

INSTRUCTIONS & EXAMPLE PLAN



Hazardous Materials Plan



Site Information		
Site Name <i>John's Garage</i>	DBA <i>John's Garage</i>	Date <i>01/01/2020</i>
Site Address <i>123 County Road</i>	City <i>Port Hadlock</i>	
Zip Code <i>98368</i>	County <i>Jefferson</i>	
Listed Business <i>123 – Auto Repair</i>		

Contact Information	
Mailing Address <i>123 County Road</i>	City <i>Port Hadlock</i>
Zip Code <i>98368</i>	County <i>Jefferson</i>
Business Contact <i>Jane Doe</i>	Title/Position <i>Lead Painter</i>
Phone Number <i>(360) 123-4567</i>	Email <i>jane.doe@gmail.com</i>
Business Owner <i>John Smith</i>	
Phone Number <i>(360) 987-6543</i>	Email <i>johnsmith@msn.com</i>
Land Owner <i>John Smith</i>	
Phone Number <i>(360) 987-6543</i>	Email <i>johnsmith@msn.com</i>
Site Operator <i>John Smith</i>	
Phone Number <i>(360) 987-6543</i>	Email <i>johnsmith@msn.com</i>

Step 3. Describe job responsibilities for each position identified in Step 2

Position Responsibilities	
Job Title <i>Operations Manager</i>	Employee Name <i>John Smith</i>
General Job Responsibilities	
<ul style="list-style-type: none"> <input type="checkbox"/> Oversees day-to-day operations <input type="checkbox"/> Schedules employee shifts <input type="checkbox"/> Ensures work orders are completed in an appropriate and timely manner 	
HW Specific Job Responsibilities	
<ul style="list-style-type: none"> <input type="checkbox"/> Schedules waste disposal at the Moderate Risk Waste Facility <input type="checkbox"/> Safely and securely transports the waste to the facility <input type="checkbox"/> Conducts weekly inspections of containers and storage areas containing liquid hazardous materials and waste, to ensure they are stored inside and, if outside, they are inside secondary containment and protected from the elements (covered or rain cover) and away from storm drains/catch basins <input type="checkbox"/> Records and maintains inspection logs 	
Job Title <i>Lead Painter</i>	
Employee Name <i>Jane Doe</i>	
General Job Responsibilities	
<ul style="list-style-type: none"> <input type="checkbox"/> Ensures auto body parts are painted to customer specifications <input type="checkbox"/> Oversees inventory and ordering of paint and painting materials 	
HW Specific Job Responsibilities	
<ul style="list-style-type: none"> <input type="checkbox"/> Cleans paint lines into a bucket and then carefully transfers it into the appropriate labeled 55-gallon container with proper secondary containment, overhead cover, and ensures it is in good working condition and away from storm drains/catch basins. If the container does not conform to these conditions, ensures the Operations Manager is informed. <input type="checkbox"/> Ensures that storage containers remain closed except when adding or removing waste <input type="checkbox"/> When a storage container is ¾ full, informs the Operations Manager to schedule a hazardous waste pick-up 	

Step 4. Establish appropriate Hazardous Waste training for each position

Businesses should designate appropriate training that is specific to their operations and sector.

Find helpful videos, posters, and additional information at

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Dangerous-waste-guidance/Dangerous-waste-basics>.

Hazardous Waste (HW) Training Per Position	
Job Title <i>Lead Painter</i>	Employee Name <i>Jane Doe</i>
HW Training	
<p><i>Hazardous Waste Container Management</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Keep containers closed except when adding or removing waste</i> <input type="checkbox"/> <i>Ensure locking-type funnels are locked and secured to the drums</i> <input type="checkbox"/> <i>Remove non-locking funnels after adding or removing waste</i> <input type="checkbox"/> <i>Securely fasten ring locks</i> <p><i>Labeling</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Label or mark containers as “Hazardous Waste” or “Dangerous Waste”</i> <input type="checkbox"/> <i>Label or mark the major risk on the containers (for example, “Flammable,” “Corrosive,” or “Toxic”)</i> <input type="checkbox"/> <i>Label all containers</i> <p><i>Weekly Inspections</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Conduct weekly inspections of the waste and material storage areas</i> <input type="checkbox"/> <i>Check the storm drains/catch basins to ensure they are free of debris</i> <input type="checkbox"/> <i>Check the storm drains/catch basins if they are 60% full or within six inches of outfall, call for service</i> <input type="checkbox"/> <i>Log weekly inspections</i> <input type="checkbox"/> <i>Record problems, any actions taken to correct problems, and date of the corrections on inspection logs</i> <input type="checkbox"/> <i>Inspect emergency response equipment and spill kits to ensure that the necessary supplies are available and still viable</i> <input type="checkbox"/> <i>Ensure liquid hazardous materials/waste are stored inside and, if outside, it is inside secondary containment and is protected from the elements (covered or rain cover) and away from storm drains/catch basins</i> 	

Step 5. Document employee training upon completion

Employee Record of HW Training		
Job Title <i>Lead Painter</i>	Employee Name <i>Jane Doe</i>	Hire Date <i>01/01/2019</i>
Training Type (Check box) <input type="checkbox"/> Initial HW Training <input type="checkbox"/> Annual HW Refresher on <u><i>January 2020</i></u>		
<p>The above employee has received the following Hazardous Waste (HW) training appropriate to the employee's job description. (Check all boxes that apply)</p> <p>Hazardous Waste Container Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>I understand that all HW containers are to be kept closed except when adding or removing wastes.</i> <input type="checkbox"/> <i>I understand HW containers should be free of rust, dents, and leaks.</i> <input type="checkbox"/> <i>I understand that liquid hazardous materials/waste should be stored inside and, if outside, it is inside secondary containment and is protected from the elements (covered or rain cover) and away from storm drains/catch basins.</i> <p>Labeling</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>I understand that containers holding HW must be labeled or marked with the words "Hazardous Waste" or "Dangerous Waste," and the major health risk associated with the waste.</i> <p>Pollution Prevention</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>I know where the spill kit is kept and how to use it.</i> <input type="checkbox"/> <i>I understand storm drain/catch basin grates should be free of debris.</i> <input type="checkbox"/> <i>I understand that a storm drain/catch basin needs cleaning if it is 60% full or within six inches of the outfall.</i> <input type="checkbox"/> <i>I understand that my company is a Small Quantity Generator and we cannot generate more than 220lbs of waste a month or store more than 2,200lbs.</i> 		
Supervisor/Trainer Signature		Date
Employee Signature		Date



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Site Address		City
Zip Code	County	
Listed Business		

Contact Information	
Mailing Address	City
Zip Code	County
Business Contact	Title/Position
Phone Number	Email
Business Owner	
Phone Number	Email
Land Owner	
Phone Number	Email
Site Operator	
Phone Number	Email

Step 3. Describe job responsibilities for each position identified in Step 2

Position Responsibilities	
Job Title	Employee Name
General Job Responsibilities	
HW Specific Job Responsibilities	
Position Responsibilities	
Job Title	Employee Name
General Job Responsibilities	
HW Specific Job Responsibilities	
Position Responsibilities	
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Job Title	Employee Name
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HW Specific Job Responsibilities	
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General Job Responsibilities	
HW Specific Job Responsibilities	
Job Title	
Employee Name	
General Job Responsibilities	
HW Specific Job Responsibilities	

Step 4. Establish appropriate HW training for each position

Businesses should designate appropriate training that is individualized to their operations and sector. Find helpful videos, posters, and additional information at <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Dangerous-waste-guidance/Dangerous-waste-basics>.

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Job Title	Employee Name
HW Training	
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Supervisor/Trainer Signature		Date
Employee Signature		Date

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