

**PROCEDURES FOR RESPONDING TO
Hazardous Waste Incidents**

**CITY OF BURLINGAME
PUBLIC WORKS DEPARTMENT**

**Prepared
March 2018**

INTRODUCTION

These procedures have been prepared to provide general guidance to Public Works (PW) staff in the response to hazardous waste incidents that involve more than simple minor spill cleanup. Public Works has agreed to provide limited response services to Central County Fire Department (CCFD) for hazardous waste incidents. The policies and procedures detailed below are to serve as guidance for PW staff to provide those limited response services in a safe and effective manner. The purpose of these procedures is to provide a guide to the actions required in a majority of the incidents. It should be noted, however that no simple set of rules can apply to all possible situations nor can these be substituted for good judgement. PW employees must keep in mind that safety shall always be given primary consideration. If, in the employee's judgement, action would jeopardize health and/or safety, the employee(s) shall contact the Police Department and request CCFD response.

HAZARD INDICATORS

PW staff should be aware of *Hazard Indicators* and never handle containers that are: fuming, foaming, smoking, or bulging; containers with solvent smells, damaged lithium or car batteries, containers larger than 10 gallons or 50 pounds, containers with laboratory or medical markings, or containers marked Explosive, Corrosive, Toxic, or Reactive.

CONTACT INFORMATION

Police Department:	Radio "Control 1" to talk directly with Police Dispatch Non-emergency phone: (650) 777-4100 for police dispatch Emergency phone: 911 or (650) 692-0310 for police dispatch
Public Works:	Radio "Control 4" during normal working hours.
Central County Fire:	Emergencies call 911 or (650) 692-0313

GENERAL INFORMATION

The list of waste types that PW will provide direct cleanup and transportation activities for are limited to those materials that the employees encounter and are trained to handle in their regular work duties and pose limited risks to the employee if handled properly. PW staff should only provide spill clean-up, handling and transportation services for the following substances:

Motor Oil
Hydraulic oil/fluid
Diesel fuel
Antifreeze
Paints

CCFD is responsible for the identification of any spilled or abandoned materials. This includes making and documenting any determinations as to the nature, identity and hazards associated with the suspected hazardous material. **Exception:** If PW personnel determine that the substance is clearly identifiable and an identification assessment can be made with great certainty, PW personnel can proceed without CCFD identification.

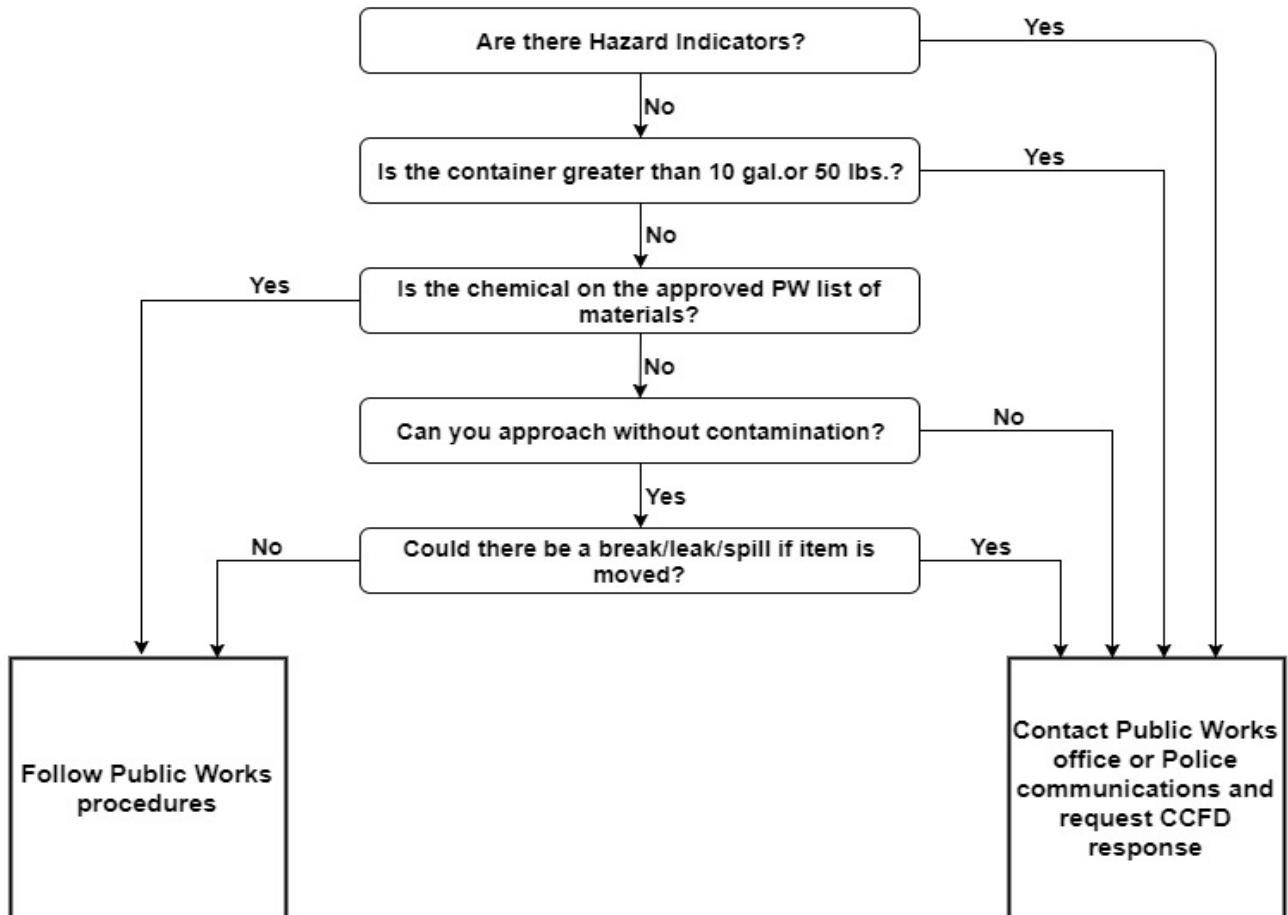
ABANDONED OR SPILLED HAZARDOUS MATERIAL RESPONSE PROCEDURES

The following discussion details policy and procedures to be followed when responding to hazardous material incidents.

1. Initial Response

- Before leaving the corporation yard, make sure you have the necessary equipment and supplies including granular absorbent, booms/dikes, secondary containers, brooms, shovels, and standard PPE including Neoprene gloves and eye protection.
- Assess situation for “Hazard Indicators”. Make observations from a safe distance and, if possible, from an upwind position. PW staff should take photos of all containers / spills to document field conditions.
- Avoid contact with the material in question.
- Prevent public from coming in contact with the material.
- Use cones, barricades, and signs to set up appropriate traffic control. If needed, request assistance from Police and/or Fire Department.
- Use the PW flow chart (Attachment 1) to confirm that the material is on the list of approved items that PW will handle or verify that CCFD has identified the material. A Hazardous Waste Incident report shall be completed for all calls (Attachment 2). If CCFD is on-scene, have the ranking official document the identification of the material by completing and signing the Hazardous Material Incident Report. IF CCFD is not needed, then PW staff will complete the report.

Responding to Spilled or Abandoned Material



Hazard Indicators:

Never handle containers in the following situations:

- Containers with medical or laboratory markings
- Containers larger than 10 gallons or 50 pounds
- Containers emitting solvent smells
- Damaged lithium or automotive batteries
- Items marked Explosive, Corrosive, Toxic or Reactive

CITY OF BURLINGAME
Public Works Department
HAZARDOUS WASTE INCIDENT

Date: _____ Time: _____	Incident Location:
Was Fire Dept. on Scene? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was Police Dept. on Scene? <input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Description:	
Waste Description (To be filled out by Fire Dept): Physical State: <input type="checkbox"/> Liquid <input type="checkbox"/> Solid <input type="checkbox"/> Gas Hazardous Properties: <input type="checkbox"/> Flammable <input type="checkbox"/> Corrosive <input type="checkbox"/> Reactive <input type="checkbox"/> Toxic Other hazards / Circumstances: _____ _____ _____ How Identified: <input type="checkbox"/> User <input type="checkbox"/> Container Label <input type="checkbox"/> HazCat	
Signature of Fire Department representative: _____	
Public Works action taken (briefly describe clean-up procedures, materials used, problems, etc.):	
Additional Notes:	
Signature _____	

- For spills, begin cleanup by containing waste to prevent spread to storm drains using absorbent or socks/dikes. If storm drain inlet is within the vicinity of any spill, protect inlet by covering with spill mat or blocking flow to the storm drain. Apply absorbent sparingly to spill and stir absorbent around using broom or shovel. Allow absorbent to remain on spill for an adequate amount of time to absorb the material. Sweep and shovel spent absorbent into appropriate container (plastic bag, drum, etc.) and load into vehicle.
- For abandoned containers, inspect container to ensure the lid is secure and container is sound. If the container has the potential to spill or leak, and only if it is safe to do so, set the container in a larger container for transportation.
- After cleanup is complete, inspect area again to verify that work performed is satisfactory.
- Any wastes transported by PW personnel will be delivered to the Corporation Yard Hazardous Waste Storage Area and placed on a secondary containment pallet. PW responders will provide a completed PW Hazardous Material Incident Report to his/her Supervisor no later than the following work day.

2. Support Services

For all incidents, if requested by fire or police, PW can provide support response including traffic control and spill control, containment and cleanup equipment. When furnishing these services, no PW personnel will enter any exclusion zones, contamination reduction zones or evacuation zones until the release has been controlled and appropriate monitoring to clear these zones has been conducted to ensure regulatory exposure limits are not exceeded.

Spill Cleanup

PW staff will provide spill clean-up and transportation of wastes from spills or accidents involving motor oil, hydraulic oil/fluid, diesel fuel, antifreeze, or paints. Spill cleanup can be conducted for incidents involving over 10 gallons. The 10 gallon limit applies only to transportation of liquids. For solids (including absorbent used for spill cleanup), the transportation limit is 50 pounds. For liquids exceeding 10 gallons in total liquid volume or solids exceeding 50 pounds in weight, transportation responsibility lies with CCFD. PW personnel will not provide transportation services for incidents exceeding these limits by making multiple trips.

Transportation Services

PW will provide transportation services of material less than 10 gallons or 50 pounds under the

following conditions:

Transportation of intact automobile batteries (any spilled battery fluids will be the responsibility of CCFD to cleanup). PW staff may transport battery fluid clean-up residue if the fluid is neutralized with an acid neutralizer.

Transportation of clean-up residue from CCFD clean-up of spills. Corrosive substance residues will only be transported by PW staff if cleaned up with appropriate neutralizers to eliminate corrosive hazard and a Hazardous Waste Incident report is completed by CCFD staff.

Transportation of containers positively identified as containing motor oil, hydraulic oil/fluid, diesel fuel, gasoline, solvents, anti-freeze, paints not exceeding a total liquid volume (not container volume) of 10 gallons.

PW staff will not perform any hazardous waste clean-up services for wastes at locations involving water bodies, confined spaces such as catch basins, storm or sanitary sewers, or any soil areas contaminated by a release. Under those circumstances, CCFD will take the lead responsibility for clean-up and PW will provide support services.