

# Household Hazardous Waste Collection Event

## Standard Operating Procedure

### WORKER SAFETY

1. Make sure to wear the proper personal protective equipment when handling HHW (gloves, safety goggles, etc.
2. Make sure the HHW spill kit is easily accessible just in case of a spill.

### HHW COLLECTION PROCEDURE

1. Determine whether or not the material delivered is acceptable. Check the acceptable and unacceptable items list below.
2. Fill out the participant tracking form. Ask for the participants name, address, tribal affiliation, e-mail address, and inventory all the material delivered.
3. DO NOT accept material that cannot be easily identified. If there is NO LABEL do not accept the material. **Ensure that the customer did not mix any of the HHW being delivered.**
4. DO NOT accept hazardous wastes generated by commercial/business operations.
5. Properly store all material upon receipt (55 gallon oil drum, double containment spill pallets, anti-flammable storage cabinet, etc.)
6. If the material delivered to the Transfer Station is leaking, place the material into a larger appropriate receptacle and properly label the container.
7. If any material is spilled it should be immediately contained and soaked up with absorbent material found in the HHW spill kit. **Be sure to use proper PPE when handling HHW spills.**
8. Make sure to put all flammable material into the anti-flammable storage cabinet (e.g. solvents, fuel, etc.).
9. We are in the process of purchasing proper storage containers for the fluorescent lamps & tubes but in the meantime please store them in the enclosed caged area to prevent them from breaking.
10. **IN CASE OF AN EMERGENCY, PLEASE CONTACT THE LOCAL FIRE DEPARTMENT.**
11. **PLEASE TAKE PHOTOS OF THE EVENT.**

ACCEPTABLE ITEMS	UNACCEPTABLE ITEMS	LIST OF SUPPLIES
1. Used Motor Oil & Filters 2. Engine Coolant (Antifreeze) 3. Household & Car Batteries 4. Paints (Water & Latex Based) 5. Solvents & Cleaners 6. Pesticides & Herbicides 7. Electronic Devices 8. Fluorescent Lamps & Tubes	1. Explosives, Ammunition, and Fireworks 2. Prescription Medication/Syringes 3. Infectious & Biological Waste 4. Asbestos Shingles or Siding 5. Commercial or Industrial Waste 6. Radioactive Waste (Smoke Detectors) 7. Propane Tanks & Tires	1. Clipboard 2. Pen 3. Permanent Marker 4. HHW Event Tracking Form 5. PPE

# HHW EVENT TRACKING FORM

**Event:** Household Hazardous Waste Collection Event

**Event Date:** December 12, 2015

**Tribe:** La Jolla Band of Luiseno Indians

**Location:** La Jolla Transfer Station

Name	Address	Tribal Affiliation	E-Mail	HHW Items

Name	Address	Tribal Affiliation	E-Mail	HHW Items

Name	Address	Tribal Affiliation	E-Mail	HHW Items

Name	Address	Tribal Affiliation	E-Mail	HHW Items

Name	Address	Tribal Affiliation	E-Mail	HHW Items