four weeks before the date:

Contact the media and distribute the media packets and public service announcements. Place posters in local businesses and public buildings. Distribute notices regarding any press conference you plan to hold. Contact local radio and television stations about talk show appearances. Contact local community television stations about listing the event on their TV calendar or broadcasting the video, "Household Hazardous Waste: A Little Goes A Long

Way"(call 1-800-RECYCLE to reserve a videotape formatted for most community TV stations).

Three weeks before the collection date:

Send notices to local newspapers to be included in the community events calendar or column. Submit letters to the editors of local newspapers. Hook up a 24-hour answering machine to the local information hotline that notes the date, location, time, what to bring, how to safely package products for transport, etc.

Two weeks before the collection date:

Distribute news releases. Hold press conference.

Day after collection date:

Prepare and send press release describing the success of the project.

Publicity Checklist

Identify local/community newspapers, and contact persons:

_____
_____
_____
_____

Identify local radio and TV stations, and contact persons:

_____
_____
_____
_____

Identify local organizations that have newsletters (environmental; community; civic; corporate in-house; labor, government agencies; etc.), identify contact persons:

_____
_____
_____
_____

Identify government or corporate bills that could include publicity notices, and contact persons:

_____
_____
_____
_____

Identify major events (fairs, festivals, shopping mall events, etc.) that will take place between now and the collection event. Identify contact persons:

_____
_____
_____
_____

Identify organizations that will have meetings before the collection event, and contact persons. Do any of these organizations need speakers?

_____
_____
_____
_____

Identify frequently travelled areas or crossroads where posters, billboards, banners or marquees could display information. Identify contact persons:

_____
_____
_____
_____

Identify organizations who would put up posters, and contact persons:

_____
_____
_____
_____

Identify any government or business that will donate printing costs for flyers or posters, and contact persons:

_____
_____
_____
_____

Identify locations where flyers could be available (stores, government offices, schools, etc.). Identify contact persons:

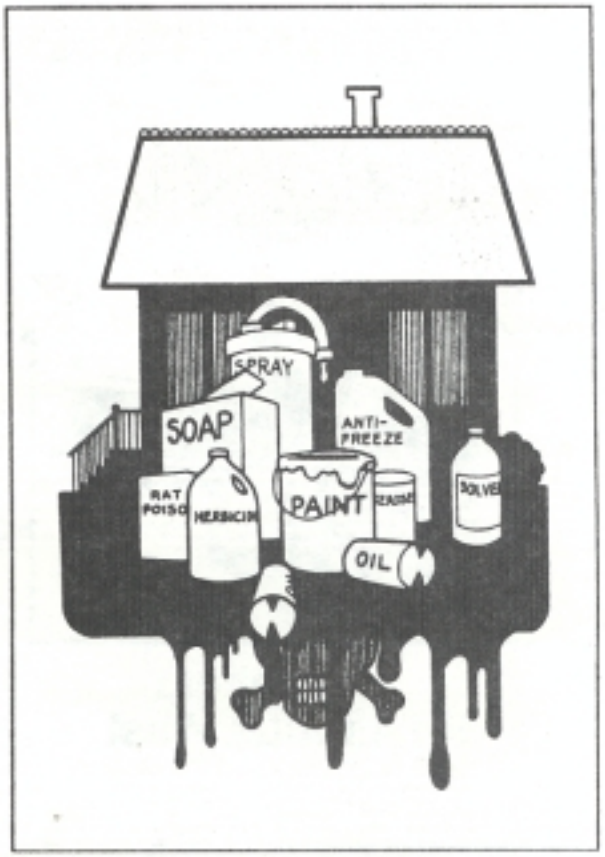
_____
_____
_____
_____

SOURCE for Publicity Checklist: Meterocenter YMCA, 909 Fourth Avenue, Seattle, WA 98104.

APPENDIX M
Publicity Examples

This appendix contains publicity examples that illustrate different ways to promote a household hazardous waste project. These examples are included to spark your imagination. In some cases, you may want to revise these examples to fit your needs. Please contact the sources of these materials if you would like to use them.

LOGOS



SOURCE: Municipality of Metropolitan Seattle, 821 Second Avenue, MS 81, Seattle, WA 98104

SOURCES: Garbage Can Buster, Golden Empire Health Planning Center, 2100 21st Street, Sacramento, CA 95818. In Everybody's Backyard, Connecticut Department of Environmental Protection, Hartford, Conn.

FLYERS

NOW IS THE TIME TO GET RID OF HOUSEHOLD HAZARDOUS WASTES

HAZARDOUS MATERIALS

HOUSEHOLD–
CHEMICALS–
THE
HIDDEN
HAZARDS

IN MY HOME? YOU BET!

Many household products contain dangerous chemicals. If not properly used, stored and disposed, these chemicals can cause environmental, health and fire hazards. Along with Yakima County Solid Waste Department you can:

Dispose of Household Hazards Safely

Free Service and Information

Where: Yakima County Maintenance Shop, 1216 S. 18th St. North of Nob Hill Blvd. Use I-82 Exit # 34.

When: Nov. 1, 1986 from 8:30 a.m. to 5:00 p.m.

What: Antifreeze, brake fluid, degreasers, engine cleaner, furniture stripper, pool chemicals, rat killer, rose dust, rust remover, slug bait, herbicides, insecticides, kerosene, lab sets, motor oil, solvents, spot removers, transmission fluid, turpentine, weed killers, paints, paint thinners, wood preservatives.

Do not bring items such as empty containers, unlabeled products, batteries, PCB containing wastes, reactive metals, industrial wastes (no commercial business waste), radioactive wastes, explosives and biologically active materials.

Small quantities — less than 5 gallons.

HOW: Keep products in original containers. Do not mix any products. Keep away from passengers during transport.

FOR FURTHER INFORMATION, PLEASE CALL THE SOLID WASTE PROGRAM COORDINATOR AT 575-4128.

How Do I Know If a Product Is Hazardous: Generally you can assume a product is hazardous if the label mentions the word "pesticide", "caustic", "acid", "flammable", "warning", "danger", or "poison".

What Kind of Harm Do Household Hazardous Materials Present: Every day toxic substances are dumped into storm drains which enter streams killing fish, thrown in the trash hurting garbage collectors and seeping into ground water from landfills, poured down the sink and discharged into the Yakima river basin streams, or stored improperly resulting in fire hazards and risks to firefighters.

Sponsored by ***Yakima County Public Works Department***

SOURCE: Yakima County Public Works, Rm. 408, County Courthouse, Yakima, WA 98901

FREE Household Hazardous Waste Round-Up

Keep your home and environment safe.
Bring your old and unwanted household hazardous products to a collection site near you

Saturday, May 30, 1987 — 9 a.m. - 4:30 p.m.

Sites

- King Co. North District Service Center, 10501 Meridian Ave. N.
- Former Metro bus station, Mercer St. & 5th Ave. N.
- Bellevue Municipal Service Center, 120th N.E., south of N.E. 8th
- Kent City Shops, 5821 S. 240th (Russel Rd.)

Bring: Pesticides, paints, thinners, solvents, motor oil, antifreeze, swimming pool chemicals, hobby chemicals, cleaning products

Don't Bring: Waste from business, unlabeled products, leaking containers, containers larger than 5 gallons, explosives, radioactive materials.

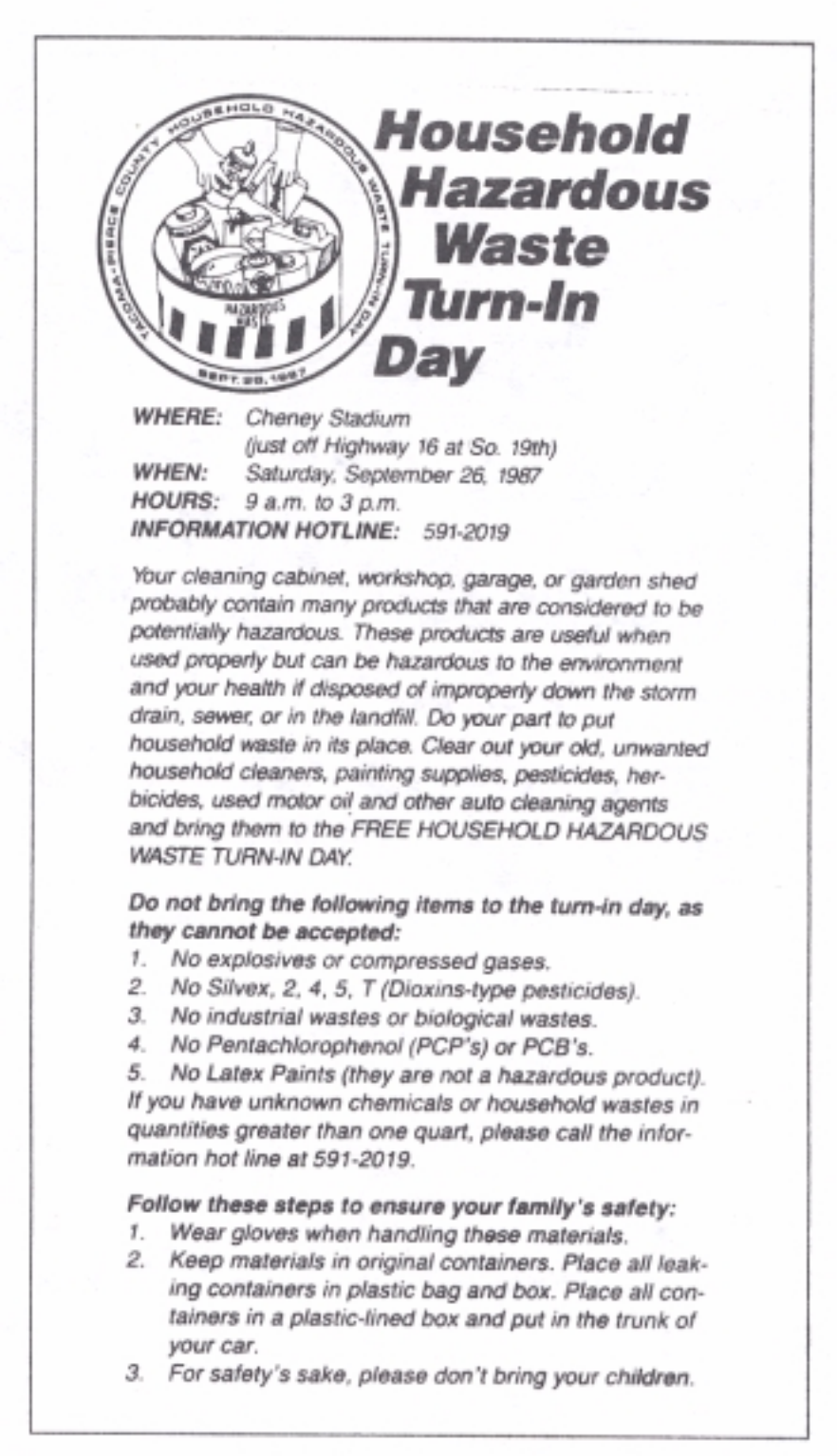
Call the Hazard Line for more information

587-3292

- ✓ Keep products in original container.
- ✓ Store products so that they don't tip over during transportation.
- ✓ Don't store products in passenger compartment of vehicle.
- ✓ Don't bring children or pets.

Sponsored by Metrocenter YMCA, Metro, King County, Wash. St. Dept. of Ecology and Cities of Seattle, Bellevue, Tukwila and Kent. In cooperation with Chemical Processors, N.W. Enviroservice and Chem-Security Systems.
This flyer is printed by Washington State Department of Ecology, Hazardous Substance Information Office.

SOURCE: Metrocenter YMCA, 909 Fourth Avenue, Seattle, WA 98104



Household Hazardous Waste Turn-In Day

WHERE: Cheney Stadium
(just off Highway 16 at So. 19th)
WHEN: Saturday, September 26, 1987
HOURS: 9 a.m. to 3 p.m.
INFORMATION HOTLINE: 591-2019

Your cleaning cabinet, workshop, garage, or garden shed probably contain many products that are considered to be potentially hazardous. These products are useful when used properly but can be hazardous to the environment and your health if disposed of improperly down the storm drain, sewer, or in the landfill. Do your part to put household waste in its place. Clear out your old, unwanted household cleaners, painting supplies, pesticides, herbicides, used motor oil and other auto cleaning agents and bring them to the FREE HOUSEHOLD HAZARDOUS WASTE TURN-IN DAY.

Do not bring the following items to the turn-in day, as they cannot be accepted:

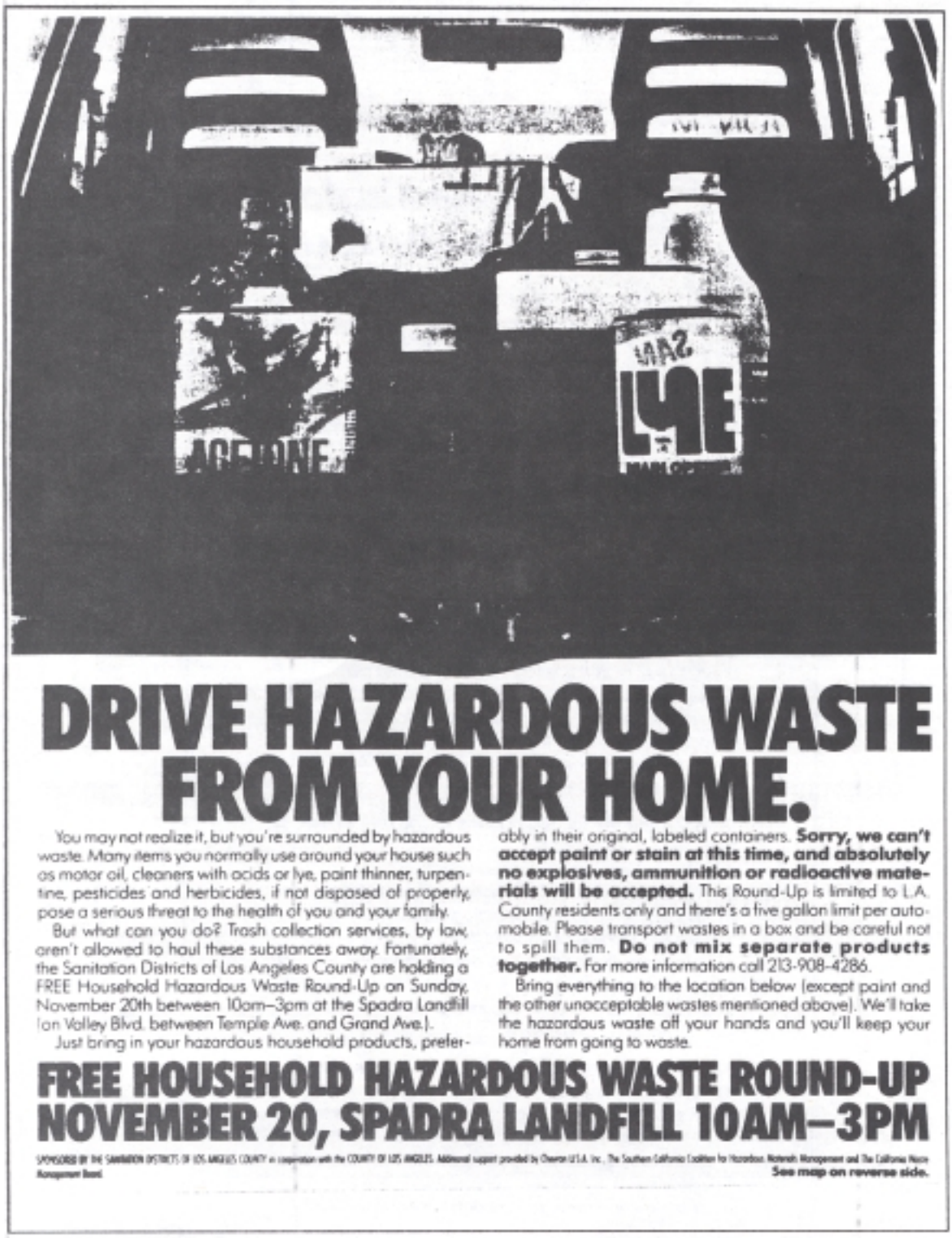
1. No explosives or compressed gases.
2. No Silvex, 2, 4, 5, T (Dioxins-type pesticides).
3. No industrial wastes or biological wastes.
4. No Pentachlorophenol (PCP's) or PCB's.
5. No Latex Paints (they are not a hazardous product).

If you have unknown chemicals or household wastes in quantities greater than one quart, please call the information hot line at 591-2019.

Follow these steps to ensure your family's safety:

1. Wear gloves when handling these materials.
2. Keep materials in original containers. Place all leaking containers in plastic bag and box. Place all containers in a plastic-lined box and put in the trunk of your car.
3. For safety's sake, please don't bring your children.

SOURCE: Tacoma-Pierce County Health and Public Works Departments, 3629 D Street, Tacoma, WA 98408.



SOURCE: Sanitation District of Los Angeles, POB 4998, Whittier, CA 986077

REMEMBER SEPTEMBER 28, 1985

A Safe and Healthy Hayward Starts with You

Tips On Toxics

PURCHASING

STORAGE

USE

PRODUCT	TOXIC EFFECTS*	DISPOSAL	ALTERNATIVES

*Key to toxic effects

Disposal Do's and Don'ts

DO

DON'T

For more information

SOURCE: Hayward Fire Department, 22300 Foothill Blvd., Suite 606, Hayward, CA 94541

WHAT NOT TO BRING

WHAT TO BRING

CALL FRESNO COUNTY RESOURCES — 453-3059
OR LEAGUE OF WOMEN VOTERS — 968-VOTE

EMERGENCY 911

TOXIC INFORMATION CENTER 800 / 933-3360

FRESNO POISON CONTROL CENTER 209 / 445-1222

WHERE TO FIND TOXINS IN YOUR HOME:

USE IT UP. USE SOMETHING ELSE, OR DISPOSE OF IT SAFELY.

DISPOSE OF TOXICS SAFELY

WHERE & WHEN

SATURDAYS 10:00 - 3:00 PM

OCTOBER 4
HOOVER HIGH SCHOOL

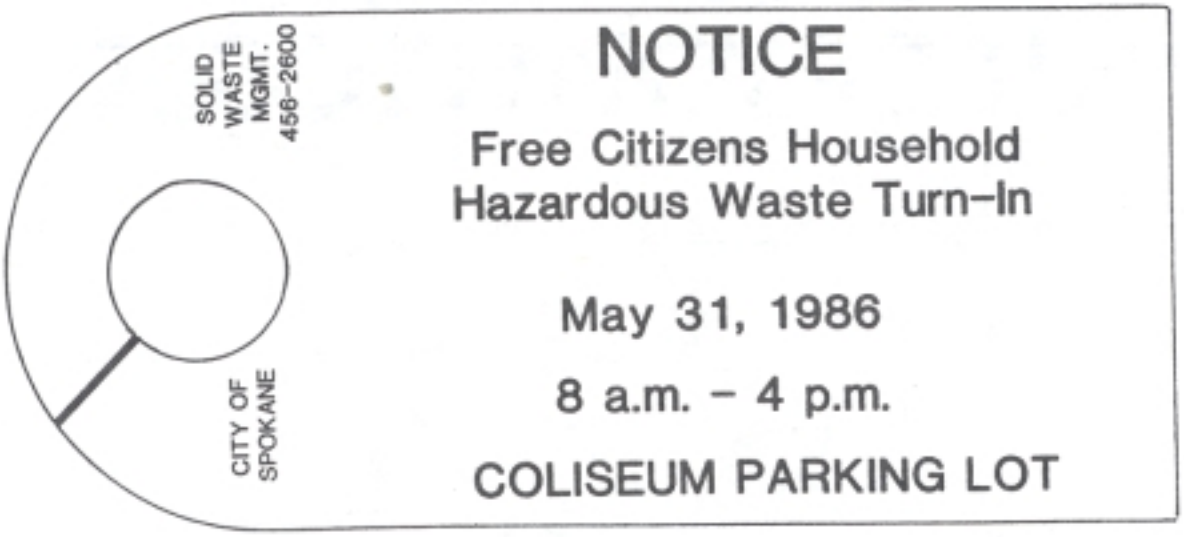
OCTOBER 11
CONVENTION CENTER

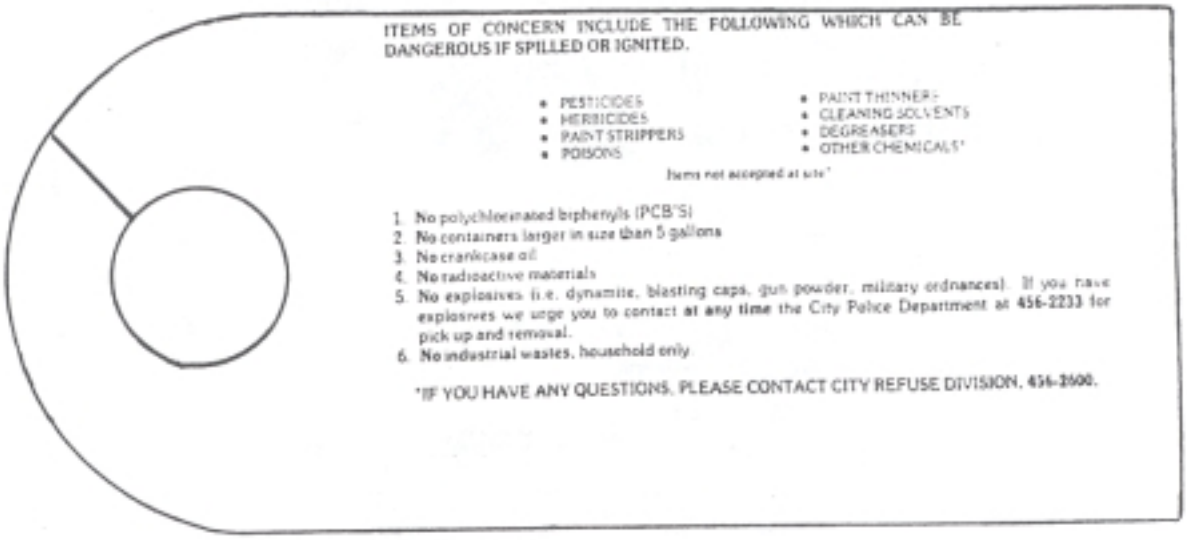
FREE HOUSEHOLD HAZARDOUS MATERIALS COLLECTION DAYS

LEAGUE OF WOMEN VOTERS OF FRESNO

SOURCE: League of Women Voters, Crocker Bank Building, 2135 Fresno Street, Suite 219, Fresno, CA 93721.

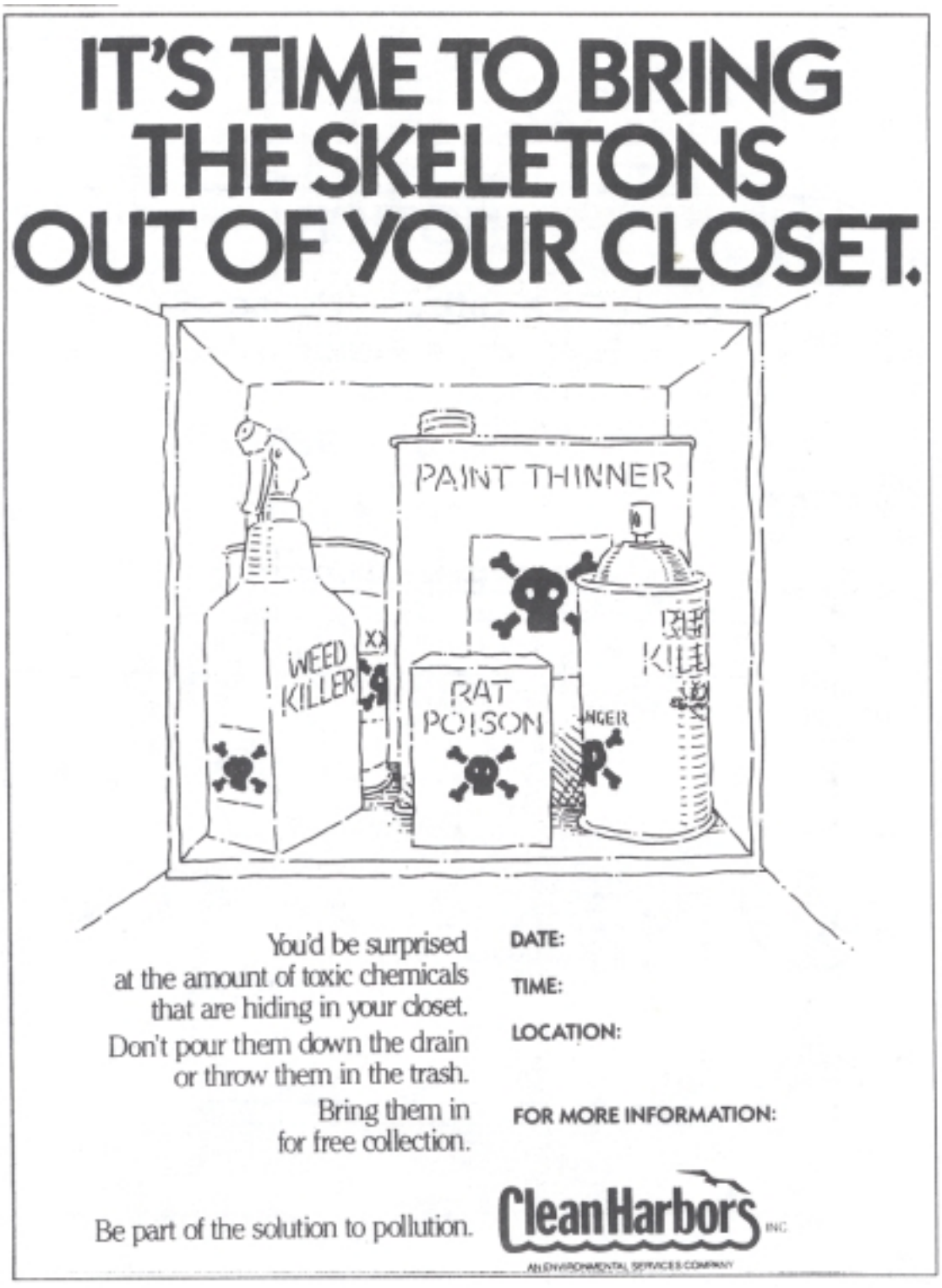
GARBAGE CAN TAGS





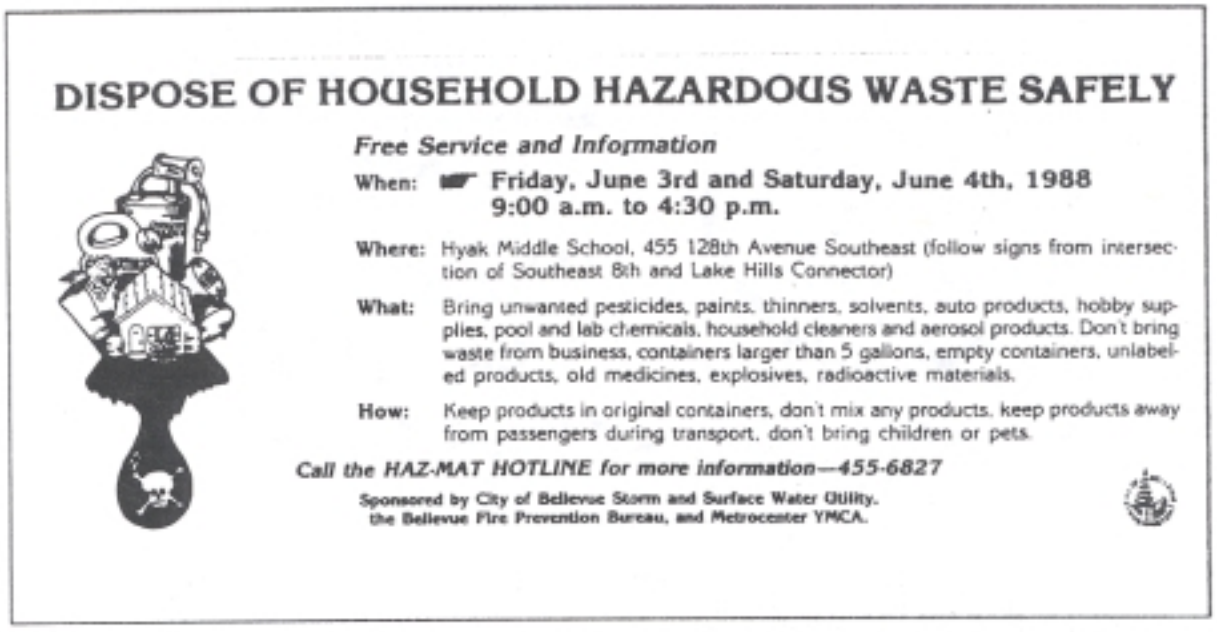
SOURCE: Spokane Solid Waste Management Department, E. 1225 Marietta, Spokane, WA 99207

POSTERS



SOURCE: Clean Harbors, Inc., 325 Wood Road, Braintree, MA 023184.

UTILITY BILLING INSERTS



DISPOSE OF HOUSEHOLD HAZARDOUS WASTE SAFELY

Free Service and Information

When: **Friday, June 3rd and Saturday, June 4th, 1988**
9:00 a.m. to 4:30 p.m.

Where: Hyak Middle School, 455 128th Avenue Southeast (follow signs from intersection of Southeast 8th and Lake Hills Connector)

What: Bring unwanted pesticides, paints, thinners, solvents, auto products, hobby supplies, pool and lab chemicals, household cleaners and aerosol products. Don't bring waste from business, containers larger than 5 gallons, empty containers, unlabeled products, old medicines, explosives, radioactive materials.

How: Keep products in original containers, don't mix any products, keep products away from passengers during transport, don't bring children or pets.

Call the HAZ-MAT HOTLINE for more information—455-6827

Sponsored by City of Bellevue Storm and Surface Water Utility, the Bellevue Fire Prevention Bureau, and Metrocenter YMCA.

SOURCE: Bellevue Storm and Surface Water Utility, POB 90012, Bellevue, WA 98009.

ALL LOADS ARE SUBJECT TO AN INSPECTION

Many business, construction projects, and homes generate hazardous wastes. Common examples of hazardous or prohibited waste materials include, but are not limited to, the following types of products:

PAINTS	PESTICIDES	POOL CHEMICALS	PRINTING MATERIALS
PAINT THINNERS	CLEANING COMPOUNDS	ASBESTOS	EXPLOSIVES
DEGREASING SOLVENTS	ACID	ANTIFREEZE	RADIOACTIVES
CHEMICALS	ALKALI SOLUTIONS	PLATING	INFECTIOUS WASTE

Sanitary Fill Company, the firm that transports San Francisco waste for landfill disposal, is not a licensed hazardous waste facility and cannot accept hazardous waste materials at its Transfer Station. Any load coming to the facility is subject to inspection for the presence of hazardous and other prohibited materials. Should hazardous or prohibited materials be found in an inspection load it is the customer's responsibility to correctly dispose of it.

If you have any questions about this policy, you may call (415) 468-2442 for assistance.

SOURCE: NORCAL Solid Waste Systems, Inc. 501 Tunnel Ave. San Francisco, CA 94134.

FREE DISPOSAL OF HOUSEHOLD TOXICS

-TWO DAYS ONLY-

Throwing toxics in the trash and down the drain can injure refuse workers, threaten our drinking water supplies, and damage the environment. Get rid of unwanted pesticides, hobby supplies, polishes, etc. by using the free household toxics collection service. For more information or to obtain free educational materials, call your County Health Department at **366-2109**.

WHERE AND WHEN

Saturday, April 25th, 9 - 1 p.m.
Citrus Heights Fire Department
7641 Greenback Lane
(Between Mariposa and Sunrise)

Saturday, May 2nd, 9 - 1 p.m.
County Complex Parking Lot
4110 Bradshaw Road
(Between Conservation Rd. and Agriculture Lane Near Kiefer Blvd.)

NOW THERE'S A SAFE WAY TO DISPOSE OF HAZARDOUS HOUSEHOLD WASTES!!!

TAKE THEM TO THE HOUSEHOLD HAZARDOUS WASTE COLLECTION CENTER, OPEN EVERY SATURDAY FROM 9 AM to 1 PM AT THE NEW CITY CORPORATE YARD, PARK AVENUE AND KANSAS STREET.

DON'T POLLUTE OUR UNDERGROUND WATER SUPPLIES OR POISON OUR ENVIRONMENT BY POURING THEM DOWN THE DRAIN OR THROWING THEM IN THE TRASH.

©SVS

To find out which wastes in your household are hazardous visit any Redlands Fire Station, or call 798-7600 for your free copy of a list of hazardous wastes, plus complete instructions on how to dispose of them.

BEFORE TRANSPORTING HAZARDOUS WASTE TO A COLLECTION CENTER, BE SURE THAT:

- the waste is in its original container.
- the containers are sound and not leaking.
- the contents of the container are the same as stated on the label.
- amount of the waste per visit does not exceed 5 gallons or 50 pounds.
- Explosives will not be accepted

START GETTING IN THE HABIT OF USING THE HAZARDOUS WASTE COLLECTION CENTER EVERY SATURDAY.

(This new service is financed for Redlands' residents with a monthly 10 cent surcharge on refuse collection. Non-residents will be charged a modest fee at the collection site.)

Are you stockpiling toxic chemicals?

Kitchen cleaners, herbicides and pool chemicals can be hazardous to your health.

THE GROUP FOR ALTERNATIVES TO SPREADING POISONS
Encourages the Citizens of Nevada County to
Participate in **TOXIC DISPOSAL DAY**

APRIL 25, 1987

These Toxic/Hazardous materials *must not* enter our water ways. It's dangerous to pour them down a drain or dispose of them in a garbage can. They can leak from a landfill to contaminate local wells. On April 25, 1987 you can bring them to *Nevada County land fill* for removal to an approved toxic dumpsite.

Causitic/ Corrosive
oven cleaners
rug & upholstery cleaners
pool acids
window & glass cleaners
photographic chemicals
drain cleaners
flashlight & cassette batteries

Paint
paint
solvents & thinners
paint removers
art supplies

Automotive
auto cleaning products
gasoline/diesel fuel
batteries
anti freeze

Solvents & Cleaners
furniture & floor polish
shoe polish
silver polish
spot removers
mothballs
ammonia & ammonia base products
disinfectants

Aerosol
aerosol sprays
air fresheners

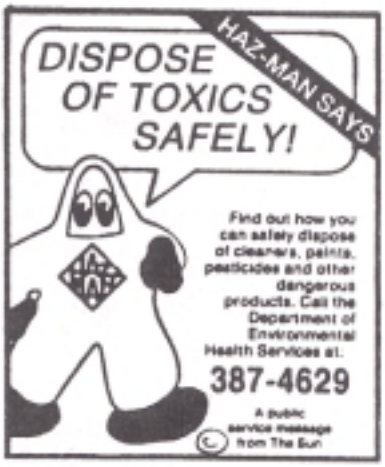
Pesticides & Herbicides
ant poison
roach killer
pesticides/herbicides
chemical fertilizers
flea killer
snail & slug bait
houseplant insecticedes

Promoted by: The Group for Alternatives to Spreading Poisons
16008 Tyler Foote Crossing Rd. Suite II. Nevada City, CA 95959
(916) 265-6091

Paid for By: Golden Empire Health Planning Center
2100-21st Street, Sacramento, CA 95818
(916) 731-5050

SOURCE: San Bernardino Environmental Health, 385 N. Arrowhead, San Bernadino, CA 92415

NEWSPAPER PUBLIC SERVICE ANNOUNCEMENTS



SOURCE: San Bernardino Environmental Health, 385 N. Arrowhead, San Bernardino, CA 92415. HAZ MAN is copyrighted; please contact San Bernardino Environmental Health if you would like to use him.

RADIO PUBLIC SERVICE ANNOUNCEMENTS

Release Dates: April 10 to May 4, 1985
Contact: Sarah Hubbard (206) 453-4895
City of Bellevue Storm and Surface Water Utility

Public Service Announcement 10 Seconds

Now is the time to get unwanted household products containing toxics chemicals out of your Bellevue homes. A free collection service will be available May 4th. For details call the HAZ-MAT Hotline, 455-6827.

Public Service Announcement 20 Seconds

Now is the time to get unwanted household hazardous materials out of your Bellevue homes. Products such as pesticides, automotive products and cleaners will be accepted at 16100 Northeast 8th Street on May 4th between 9 am and 4:30 pm.

Help keep the environment safe, use the FREE collection service! For more information call the HAZ-MAT Hotline at 455-6827.

Public Service Announcement 30 Seconds

Hazardous materials in my home? You bet! And now Bellevue residents have a chance to rid their homes of unwanted household products containing toxic chemicals such as pesticides, paints, and hobby supplies. On May 4th, household toxins will be accepted at Bellevue's Fire Station No. 3, 16100 Northeast 8th Street between 9 am and 4:30 pm. Get the hazardous materials out of your home. Use the free collection site service. For more information, call the HAZ-MAT Hotline at 455-6827.

SOURCE: Bellevue Storm and Surface Water Utility, POB 90012, Bellevue, WA 98009

SUBJECT radio PSA/ :30—"Learning"

(door slams; child enters kitchen)

CHILD: Hi, mom!

MOM: Hi! How was school?

CHILD: Fine. We learned all about "household hazardous waste."

MOM: What's that?

CHILD: Oh, stuff like cleaners, paints, and oil. Mostly we learned it's wrong to throw them away, whether down the drain or in the trash.

MOM: Why?

CHILD: 'Cause they can damage our water supply.

MOM: What do we do?

CHILD: Well, San Bernardino County has hazardous waste collection centers which'll take them free!

MOM: Great!..See, you can learn something new every day!

ANCR.: To learn about the center near you, call D.E.H.S. at (714) 387-4629.

SUBJECT radio PSA/ :30—"Wise Child"

(SFX: bottles cans clanking and tinkling, as if being picked-up and loaded into a box)

DAD: (to himself) Look at all this!…Old oil from the truck….That awful paint Ellen wanted in the den…Bug-killer from who knows when?…Zheesh!

CHILD: Hey, dad, don't throw that stuff away!

DAD: Why not?

CHILD: It's toxic! If that gets put in the landfill, it could get into the water supply..our water supply.

DAD: Hmm..So what do we do?

CHILD: Easy, take it to a County DEHS Collection Center.

DAD: And how much does that cost?

CHILD: It's free!

DAD: Great! And so were you! Here, help me with this!

CHILD: (despondent) Thanks.

DAD: Don't thank me, Thank DEHS.

LIVE TAG: For the location and hours of the Household Hazardous Waste Collection Center nearest you, call the San Bernardino County Department of Environmental Health Services at 714/387-4629.

SUBJECT radio PSA/ :30—"Nothing"

SERIOUS, DELIBERATE V/O ANCR.:

Listen for a moment…What do you hear?…Nothing. But until recently you could have heard this…(SFX: birds chirping, crickets calling, etc.) What happened? Someone dumped toxic waste. Perhaps it was used oil, old paint, some out-dated herbicide. Whatever it was, it ended life here. If you have household hazardous wastes you can dispose of them safely and legally—free. For details, contact the S.B. County Department of Environmental Health Services. Don't turn this … (birds, crickets as before)…, into this…(silence).

LIVE TAG: Household hazardous wastes can be taken to the Barstow Fire Protection District at 861 Barstow Rd. on Saturdays from 9-2.

Household hazardous wastes can be taken to the Fontana Central Valley Fire District at 15380 San Bernardino Ave. on Saturdays from 10-2.

Household hazardous wastes can be taken to the Foothill Fire Protection District, Station 3, at 12158 Baseline in Rancho Cucamonga on Saturdays from 10-2.

Household hazardous wastes can be taken to the Redlands City Yard at 500 Kansas Ave. every 1st and 3rd Saturday of the month from 9:30-12:30.

Household hazardous wastes can be taken to the County Agricultural Commissioner's Office at 777 E. Rialto Ave in San Bernardino, weekdays from 8-5.

Household hazardous wastes can be taken to the Victorville Fire Dept. location at the San Bernardino County Fairgrounds at 16200 Desert Knoll Drive on Sundays from 9-4.

SUBJECT radio PSA/ :30—"GARAGE"

(sincere man speaking one-to-one other men)

HEY, I'D LIKE TO TALK TO ALL YOU GUYS. LISTEN, THIS'D BE A GREAT WEEKEND TO DO "HER" A FAVOR: CLEAN-OUT THE GARAGE. NOW, YOU CAN JUST TOSS THAT OLD BIKE YOU'LL NEVER RE-BUILD, BUT SOME THINGS REQUIRE SPECIAL ATTENTION: HOUSEHOLD HAZARDOUS WASTES. YOU KNOW, THAT ALMOST-DRY PAINT, THE USED SHOTGUN OIL, TRANS. FLUID FROM THE TRUCK YOU SOLD. THESE, YOU SIMPLY TAKE TO A SAN BERNARDINO COUNTY D.E.H.S. COLLECTION CENTER, AND THEY'LL TAKE 'EM OFF YOUR HANDS—FREE! YES, FREE! SO, CLEAN-OUT THAT GARAGE. WHY, SHE'LL PROBABLY BE SO HAPPY, SHE'LL LET YOU MAKE WHATEVER YOU WANT FOR DINNER!

LIVE TAG: For the location and hours of the collection center nearest you, call the Department of Environmental Health Services at (714) 387-4629.

SOURCE: San Bernardino County Environmental Health, 385 N. Arrowhead, San Bernardino, CA 92415

MEDIA PACKET

NEWS RELEASE

FOR IMMEDIATE RELEASE
22 August 1988
FOR MORE INFORMATION:
Washington Department of Ecology Hazardous Substance Information Office – (800) 633-7585

SEPTEMBER IS ROUND-UP TIME FOR YOUR HOUSEHOLD HAZARDOUS PRODUCTS!

If you don't think you have hazardous household products in your home, take another look. More than likely you do, and someday you will need to dispose of them carefully.

That's why Clallam, Jefferson, Kitsap, and Mason Counties, with the Hood Canal Coordinating Council, Washington Department of Ecology, Puget Sound Water Quality Authority, and Metrocenter YMCA are conducting the "Household Hazardous Waste Round-Up." This event will give you a chance to remove old or unwanted paints, solvents, automotive products, pesticides, household cleaners, and other hazardous products from your home, for free.

On Saturday, September 24, residents of the four counties can take their old or unwanted hazardous household products to one of five locations from 9:00 a.m. to 3:00 p.m. Locations for the Round-Up are:

* Clallam County – County Courthouse parking lot, 5th &Peabody, Port Angeles.

Peabody, Port Angeles.

* Jefferson County – Chimacum School parking lot, off Rhody Drive, Chimacum.
* Kitsap County North – Olympic High School, 7070 Stampede Blvd. NW, south of the County Fairgrounds.
* Kitsap County South – Port Orchard Armory, Retsil Road and Hwy 160.
* Mason County – Mason County Landfill, on Dayton-Airport Road off Hwy 101.

Each county will also have a Household Hazardous Waste Workshop, conducted by Washington State Cooperative Extension and Washington Department of Ecology, to answer questions from the public about hazardous wastes, ways to safely use and dispose of them, and alternatives. The workshops will be held from 7:00 to 9:00 p.m. as follows:

* 8 September – Jefferson County, Tri-Area Community Center, Chimacum.
* 13 September – Clallam County, Sequim Public Library, Sequim.
* 14 September – Kitsap County, Kitsap County Cooperative Extension Office, Courthouse, Port Orchard.
* 20 September – Mason County, Mason County Cooperative Extension Office, Federal Building, Shelton.

"This is an important event for the people who live on the Hood Canal and the southern shores of the Strait of Juan de Fuca," said Rick Miklich, Director of the Jefferson County Health Department. "The hazardous substances in people's homes are a danger to their families, and can end up polluting our water and beautiful environment if not disposed of properly."

A few of the toxic substances that can become hazardous wastes include partially used cans of paint, paint thinner, garden pesticides, slug bait, rat killer, everyday household cleaners, used motor oil, antifreeze, car batteries, swimming pool chemicals, and photographic chemicals.

Some household wastes contain highly toxic substances that can be dangerous in the home, even in very small quantities. Pets attracted to the sweet taste of antifreeze will die after drinking puddles of the substance spilled during routine car maintenance. Careless mixing of certain household cleaners, such as ammonia and chlorine bleach, will produce a poisonous gas.

"Keeping hazardous wastes in the home, especially if they are unlabeled or improperly stored, can result in a potentially dangerous accident," stated Susan Waldrip of the Clallam County Department of Environmental Health.

Other wastes hurt the environment and people outside the home. Used motor oil dumped down storm drains will enter streams and kill fish and other aquatic life. Flammable products thrown in the trash can explode and injure garbage collectors.

Many very toxic pesticides are still stored in homes: products that potentially contain dioxins are still commonly found in households in these four counties. Approximately 4,500 pounds of dioxin-contaminated pesticides were collected during the 1988 Round-Up conducted in King County. If such pesticides were simply tossed out during spring cleaning, they could contaminate soil and water.

Households in the Puget Sound area contribute large quantities of hazardous waste to the environment. Each year, an estimated 2 million gallons of used motor oil from automobiles is sent down storm drains into Puget Sound. This is equivalent to the load carried by one medium size oil tanker.

"A single cup of household paint thinner is of small concern," noted Rick McNicholas, Mason County Water Quality Specialist. "But if each of the more than 100,000 households in these four counties were to pour one cup of thinner down the drain, 3,700 gallons of solvent would enter our waters."

When bringing hazardous products to the Round-Up locations, transport them carefully and safely. Keep materials in their original containers, or clearly label them and make sure they are not leaking. If they are leaking, place the container in a leak-proof package. Transport products in the trunk of your car or in the back of your pick-up truck to reduce exposure to fumes. Pack containers so they will not spill while you travel to the Round-Up. Please leave your pets and children at home. Professionals at each of the five Round-Up locations will accept, separate, and safely recycle or dispose of the products collected.

"The best way to safely deal with most hazardous products is to use them up according to the label," said Clyde Stricklin, Head of the Kitsap County Department of Community Development. "But, if you have products you can't use, or that are too old to be used safely, take advantage of the free Round-Up to dispose of them and help preserve our environment."

Do not hesitate to call the Ecology Hazardous Substance Information Office at 1-800-633-7585 with questions about potentially hazardous products.

# # #

QUESTIONS AND ANSWERS ABOUT HOUSEHOLD HAZARDOUS WASTE

WHAT ARE HOUSEHOLD HAZARDOUS WASTES?

Household hazardous wastes are potentially hazardous products that are no longer wanted or useful. Household hazardous products have any of the following characteristics:

- o They are poisonous, caustic, corrosive, explosive, reactive, or flammable.
- o They are a threat to health and the environment when improperly disposed of.

Common household items such as weed killer, slug bait, paint thinner, motor oil, toilet cleaners, oven cleaners, degreasers, and spot removers are a few examples. You can usually identify these hazardous products by labels with warnings such as "Flammable," "Caution," "Danger," and "Keep out of reach of children." They are found in many different areas of your home. A quick tour of your basement, garage, garden shed, utility closet, or kitchen cupboards may uncover a surprising amount of potentially hazardous products.

WHY ARE THESE PRODUCTS POTENTIAL HAZARDS?

The improper use and disposal of household hazardous products can have serious effects on human health and the environment. They can injure us, make us sick, poison our air and water, and kill the animals and plants that live around us.

Health and Safety. There are a number of ways in which hazardous products can pose health and safety risks:

- o Toxic products stored for a long time can cause illness if they leak noxious fumes. Constant upper respiratory problems, dizziness, headaches, and skin inflammation are some symptoms associated with exposure to toxic substances.
- o Mixing products containing incompatible chemicals can produce additional hazards. For example, chlorine bleach and ammonia will react to produce poisonous chlorine gas.
- o Storage of flammable materials may be a fire hazard.
- o Improper use of hazardous products can be dangerous. A woman in Las Vegas, Nevada thought that more flea bombs would do a better job and set off 15 cans of insect fogger. The fumes were ignited by an oven pilot light, and all the windows in her home were blown out.

Environment. When hazardous products are carelessly tossed in the trash, dumped down a storm drain, buried in the yard, or poured down the sink, toxic chemicals enter our streams, accumulate in Puget Sound, and contaminate our groundwater.

- o Fifty percent of Washington state residents change their own car oil, yet only 15 percent of that oil is recycled. Where does the rest go? One pan of used oil, if poured down a storm drain, may directly enter a stream and create an oil slick of 5 square feet that would be lethal to fish.

o Pesticides tossed in the garbage or buried in yards may leach to the soil and eventually poison drinking water.

o Septic tanks and sewage treatment plants are not designed to handle hazardous wastes. If paint thinner is poured down the sink, it will pass through most treatment plants and enter Puget Sound unchanged, or may kill the bacteria that break down wastes in a septic tank.

DOESN'T INDUSTRY GENERATE ALL THE HAZARDOUS WASTE?

Often we think that only big industry generates hazardous waste. Yet the very same chemicals that caused the poisoning of Love Canal in New York in the 1970s are found in household products. Because these substances come from many small and diverse sources, they are hard to control and difficult to regulate.

Each household may generate only a small amount of waste, but the combined household wastes become a significant part of the hazardous waste problem. It's okay to use hazardous products according to label directions as long as you take responsibility for the waste you generate by properly disposing of it when you're through.

HOW BIG A PROBLEM IS HAZARDOUS WASTE?

One household disposing of a small amount of waste may not seem like much, but multiplying that waste by the 100,000 households bordering the Hood Canal and southern shore of the Strait of Juan de Fuca leads to a significant problem. The Department of Ecology estimates that each household generates about 8.5 pounds of hazardous waste each year. That means that about 14,700,000 pounds of unregulated hazardous wastes are produced each year by Washington state households, and about 850,000 pounds are produced in the four counties bordering Hood Canal and the Strait of Juan de Fuca. No one is sure where all this waste goes.

WHAT CAN I DO ABOUT HOUSEHOLD HAZARDOUS WASTE?

There's a lot that you can do. When buying a product, check the label to see which one is the least hazardous. Use hazardous products carefully and safely according to label directions. Use up leftovers when possible, give them to friends or neighbors who need them, or take them to hazardous waste collection sites on collection days.

When using hazardous products, remember:

o Read labels carefully and follow directions. Be aware that first-aid information on labels may be misleading or incorrect. Call the nearest Poison Control Center for up-to-date advice. You can reach the Seattle Poison Center at 1-800-732-6985 or the Tacoma Poison Center at 1-800-542-6319.

o Keep products in their original containers and store them in a safe place out of reach of children.

o Do not overuse a product. Twice as much does not mean twice as good.

o Never mix products or different brands of the same product unless the labels says to. Explosive or poisonous chemical reactions may occur.
o Always use hazardous products in well-ventilated areas, outdoors if possible. Wear the proper protective equipment, such as gloves, long pants, goggles, or respirator.

When buying hazardous products, stop, think, and:

o Look for a safer substitute. Baking soda, salt, and boiling water can be used as oven and toilet cleaners. Chemical cleaners can often be replaced with elbow grease.
o Purchase only the amount of product needed for the job. That way, you will not need to dispose of the surplus when finished with a product.

When finished with a product:

o Offer unused portions to others who can use them. Theater groups, for example, may be able to use your unwanted paints. Be sure the people you give the products to understand how to use them properly.
o Recycle used motor oil at a service station or auto service center. Call 1-800-RECYCLE for information on where to take your oil. It is unlawful in Washington state to dispose of used oil improperly.
o Reuse products when possible. Paint thinner can be reused by allowing paint particles to settle, and then straining and using the clean solvent from the top.
o If you're not sure of the proper disposal for a product, don't guess. Call the Washington Department of Ecology Hazardous Substance Information Office, 1-800-633-7585.
o Participate in the Household Hazardous Waste Round-Up. The Round-Up is an easy and safe way of getting rid of any old or unwanted hazardous products. This free service will be offered at five locations, 9:00 a.m. to 3:00 p.m. on Saturday, September 24.

WHAT WILL HAPPEN TO THE PRODUCTS BROUGHT TO THE ROUND-UP?

Trained, licensed professionals from chemical processing companies will identify, sort, and package the waste for proper disposal. Some materials will be recycled and others treated and made less harmful. Highly toxic materials will be packed, labeled, and shipped to the certified hazardous waste disposal facility in Arlington, Oregon.

WHO CAN I TALK TO FOR MORE INFORMATION?

The Hazardous Substance Information Office, 1-800-633-7585, is open from 8:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. on weekdays. Information about the Hood Canal/Juan de Fuca Household Hazardous Waste Round-Up is available through that office.

# # #

BIOGRAPHICAL INFORMATION

Rick Miklich, the Director of Jefferson County Health Department, was a key organizer for last year's Jefferson County Household Hazardous Waste Collection. He has been involved in environmental health issues for the past 8 years in Colorado and Washington states. Rick has worked on water quality and solid and hazardous waste disposal issues for county government, and directs educational programs that address public and environmental health. He is Vice-President of the Washington State Environmental Health Association for the Olympic Region. He is planning and organizing the 1988 Hood Canal/Juan de Fuca Household Hazardous Waste Round-Up, along with local city and county government staff, for Jefferson County. Rick earned a Master's Degree in Public Administration and a B.S. in Environmental Health.

James R. Freed, a Washington State University Cooperative Extension Agent for Mason County, has lived in Mason County since 1977. He has conducted educational programs on pesticide safety, Christmas tree management and marketing, home horticulture, youth development, and community resource development. He provides specialized training for pesticide applicators and for home owners on safe use of chemicals in and out of the home. He is also involved in helping landowners protect their drinking water from contamination by pesticides and fecal matter. He is active in the Adopt-a-Bay and Adopt-a-Stream projects, and is helping to conduct the 1988 Hood Canal/Juan de Fuca Household Hazardous Waste Round-Up in Mason County. Jim has a Master's Degree in Vocational Education.

Richard Conlin, a projects director with Metrocenter YMCA, coordinated the Spring 1987 and 1988 Seattle/King County Household Hazardous Waste Round-Ups. He is involved in developing and implementing a variety of projects to promote recycling and the proper management of hazardous materials. Richard is a member of the Education and Public Involvement Advisory Group for the Puget Sound Water Quality Authority (PSWQA) and chaired the Action Programs Task Force for PSWQA. He serves on the Seattle Citizens' Technical Advisory Committee on Secondary Wastewater Treatment, reviewing planning of secondary treatment facilities and advising the Seattle Mayor and City Council. He also staffs the City Light Study Group, a citizen and business coalition which monitors Seattle utility rates.

WHERE ARE THE HAZARDOUS WASTES IN YOUR HOME?

A CHECKLIST OF COMMON ITEMS:

GARAGE/BASEMENT

STARTER FLUID
TURPENTINE
PAINT
PAINT THINNER
WOOD PRESERVATIVE
WOOD STAINS, VARNISHES
USED MOTOR OIL
ANTIFREEZE
BREAK AND AUTOMATIC TRANSMISSION FLUID
CAR BATTERIES

YARD

SLUG BAIT
WEED KILLER
RAT POISON
ROSE DUST

HOBBY ROOM

CUTTING OIL
CHEMISTRY LAB SETS
PHOTOGRAPHIC SUPPLIES
ARTIST OIL-BASED PAINTS
SOLVENT-BASED GLUES
SPRAY PAINT AND FIXATIVES

KITCHEN

INSECT SPRAY
SILVER POLISH
OVEN CLEANERS

LIVING ROOM

FURNITURE POLISH
PLANT SPRAY
FLUORESCENT LIGHT BALLASTS

BATHROOM

NAIL POLISH REMOVER
SOME DISINFECTANTS
DRAIN CLEANERS
HEAD/LICE SHAMPOO

UTILITY ROOM

PET FLEA POWDER
SHOE POLISH
SPOT REMOVERS
MOTH BALLS
RUST REMOVERS

SERVICE ORGANIZATION LETTER SAMPLE

Boy Scouts of America
3120 Rainier Avenue South
Seattle, WA 98144
Attn: Don Butler

Dear Mr. Butler:

Every home contains a variety of hazardous materials, however, most people don't understand what hazardous materials are, let alone how to properly use and dispose of them. In response to the need to inform the public about the toxic substances they live around and the environmental hazards associated with their disposal into storm drains or garbage cans, the City of Bellevue's Storm and Surface Water Utility has initiated a public awareness program on household hazardous wastes.

Two aspects of the program could be of interest to the various scout troops in Bellevue. We have a game packet on household hazardous waste disposal which includes a game board and cards that the kids can assemble and color, and an information booklet that describes how to use the game and provides background information to answer the variety of questions associated with household hazardous material disposal. I can forsee this game being used to satisfy the requirements for receiving an environmental badge. Also, the game is fun and interactive (less emphasis on winning and more emphasis on jointly solving the problems). Usually two to four people play the game, but many more people can interact to help solve the game problems.

The other program activity could be interfaced with and supported by the disposal game or approached separately. Along with the City Spring Clean Up on May 4, 1985, we are coordinating a household hazardous waste collection day. The site will be located at Fire Station No. 3 (16100 North East 8th Street, Bellevue) and will provide an opportunity for residents to properly eliminate unused and unwanted toxic substances from their homes, and help eliminate the negative environmental impacts that result from these products ending up in the storm drains, sanitary sewers, and garbage cans. We could certainly use help in distributing information about household hazardous wastes and the collection program; perhaps some of the troops would be interested in coordinating a community service project associated with this program.

If any troop leader is interested in coordinating a project or looking for additional information please have them give me a call at 453-4895. Also, could you please let the troop leaders know that between April 1 and May 4, 1985 people can dial 455-6827 and listen to a recording that explains what household hazardous materials are, why they shouldn't be put into storm drains, sanitary sewers or garbage cans, what materials can be taken to Fire Station No. 3 on May 4th, and how they should be packaged for transport.

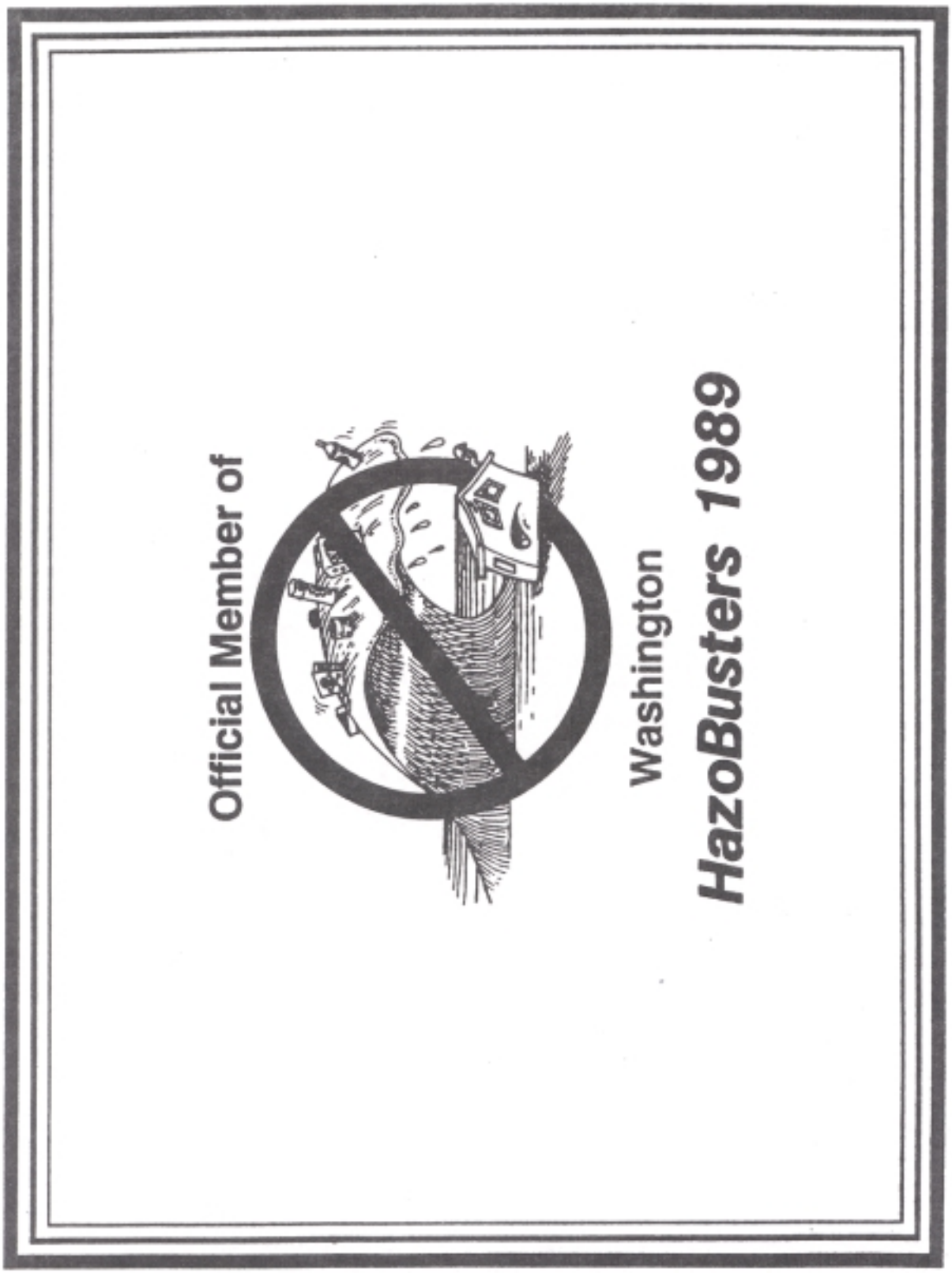
If you have any questions or comments please feel free to call. I'm looking forward to working with some of the troops.

Sincerely,

Sarah Hubbard
Program Coordinator
Storm and Surface Water Utility

SOURCE: City of Bellevue Storm and Surface Water Utility, POB 90012, Bellevue, WA 9807

STAFF PARTICIPATION AWARD



APPENDIX N
Emergency Procedures Plan Example

I. Spill Hazardous Materials

A. Notify all personnel on site.

B. Notify appropriate agencies if their help is needed. When notifying emergency responders it is helpful to know what the chemical is and the approximate quantity that has been spilled. Also be able to provide your location and telephone number.

1. Hazardous Materials team or fire department _____

2. Local emergency services department: _____

3. State Division of Emergency Management: 1-800-262-5990.

4. Regional Department of Ecology spill response: _____

5. Local police department: _____

6. Hospital: _____

7. Chemtrec (The Chemical Transportation Emergency Center provides information to those involved in or responding to chemical emergencies):
1-800-424-9300.

8. Collection site address and phone number: _____
_____

C. If possible, identify the spilled material. Estimate the amount and concentration that has spilled.

D. Assess possible risk to human health and the environment. Isolate areas as necessary.

E. Minimize spread of spilled material.

1. If liquid, use a non-reactive absorbent material.

2. If solid, cover with a damp absorbent material.

F. Clean up spilled material as approved by local and state officials.

II. Explosion Hazard

A. Isolate suspected material from activity area and minimize its disturbance.

B. Notify appropriate agencies.

1. Washington State Patrol bomb squad via the local police department: _____.
2. Local fire department: _____.

III. Fire Hazard

A. Fire extinguishers will be present on site.

B. No smoking will be permitted within 50 feet of the hazardous materials handling area. No smoking signs will be posted.

C. Vehicle traffic near the hazardous materials handling area will be minimized.

D. In the event of a fire, notify the local fire department: _____.

IV. Personnel Safety

A. Training will be provided to all employees handling toxic chemicals.

B. Protective clothing will be worn by all employees handling toxic chemicals.

C. In case of accidental poisoning or skin contact, contact the local hospital_____, or Poison Control Center _____.

V. Contingency Plan

A. All containers of hazardous materials will be handled by personnel wearing protective clothing and trained in safe handling techniques.

B. Sorting area will be lined with a plastic cover to prevent contamination in case of spillage.

C. Special containers, lined with impervious material and filled with absorbent, will be provided for leaking containers.

D. All emergency response agencies will receive advance notification of the activity.

E. A telephone is available at the site for making emergency calls. The number is:_____.

EMERGENCY INFORMATION

Telephone Number

Haz-Mat Team_____

Fire Department _____

Local Emergency Services _____

State Emergency Management **1-800-262-5990** _____

Regional Ecology Spill Response _____

Local Police _____

Hospital _____

Ambulance _____

CHEMTREC **1-800-424-9300** _____

Your Site Location _____

Your Site Phone Number _____

APPENDIX O
Personnel Checklist, Job Descriptions and Suggested Protection Levels

To efficiently and safely manage a collection event, it is helpful to have three defined tiers of staff. The site manager and hazardous waste manager make up the top management tier. The safety, operations, and area supervisors and the personnel and recycling coordinators comprise the supervisory tier. The rest of the staff comprise the front line workers.

There are four suggested levels for personnel safety clothing and equipment, depending on the primary task of the collection day worker:

> Level I: Applies to the liquid packers. Requires Saranex or Kappler coveralls, chemical boots with steel toes, full face shield, organic vapor respirator, and neoprene gloves.
>
> Level II: Applies to lab packers, sorters, runners, unloaders, site coordinator, and lab pack supervisor. Requires Tyvek, Saranex or Kappler coveralls, disposable booties, goggles or safety glasses, particle masks for packers and sorters, and neoprene gloves.
>
> Level III: Applies to greeters, traffic controllers, fork lift drivers, site access controllers, and site supervisor. Requires Fluorescent traffic vests and identification.
>
> Level IV: Applies to public relations, fork lift driver and refuse truck drivers. Requires identification.

The next few pages outline the job descriptions of typical HHW collection project workers. On page 116 is a “staff safety and insurance information form” that may be used to identify helpful information about your site workers. On page 115 is a generalized checklist for identifying staff needed at a collection event.

SITE MANAGER

SAFETY LEVEL: II (Some items may be optional at the discretion of the Safety Supervisor)

SKILL LEVEL:

Will have extensive knowledge of the site, personnel working the site, job descriptions, worker and site safety and overall organization of the event. Will have a working knowledge of hazardous materials handling.

DUTIES:

Overall coordination of the event. Ability to call in additional resources, if necessary. Work with the hazardous waste supervisor and safety supervisor to insure the smooth operation or parts of the operation. Shut down the operation or parts of the operation if advised by the safety supervisor that an unsafe condition exists. Relieve personnel from duties if their actions pose a threat to the safety of others or to the disruption of the event. Resolve disputes or problems that area supervisors are unable to resolve. Conducts safety training class the week before collection event. Conducts short orientation meeting the morning of the event.

GENERAL STATEMENT

Flexibility is essential to the success of the Turn-in Day. You may need to assist in some areas, but your main duty is to monitor the site operations, supervisors, safety, staff, and the media. Prior to leaving for breaks you must notify your operations supervisor. It is essential that your whereabouts are known and that you observe the safety standards required for any job you are doing. Violations of the policy could result in serious injury and/or the disruption of the event. As the site manager, your safety practices musts be a model for the rest of the staff to follow.

HAZARDOUS WASTE MANAGER

SAFETY LEVEL: Level II

SKILL LEVEL:

Trained chemist with extensive knowledge in the handling, packing and transportation of hazardous materials. The ideal hazardous waste manager is from a chemical waste management company.

DUTIES:

Overall responsibility for the sorting, packing and transportation of the hazardous wastes collected. Will have the authority to stop any operation or remove any personnel deemed to be a hazard to the safety of other personnel and participants. Must be available to answer questions from area supervisors and other staff. Responsible for identifying unknown materials that are accepted at the event. Helps the site manager conduct a safety training class the week before the collection project. Explains general waste handling practices to all staff during the morning orientation meeting.

GENERAL STATEMENT

Flexibility is essential to the success of the Turn-in Day. It is essential that your whereabouts are known and that you observe the safety standards required for the job you are doing. Violations of the policy could result in serious injury and/or the disruption of the event. As the hazardous waste supervisor, your safety and waste handling practices must be a model for the rest of the staff to follow.

SAFETY SUPERVISOR	OPERATIONS SUPERVISOR
SAFETY LEVEL: Level III SKILL LEVEL: Should have extensive knowledge about worker safety relating to hazardous materials handling. Should be comfortable with enforcing safety and decontamination standards and with shutting down operations because of safety concerns. Ability to operate air monitoring instruments is helpful. The ideal safety supervisor is from the fire department or the Department of Labor and Industries. DUTIES: Ensures that safety levels established for workers in their job descriptions are maintained. Explains general safety practices and decontamination procedures to all staff during the morning orientation meeting. Coordinates with the fire department and emergency response team. Sets up safety area and decontamination area. Has authority to shut down any part of the operation that s/he deems hazardous and not allow it to reopen until corrective action has been taken. Monitors workers for heat exhaustion if the collection day temperature is hot. Defines decontamination procedures for workers in Levels I and II. Has authority to modify safety levels for particular jobs after consulting with area supervisors and the site manager. Works with personnel coordinator to pass out safety clothing to workers as they check-in in the morning. Generally responsible for overall worker and citizen safety. In some cases, the safety supervisor may be asked to operate air monitoring instruments. GENERAL STATEMENT Flexibility is essential to the success of the Turn-in Day. Your main responsibility is to ensure site safety, not to get involved in specific operations of the event. It is essential that your whereabouts are known and that you observe the safety standards required for any job you might temporarily be helping at. Violations of the policy could result in serious injury and/or the disruption of the event. As the safety supervisor, your safety practices must be a model for the rest of the staff and supervisors to follow.	SAFETY LEVEL: II (some items may be optional at the discretion of the safety supervisor) SKILL LEVEL: Knowledge of site, personnel, job descriptions, and overall organization of the event. Should have working knowledge of hazardous materials handling. DUTIES: Observes areas of the site to see where bottlenecks form and works to solve problems. Works closely with site manager and personnel coordinator to ensure the site runs smoothly. Makes sure all necessary equipment is on site and is responsible for getting more equipment if needed. May relieve area supervisors during their lunch breaks. GENERAL STATEMENT: Flexibility is essential to the success of the Turn-in Day. It is essential that your whereabouts are known and that you observe the safety standards required for the job you are doing. Violations of the policy could result in serious injury and/or the disruption of the event. As the operations supervisor, your safety and waste handling practices must be a model for the rest of the staff to follow.

RECYCLING COORDINATOR

SAFETY LEVEL: III

SKILL LEVEL:

Knowledge of recycling policy for collection event. Knowledge of hazardous materials handling.

DUTIES:

Coordinates product ruse. Serves as contact person on collection day for organizations that have made previous arrangement to obtain safe, still-useable products. Serves as contact and check-in person for staff wanting to take home reusable items. Responsible for safe storage of products in the recycling area. Works with operations supervisor and site manager at end of day to ensure all items are handled properly. Responsible for having cardboard boxes broken down for recycling.

GENERAL STATEMENT:

Flexibility is essential to the success of the Turn-in Day. Prior to leaving your area you must notify the operations supervisor or site manager. It is essential that your whereabouts are known and that you practice the safety standards required for your area. Violations of the policy could result in serious injury and/or disruption of the event. As an area supervisor, your safety practices should be models for the rest of the staff to follow.

PERSONNEL COORDINATOR

SAFETY LEVEL: Level III

SKILL LEVEL:

Comfortable with working with volunteers. Ability to organize people.

DUTIES:

Serves as check-in person for all staff. Makes sure everyone knows where they are assigned to work and who their direct supervisors are. Assembles all staff together for a short orientation meeting the morning of the event. Sets up and oversees the break area and handles food and beverages. Ensures that anyone entering the break area has gone through the decontamination area and is not wearing contaminated clothing. Works with safety supervisor to hand out safety gear at the beginning of the day.

GENERAL STATEMENT:

Flexibility is essential to the success of the Turn-in Day. Prior to leaving your area you must notify the operations supervisor or site manager. It is essential that your whereabouts are known and that you practice the safety standards required for your area. Violations of the policy could result in serious injury and/or disruption of the event. As an area supervisor, your safety practices should be models for the rest of the staff to follow.

TRAFFIC CONTROL SUPERVISOR

SAFETY LEVEL: III

SKILL LEVEL:

Knowledge of traffic control techniques and ability to work with the public.

DUTIES:

Helps staff organize the traffic area and deal with the public. Responsible for putting up and taking down traffic signs. Supervises greeting, survey taking, and traffic control. Works with citizens who wish to transfer their wastes to another car and scans these wastes to make sure no unknowns are passed on. Screens vehicles for ineligible participants (such as businesses and government agencies) and directs them off the site. Escorts public officials and news media to the site manager.

GENERAL STATEMENT

Flexibility is essential to the success of the Turn-in Day. Prior to leaving your area you must notify the operations supervisor or site manager. It is essential that your whereabouts are known and that you practice the safety standards required for your area. Violations of the policy could result in serious injury and/or disruption of the event. As an area supervisor, your safety practices should be models for the rest of the staff to follow.

UNLOADING SUPERVISOR

SAFETY LEVEL: II

SKILL LEVEL:

Trained chemist with extensive knowledge about identifying and handling hazardous materials. The ideal unloading supervisor is a chemist from a chemical waste management company.

DUTIES:

Helps staff screen, unload and sort hazardous products. Queries citizens about unlabelled containers and determines, with approval from the hazardous waste manager, how to handle problem wastes or unidentifiable materials. Aids in sorting wastes into their proper category.

GENERAL STATEMENT:

Flexibility is essential to the success of the Turn-in Day. It is essential that your whereabouts are known and that you observe the safety standards required for the job you are doing. Violations of the policy could result in serious injury and/or the disruption of the event. As the unloading supervisor, your safety and waste handling practices must be a model for the rest of the staff to follow.

PESTICIDES AREA SUPERVISOR
CORROSIVES AND OXIDIZERS SUPERVISOR

SAFETY LEVEL: II (Some items may be optional at the discretion of the safety supervisor)

SKILL LEVEL:

Knowledge of hazardous materials sufficient to distinguish incompatible versus compatible wastes in the lab pack areas. Knowledge of safety requirements involved in handling chemical wastes. A chemistry background is necessary for this position.

DUTIES:

The pesticides and corrosives/oxidizers supervisors will oversee all sorting and dry packaging of pesticides and corrosives and oxidizers. These supervisors will inspect each barrel as it is packed to insure the balance between waste and packing material is observed and to further ensure the material is being packed at the proper station. These supervisors will be responsible for the proper labeling of each barrel and for adherence to safety standards by the packers. Requests for removal of full barrels and requests for additional empty barrels will come from these supervisors.

The pesticides supervisor will help categorize pesticides for lab-packing. S/he will also be responsible for identifying potentially dioxin containing pesticides. This supervisor will also oversee the packing of different pesticide categories, including aerosols.

The corrosives and oxidizers supervisor will help categorize oxidizers for packing.

GENERAL STATEMENT

Flexibility is essential to the success of the Turn-in Day. Prior to leaving your area you must notify the operations supervisor or site manager. It is essential that your whereabouts are known and that you practice the safety standards required for your area. Violations of the policy could result in serious injury and/or disruption of the event. As an area supervisor, your safety practices should be models for the rest of the staff to follow.

PAINT AREA SUPERVISOR
SOLVENTS AREA SUPERVISOR

SAFETY LEVEL: Level II

SKILL LEVEL:

Knowledge of hazardous materials sufficient to distinguish incompatible wastes in the liquid bulking areas. Knowledge of safety requirements involved in handling chemical wastes. Background in chemistry is helpful for this position.

DUTIES:

The paints and solvents area supervisors will oversee all sorting, lab packing, and liquid bulk packing of paints and solvents. These supervisors will be responsible for proper labeling of each drum and for adherence to safety standards by the bulkers and packers. These supervisors will request removal of full drums and ask for empty drums to be brought into their areas.

The paint supervisor will help sort latex from oil based paint. Knows how to identify and divide the flammable petroleum products that come into the paint area by mistake. Oversees packing of paints, aerosols and other paint products. Oversees bulking of paints.

The solvents supervisor will help identify flammable solvents for bulking. Knows how to distinguish between chlorinated and non-chlorinated solvents. Knows dangers of oxidizers in this area and can identify oxidizers misplaced in this area. Oversees bulking and lab packing of solvents.

GENERAL STATEMENT:

Flexibility is essential to the success of the Turn-in Day. Prior to leaving your area you must notify the operations supervisor or site manager. It is essential that your whereabouts are known and that you practice the safety standards required for your area. Violations of the policy could result in serious injury and/or disruption of the event. As an area supervisor, your safety practices should be models for the rest of the staff to follow.

TRAFFIC CONTROL	GREETERS
SAFETY LEVEL: III SKILL LEVEL: Ability to direct traffic and work with the public. DUTIES: Direct the flow of traffic into the staging lanes and from the staging lanes into the unloading area. Responsible for keeping a count of the number of vehicles participating in the event. GENERAL STATEMENT Flexibility is essential to the success of the Turn-in Day. You may be required to assist other areas if the need arises. Prior to transferring jobs, leaving for break or any other changes you must notify your supervisor. Your supervisor will ensure that you have the necessary skill level and safety equipment to perform our new job. It is essential that your whereabouts are known and that you maintain the safety level required for the job you are dong. Violations of the policy could result in serious injury and/or the disruption of the event.	SAFETY LEVEL: III SKILL LEVEL: Ability to work with the public. DUTIES: Will greet citizens at their cars, ensuring no one leaves their car. Will help citizens complete any questionnaire and/or survey form and collect such forms from citizens. Will distribute HHW handouts to participants. Will distribute helpful information to businesses and government agencies that may show up. GENERAL STATEMENT Flexibility is essential to the success of the Turn-in Day. You may be required to assist other areas if the need arises. Prior to transferring jobs, leaving for break or any other changes you must notify your supervisor. Your supervisor will ensure that you have the necessary skill level and safety equipment to perform your new job. It is essential that your whereabouts are known and that you maintain the safety level required for the job you are dong. Violations of the policy could result in serious injury and/or the disruption of the event.

UNLOADERS	RUNNERS
SAFETY LEVEL: II (Some items may be optional at the discretion of the Sorting Supervisor) SKILL LEVEL: Will assist unloading supervisor in making initial determination of hazard potential of material delivered to the site. Ability to recognize explosives, picric acid and ether or other material which pose a safety hazard. Chemical background is desirable but not essential for this position. Should have some public relations skills. DUTIES: Unloaders will assist the unloading supervisor chemist in making the initial assessment of materials in the trunk of the car or truck. The unloader will obtain the keys from the participant, encouraging him or her to remain in the car. Once the material has been examined the unloader will remove the material to the sorting area and return to the unloading area. Explosives, picric acid, ether and all potentially hazardous situations should be brought to the attention of the unloading supervisor before handling the products. If materials are poorly packaged, safe guards should be taken to avoid spillage. Unloaders may assist in removing refuse from the sorting area for landfill disposal. GENERAL STATEMENT Flexibility is essential to the success of the Turn-in Day. You may be required to assist other areas if the need arises. Prior to transferring jobs, leaving for break or any other changes you must notify your supervisor. Your supervisor will ensure that you have the necessary skill level and safety equipment to perform your new job. It is essential that your whereabouts are known and that you maintain the safety level required for the job you are doing. Violations of the policy could result in serious injury and/or the disruption of the event.	SAFETY LEVEL: II (Mask may be optional at the discretion of the Sorting Supervisor or Safety Supervisor) SKILL LEVEL: Should have a general knowledge of hazardous materials and the ability to distinguish general groupings of materials to be taken to the packing areas. DUTIES: Will distribute hazardous materials from the sorting area to the packing areas. Runners will be responsible for determining the classification of the material from the Unloading Supervisor or his delegate and for insuring that this material is in the proper packing station by confirmation from that supervisor or his delegate. All materials will be transferred in the containers intended for that use. Empty transfer containers will be returned to the sorting area. Runners will be responsible for removing empty boxes and other refuse from around the sorting area intended for landfill disposal. Job will require lifting. GENERAL STATEMENT Flexibility is essential to the success of the Turn-in Day. You may be required to assist other areas if the need arises. Prior to transferring jobs, leaving for break or any other changes you must notify your supervisor. Your supervisor will ensure that you have the necessary skill level and safety equipment to perform your new job. It is essential that your whereabouts are known and that you maintain the safety level required for the job you are doing. Violations of the policy could result in serious injury and/or the disruption of the event.

LAB PACKERS/SORTERS

SAFETY LEVEL: II (Some items may be optional at the discretion of the Lab Pack Supervisor)

SKILL LEVEL:

Should have a general knowledge of hazardous materials and the ability to recognize general groupings of materials that have been taken to the packing stations.

DUTIES:

Under the direction of the respective area supervisor, properly sorts and packs pesticides, poisons, corrosives, oxidizers and other materials into barrels for transportation.

GENERAL STATEMENT

Flexibility is essential to the success of the Turn-in Day. You may be required to assist other areas if the need arises. Prior to transferring jobs, leaving for break or any other changes you must notify your supervisor. Your supervisor will ensure that you have the necessary skill level and safety equipment to perform your new job. It is essential that your whereabouts are known and that you maintain the safety level required for the job you are doing. Violations of the policy could result in serious injury and/or the disruption of the event.

LIQUID PACKERS/SORTERS

SAFETY LEVEL: I (Some items may be optional at the discretion of the supervisor)

SKILL LEVEL:

Some knowledge of chlorinated solvents and non-chlorinated solvents, flammable liquids such as paints and waste oils.

DUTIES:

Will identify and sort liquid materials and place contents into the proper drums. Will be responsible for removing as much liquid as possible before placing empty container into the refuse container. An effort will be made to remove as much paint sludge from the bottom of the can as possible. Will take precautions to minimize spillage of liquids around the site. Will maintain the safety level prescribed by the supervisor. If possible will assist in the removal of empty cans and bottles to be placed in the refuse containers.

GENERAL STATEMENT

Flexibility is essential to the success of the Turn-in Day. You may be required to assist other areas if the need arises. Prior to transferring jobs, leaving for break or any other changes you must notify your supervisor. Your supervisor will ensure that you have the necessary skill level and safety equipment to perform your new job. It is essential that your whereabouts are known and that you maintain the safety level required for the job you are dong. Violations of the policy could result in serious injury and/or the disruption of the event.

FORK LIFT DRIVER

SAFETY LEVEL: III

SKILL LEVEL:

Experience in driving a fork lift that moves 55 gallon drums.

DUTIES:

Moves 55-gallon drums from the packing areas to the drum storage area or directly onto the hazardous waste transporter's truck.

GENERAL STATEMENT:

Flexibility is essential to the success of the Turn-in Day. You may be required to assist other areas if the need arises. Prior to transferring jobs, leaving for break or any other changes you must notify your supervisor. Your supervisor will ensure that you have the necessary skill level and safety equipment to perform your new job. It is essential that your whereabouts are known and that you maintain the safety level required for the job you are doing. Violations of the policy could result in serious injury and/or the disruption of the event.

REFUSE DRIVER

SAFETY LEVEL: IV

Identification

SKILL LEVEL:

Qualification as a refuse truck driver.

DUTIES:

Periodic pick up and dumping of the two on-site dumpsters which will contain non-hazardous material destined for disposal at the landfill.

GENERAL STATEMENT

Flexibility is essential to the success of the Turn-in Day. You may be required to assist other areas if the need arises. Prior to transferring jobs, leaving for break or any other changes you must notify our supervisor. Your supervisor will ensure that you have the necessary skill level and safety equipment to perform your new job. It is essential that your whereabouts are known and that you maintain the safety level required for the job you are dong. Violations of the policy could result in serious injury and/or the disruption of the event.

Personnel Checklist

Management Tier

Site Manager
Hazardous Waste Manager

Supervisory Tier:

Safety Supervisor
Operations/Personnel Supervisor
Traffic Control Area Supervisor
Unloading Area Supervisor
Pesticides/Corrosives/Oxidizers Area Supervisor
Paints/Solvents Area Supervisor
Recycling Coordinator

Front Line Workers:

Traffic control/greeters
Unloaders/runners
Sorters
Lab packers
Liquid packers

Special Assignments:

Fork lift driver
Refuse driver
Photographer

Cleanup Crew:

Household Hazardous Waste Collection Event:
Staff Safety and Insurance Information Form

The people you have working at your collection event are often employed by a public or private agency and assist at the site as a function of their job. To ensure that site workers are covered under their employee insurance policies and worker's compensation, you may want to have workers fill out a "safety and insurance information form. The following form has been used in the Tacoma-Pierce County collection projects.

Name:_____

Agency:_____

Position/title:_____

Work address:_____

Work phone:_____

Background in household hazardous waste collection events:

_____

_____

_____

Home address:_____

Home phone:_____

Emergency contact:_____

Emergency contact's phone:_____

I understand that I am covered to work at this collection event by the insurance my employer provides under regular working conditions.

Worker signature:_____ Date:_____

APPENDIX P
Household Hazardous Waste
Collection and Planning in Washington

In 1985 the Washington State Legislature adopted Engrossed Second Substitute House Bill 975 as amendments to Chapter 70.105 of the Revised Code of Washington, the State Hazardous Waste Management Act. This bill calls for local governments to develop local hazardous waste plans by 1990. The focus of the local plans is on the management of moderate risk waste. Moderate risk waste includes household hazardous wastes and hazardous wastes from commercial generators of small quantities of hazardous wastes. At the time this document went to press, 26 counties are involved in preparing their plan and one county has submitted a final plan for approval.

From 1981 through 1988, 49 household hazardous waste collection events have been held in Washington. Several local agencies, and two private companies, have established permanent collection centers. In 1989, several more counties are establishing permanent collection centers. In 1989, several more counties are establishing permanent HHW collection centers. The following matrix provides a summary of collection activities that have taken place in Washington. The Department of Ecology would like to update this matrix as additional collection projects are carried out. If you are aware of other projects that have been conducted, please complete and submit the "Collection Project Report Form" which is in Appendix T. Thank you for your help.

Collection Project Annual Tally

Year	One Day Event	Ongoing	Pilot Projects
1982	-	-	1
1983	-	2	-
1984	-	2	-
1985	4	3	-
1986	11	3	-
1987	11	4	-
1988	24	6	-

HOUSEHOLD HAZARDOUS WASTE COLLECTION
PROJECTS AND PROGRAMS IN WASHINGTON
1982-88

Year	Location	Sponsor/Contract	Type of Program	Wastes Collected
1982	King County	City-County Health Department Stephanie Whitman (206) 587-3292	Ongoing by appointment	Pesticides, PCB ballasts
1982	King County	Chemical Processors, Inc. Glen Dillman (206) 762-3362	Ongoing, every Thursday	Most HHWs
1982	Seattle	Metro Dave Galvin (206) 684-1216	3 week pilot project	Pesticides, solvents
1983	King County	Chemical Processors, Inc. Glen Dillman (206) 762-3362	Ongoing, every Thursday	Most HHWs
1983	King County	City-County Health Department Stephanie Whitman (206) 587-3292	Ongoing by appointment	Pesticides, PCB ballasts
1984	King County	Chemical Processors, Inc. Glen Dillman (206) 762-3362	Ongoing, every Thursday	Most HHWs
1984	King County	City-County Health Department Stephanie Whitman (206) 587-3292	Ongoing by appointment	Pesticides, PCB ballasts
1985	Bellevue	Surface Water Utility and Fire Dept. Sarah Hubbard-Gray (206) 453-4895	One day event	Most HHWs
1985	Kent	Fire Department Marvin Berg (206) 859-3360	One day event	Most HHWs

Year	Location	Sponsor/Contact	Type of Program	Wastes Collected
1985	King County	Chemical Processors, Inc. Glen Dillman (206) 762-3362	Ongoing, every Thursday	Most HHWs
1985	King County	City-County Health Department Stephanie Whitman (206) 587-3292	Ongoing by appointment	Pesticides, PCB ballasts
1985	Spokane (City of)	Solid Waste Department Dennis Hein (509) 456-2600	One day event	Most HHWs
1985	Thurston County	Health Department and Public Works Marie Zuroske (206) 786-5457	One day event	Most HHWs
1985	Whatcom County	Health Department and Public Works Dave Bader (206) 676 6724	Ongoing by appointment	Most HHWs
1986	Bellevue	Surface Water Utility and Fire Dept. Sarah Hubbard-Gray (206) 453-4895	One day event	Most HHWs
1986	Clark County	Health District Gary Bickett (206) 696-8428	One day event	Most HHWs
1986	Island County	County Engineer's Office and Health Department Larry Kwarsick (206) 679-7331	Two, one day events	Most HHWs
1986	Jefferson County	Public Works Department Carter Breskin (206) 385-3505	One day event	Most HHWs
1986	Kent	Fire Department Marvin Berg (206) 859-3360	One day event	Most HHWs

Year	Location	Sponsor/Contact	Type of Program	Wastes Collected
1986	King County	Chemical Processors, Inc. Glen Dillman (206) 762-3362	Ongoing, every Thursday	Most HHWs
1986	King County	City-County Health Department Stephanie Whitman (206) 587-3292	Ongoing by appointment	Pesticides, PCB ballasts
1986	Snohomish County	Health Department Jeff Defenbach (206) 339-5250	One day event	Most HHWs
1986	Spokane (City of)	Solid Waste Department Dennis Hein (509) 456-2600	One day event	Most HHWs
1986	Thurston County	Health Department and Public Works Marie Zuroske (206) 786-5457	One day event	Most HHWs
1986	Tukwila	Fire Department Lavern Peterson (206)	One day event	Most HHWs
1986	Whatcom County	Health & Public Works Dave Bader (206) 676-6724	Ongoing by appointment	Most HHWs
1986	Yakima County	Public Works Department Mark Nedrow (509) 595-4128	One day event	Most HHWs
1987	Bellevue	Surface Water Utility ad Fire Department Sarah Hubbard-Gray (206) 453-4895	One day event	Most HHWs
1987	Island County	County Engineer's Office and Health Department Larry Kwarsick (206) 679-7331	One day event	Most HHWs

Year	Location	Sponsor/Contact	Type of Program	Wastes Collected
1987	Jefferson County	Health Department Micklick (206) 385-0722	One day event	Most HHWs
1987	Kent, Tukwila	Fire Departments Marvin Berg (206) 859-3360	One day event	Most HHWs
1987	King County	Chemical Processors, Inc. Glen Dillman (206) 762-3362	Ongoing, every Thursday	Most HHWs
1987	King County	City-County Health Department Stephanie Whitman (206) 587-3292.	Ongoing by appointment	Pesticides, PCB ballasts
1987	Seattle-King County	Solid Waste Utility and Metro Rich Conlin (206) 382-5013	One day event	Most HHWs
1987	Spokane (City of)	Solid Waste Department Dennis Hein (509) 456-2600	One day event	Most HHWs
1987	Tacoma-Pierce County	Public Works, Health and Fire Departments Dave Frutiger (206) 591-5543	One day event	Most HHWs
1987	Thurston County	Health Department Marie Zuroske (206) 786-5457	Ongoing on Saturdays	Flammables and Poisons
1987	Whatcom County	Health & Public Works Dave Bader (206) 676-6724	Ongoing by appointment	Most HHWs
1987	Yakima	Public Works Department Mark Nedrow (509) 595-4178	Two, one day events	Most HHWs

Year	Location	Sponsor/Contact	Type of Program	Wastes Collected
1988	Bellevue	Surface Water Utility and Fire Department Sarah Hubbard-Gray (206) 453-4895	Two, one day events	Most HHWs
1988	Clallam County	Health Department Bill White (206) 452-7831	One day event	Most HHWs
1988	Clark, Cowlitz, Skamania Counties	Chempro; McClary Division Bob Orr or Teresa McDonald (206) 835-8743	Ongoing, on Thursday	Most HHWs
1988	Jefferson	Health Department Rick Micklick (206) 385-0722	One day event	Most HHWs
1988	Kent/Tukwila	Fire Departments Lyn Hoffman-Gross (206) 859-3360	Two, one day events	Most HHWs
1988	King County	Chemical Processors, Inc. Glen Dillman (206) 762-3362	Ongoing, every Thursday	Most HHWs
1988	King County	City-County Health Department Stephanie Whitman (206) 587-3292	Ongoing by appointment	Pesticides, PCB ballasts
1988	Kitsap County	Health Department Don Miles (206) 478-5285	One day event Limited ongoing	Most HHWs Most HHWs
1988	Mabton (City of (Yakima County)	Chemical Processors, Inc. Hal Williams (206) 223-0500	One day event	Most HHWs
1988	Mason County	Hood Canal Council Donna Simmons (206) 877-5747	One day event	Most HHWs

Year	Location	Sponsor/Contact	Type of Program	Wastes Collected
1988	Prosser (City of) (Benton County)	Chemical Processors, Inc. Hal Williams (206) 223-0500	One day event	Most HHWs
1988	Seattle-King County	Metro and Solid Waste Department Rich Conlin (206) 382-5013	Two, one day events	Most HHWs
1988	Spokane (City of)	Solid Waste Department Dennis Hein (509) 456-2600	One day event	Most HHWs
1988	Tacoma-Pierce County	Public Works, Health and Fire Departments Dave Frutiger (206) 591-5543	One day event	Most HHWs
1988	Thurston County	Health Department Marie Zuroske (206) 786-5457	Ongoing, on Saturdays	Flammables and Poisons
1988	Whatcom County	Health & Public Works Dave Bader (206) 676-6724	Ongoing by appointment	Most HHWs
1988	Thurston County	Health Department and Public Works Marie Zuroske (206) 786-5457	One day event	Most HHWs
1988	Yakima County	Public Works Mark Nedrow (509) 595-4128	Nine, one day events	Most HHWs

APPENDIX Q
Less Toxic Alternative Products

FOR THIS.....	TRY THIS
air freshener	Summer cinnamon and cloves
aluminum spot removal	2 tablespoon cream of tartar and 1 quart hot water
ants (in house)*	Locate entry point and seal with caulk. Kill visible ants with soapy water. Remove all food sources
bleach	borax
brass polish	Worcestershire sauce
car battery corrosion removal	baking soda and water
chrome polish	apple cider vinegar
cleaners: general household	1 tsp liquid soap plus 1 tsp borax plus one squeeze of lemon in quart of warm water
coffee cup stain removal	moist salt
coffee pot stains	vinegar
copper cleaner	lemon juice and salt
decal remover	soak in white vinegar
dishwashing	use a liquid soap and vinegar for grease cutting
drain cleaner	plunger followed by ½ c baking soda plus ½ c vinegar mixed with 2 quarts boiling water
fertilizer	compost and vermicompost
fleas (on pets)*	Vacuum twice a week and dispose of vacuum bags in trash. Wash pet bedding. Treat pet and bedding with flea soap of citrus oil product.
furniture polish	use linseed or almond oil
garbage disposal deodorizers	used lemons or baking soda
grease removal	borax on damp cloth
handcleaner, paint/grease	baby oil
ink spot remover	cold water plus 1 T cream of tartar and 1 T lemon juice
insects on plants*	soapy water on leaves, then rinse
laundry detergent	basic soap
linoleum floor cleaner	1 cup white vinegar plus 2 gallons water
mildew remover	equal parts vinegar and salt
mosquito repellent*	burn citronella candles, citronella oil
clothes moths*	wash woolens before storing, cedar chips enclosed in cotton sachets
oil stain removal	white chalk rubbed into stain before laundering
oven cleaner	2 tablespoon liquid soap plus 2 teaspoon borax mixed with warm water
paint: oil based/stain/spray	water based, non-aerosol paints
paint brush softener	hot vinegar
perspiration spot remover	white vinegar plus water
pet odor removal	cider vinegar
porcelain stain removal	baking soda
refrigerator deodorizer	open box of baking soda
roaches*	Remove all sources of food and water. Caulk or plug cracks and crevices. Last resort is to use boric acid (a poison). This must be kept away from pets and children.
rug/carpet cleaner	club soda
rust removal (clothing)	lemon juice plus salt plus sunlight
rusty bolt/nut removal	carbonated beverage
scorch mark removal	grated onion
scouring powder	baking soda
shaving cream	brush and shaving soap
slugs and snails*	Remove tall grass and debris from vicinity of garden. Use beer traps or perform late evening search and destroy.
spot remover	club soda, lemon juice or salt
stainless steel polish	mineral oil
toilet bowl cleaner	paste of borax and lemon juice
tub and tile cleaner	¼ cup baking soda and ½ cup white vinegar mixed with warm water
upholstery spot removal	club soda
water mark removal	toothpaste
water softener	¼ cup vinegar
wine stain removal	salt
window cleaner	¼ cup vinegar in 1 quart warm water

*Pest control cannot be adequately addressed in a brief format. For additional information, contact the Washington Toxics Coalition, 4516 University Way N.E., Seattle, WA 98105, (206) 632-1545.

Municipality of Metropolitan Seattle
Washington State Department of Ecology

For more information call the Seattle-King County Department of Public Health Hazards Line at 296-4692
Outside King County call

APPENDIX R
Participant Questionnaire Example

Household Hazardous Waste Questionnaire

County_____
ZIP Code_____
Date _____

1. Which of the following hazardous household products do you use?

   Cleaning Agents
   ( ) oven, drain and toilet cleaners ( ) spot removers and degreasers ( ) septic tank cleaners

   Paint Products
   ( ) oil base paints ( ) paint thinners ( ) paint removers and strippers

   Pesticide Control Products
   ( ) herbicides ( ) insecticides ( ) wood preservatives

   Auto and Boat Products
   ( ) gasoline ( ) batteries ( ) engine flushes

   Hobby and Recreation Products
   ( ) photography chemicals ( ) pool chemicals ( ) arts and crafts products

   When the leftovers of these products are no longer wanted or useful, they become household hazardous waste.

2. How have you disposed of household hazardous wastes in the past? (check all that apply)

   Cleaning Agents
   ( ) garbage can ( ) indoor sink or toilet ( ) storm drain or ditch ( ) recycling center
   ( ) gave to someone who could use it up ( ) did not dispose; been storing indefinitely
   ( ) other _____

   Paint Products
   ( ) garbage can ( ) indoor sink or toilet ( ) storm drain or ditch ( ) recycling center
   ( ) gave to someone who could use it up ( ) did not dispose; been storing indefinitely
   ( ) other _____

Pest Control Products
( ) garbage can ( ) indoor sink or toilet ( ) storm drain or ditch ( ) recycling center
( ) gave to someone who could use it up ( ) did not dispose; been storing indefinitely
( ) other _____

Auto and Boat Products
( ) garbage can ( ) indoor sink or toilet ( ) storm drain or ditch ( ) recycling center
( ) gave to someone who could use it up ( ) did not dispose; been storing indefinitely
( ) other _____

Hobby and Recreation Products
( ) garbage can ( ) indoor sink or toilet ( ) storm drain or ditch ( ) recycling center
( ) gave to someone who could use it up ( ) did not dispose; been storing indefinitely
( ) other _____

3. How "old" is the "oldest" product you have brought in for disposal?

   ( ) less than one year old ( ) 1-4 years old ( ) 5-9 years old ( ) more than ten years old

4. How did you hear about this service?

   ( ) newspaper ( ) radio ( ) television ( ) flyers ( ) word of mouth
   ( ) other _____

5. How often would you use this service?

   ( ) once per year ( ) twice per year ( ) monthly ( ) as needed ( ) never

6. How much would you be willing to pay to use this service? (check all that apply)

   ( ) $0 ( ) $2 ( ) $5 ( ) $10 ( ) Would rather have a small increase in my utility bill.

7. Have you brought wastes to a household hazardous waste collection event before?

   ( ) Yes ( ) No

8. Would you use this service again if it offered?

9. What comments or suggestions do you have for improving this service?

APPENDIX S
Resources For More Information

Technical References

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The Condensed Chemical Dictionary Gessner Hawley. (New York: Van Norstrand Reinhold Company Inc., 1981).

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Alternatives

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The Encyclopedia of Natural Insect and Disease Control. Roger B. Yepsen, Jr. (Emmaus, PA: Rodale Press, 1984).

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Making the Switch: Alternatives to Using Toxic Chemicals in the Home. Gina Purin. Golden Empire Health Planning Center, 2100 21st Street, Sacramento, CA 95818, 1986.

The Natural Formula Book for Home and Yard. Dan Wallace. (Emmaus, PA: Rodale Press, 1982.)

Nontoxic and Natural: How to Avoid Dangerous Everyday Products and Buy or Make Safe Ones. Debra Lynn Dadd. (Los Angeles, CA: Jeremy P. Tarcher, Inc., 1984)

The Nontoxic Home. Debra Lynn Dadd. (Los Angeles, CA: Jeremy P. Larcher, Inc., 1986)

Turning the Tide on Toxics in the Home: A guide to Safer Alternatives and Proper Disposal of Hazardous Household Products. Rebecca Voerman. Washington Department of Ecology, MS PV-11, Olympia, WA 98504. 1988.

Chemical Hazards in Home Products

Artist Beware. Michael McCann. (New York: Watson-Guptil Publications, 1979).

A Consumer's Dictionary of Cosmetic Ingredients. Ruth Winter. (New York: Crown Publishers, Inc., 1984).

Why Your Home May Endanger Your Health. Alfred Zamm with Robert Gannon. (New York: Simon and Schuster, 1980).

APPENDIX T
Household Hazardous Waste
Collection Project Report Form

This form has been developed to track projects statewide in order that future programs may profit from the expertise of those who have already implemented collection projects. If your community has held a project, please complete this two page form and submit it to the address listed at the end. Thank you.

1. Location(s) of project:_____

2. Date(s) of project:_____

3. Type of project: (circle all that apply)
   a. HHW
   b. Paint only
   c. Single day event
   d. Multiple day event
   e. Single site
   f. Multiple sites

4. Sponsoring organization_____
   Address:_____
   City/State/ZIP:_____
   Contact person/phone number:_____

5. How many vehicles participated?_____

6. How many households participated?_____

7. What was the total cost of the project:_____
   Disposal costs:_____
   Publicity costs:_____
   Staffing costs:_____
   Equipment costs:_____
   Other expenses:_____

8. What was the total number of drums of waste collected?*_____
   Approximately how much waste was recycles?_____
   Approximately how much waste was burned for energy recovery?_____
   Approximately how much waste was physically or chemically treated?_____
   Approximately how much waste was incinerated?_____
   Approximately how much as landfilled?_____
   Approximately how much was managed otherwise?_____

*Please indicate how many drums are lab packed, loose packed, or bulked liquids.

9. Hazardous Waste Management Contractor
   Name:_____
   Address:_____
   City/State/ZIP:_____
   Contact person/telephone:_____

Please send your completed form(s) to the address listed below. Please do not hesitate to call if you have any questions. Thank you for taking the time to send in this tracking record.

Household Hazardous Waste Project Data
Solid and Hazardous Waste Program
MS PV-11
Olympia, WA 98504
(206) 459-6303

Mission

The mission of the Department of Ecology is to protect, preserve and enhance Washington's environment and promote the wise management of our air, land and Water for the benefit of current and future generations.

12-Point Strategy

To accomplish this mission, the department will:

- Recognize its most valuable asset is its dedicated and committed employees and it will provide necessary support, training and professional development.
- Promote prevention and conservation as the most effective ways to preserve our natural resources and protect the environment.
- Enforce environmental laws and regulations in a fair and firm manner.
- Provide public education programs to promote wise use of our natural resources and encourage environmental protection.
- Offer information, technical and financial assistance to help the public, governments, businesses and industries comply with environmental laws and regulations.
- Promote the recognition that compliance with environmental laws and regulations is compatible with a sound economy.
- Provide meaningful public involvement in the development of rules, regulations and new initiatives.
- Provide leadership in addressing emerging problems and strive to bring public agencies and diverse interest groups together to address environmental issues.
- Use an integrated approach to resolve environmental issues.
- Place special emphasis on educating and working with youth to create a strong environmental ethic.
- Help state agencies set an example in environmental protection.
- Work with the executive and legislative branches to promote sound environmental policy.

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