UDOT
SPILL PREVENTION and RESPONSE PLAN
for
MAINTENANCE STATIONS
and
CONSTRUCTION SITES

Utah Department of Transportation
Environmental Services Division

April 2007

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MAINTENANCE EMERGENCY CALL DOWN LIST

Pollution Prevention at UDOT Maintenance Stations and ROW

Immediately Contact	
Dispatch	911
Station Supervisor	
Area Supervisor	
Dept. of Environmental Quality - DEQ (24-hour) (they will contact state and federal stakeholders)	801-536-4123
Within ½-hour contact	
District or Maintenance Engineer	
Local Health Department	
Region Safety/Risk Manager	
LARGE SPILLS AND/OR WATER AFFECTED *(Safety/Risk manager should make these calls)*	
State Hazmat Response Officer (24-hour)	801-538-3745
National Response Center	800-424-8802
Dept. of Environmental Quality incident update	801-536-4123

Report spills immediately. Begin cleanup ASAP.

Obtain help from experts!

CONSTRUCTION EMERGENCY CALL DOWN LIST

Pollution Prevention for Construction Projects

Immediately Contact	
Dispatch	**911**
Crew Supervisor	
Environmental Control Supervisor	
UDOT Environmental Control Supervisor	
Dept. of Environmental Quality - DEQ (24-hour #)	801-536-4123
Within ½-hour – Contact	
Resident Engineer	
Local Health Department	
Region Safety/Risk Manager	
LARGE SPILLS AND/OR WATER AFFECTED *(RE or Safety/Risk manager should make these calls)*	
State Hazmat Response Officer (24-hour)	**801-538-3745**
National Response Center	800-424-8802
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Report spills immediately. Begin cleanup ASAP.

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UTAH HAZARDOUS MATERIAL

SPILL RESPONSE RESOURCE LIST

From: http://www.superfund.utah.gov/docs/resource.pdf

UTAH HAZARDOUS MATERIAL - OIL SPILL RESPONSE RESOURCE LIST

						Spill Type Capability for Handling		Spill Response Services					Response Time In Hours To Farthest Point In Area (See Utah Map of Area Numbers)							
	Company Name	**Location**	**Contact**	**Telephone**	**24 Hr**	**Petroleum Products**	**General HazMat**	**Level A Team**	**Level B Team**	**Sorbant Dealer**	**Treat (T) Store (S) Dispose (D)**	**Other*** (see key)	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
1	Bonneville Industrial Supply	Orem		801-225-7770						x										
2	E.T. Technologies Consulting	Salt Lake City		801-977-0731	x	x	x	x	x	x	TSD	DEV	6	4	3	10	8	10	12	12
3	E.T. Technologies Disposal Services	Salt Lake City		801-973-2065	x (soil)						D									
4	Environmental Restoration	Salt Lake City		888-814-7477; 801-268-6450	x	x	x	x	x		TSD	CDREV	2	2	1	3	4	4	5	7
5	Envirotech, Inc	Farmington, NM		505-632-0615	x	x	x		x		TSD	DV						5	5	4
6	Environmental Technologies of Nevada	Las Vegas, NV		702-734-5400	x	x	x	x	x	x	TD	CDV	8	8	9	9	8	9	4	5
7	Flare Construction	Coalville		307-789-1979	x	x			x		TSD	D	4	4	2	5	6	6	8	9
8	Herrick Industrial Supply	Ogden		801-627-2240						x										
9	Industrial Supply	Salt Lake City	Craig Curtis	801-484-8644						x										
10	Jack B. Parsons	Ogden	Patrick Clark	801-409-2415	x (soil)						D									
11	Lincoln Environmental Services	Ogden, Salt Lake		800-257-5370	x	x	x	x	x	x	TSD	CDREV	2	2	1	5	5	5	5	8
12	Lincoln Environmental Services	Box Elder Co.		800-257-5370	x	x	x	x	x	x	TSD	CDREV	1	2	1	5	5	5	5	8
13	LN Curtis & Sons	Salt Lake City		801-486-7285	x					x										
14	Pacific West																			
15	Safety Kleen	Tooele		801-323-8100	x						TSD									
16	Safety West	Salt Lake City		801-972-5800	x					x										
17	Thatcher Chemical (primarily their own shipments, may respond to others)	Salt Lake City		Nite 801-541-3723			Cl_2, SO_2, NH_3	x	x	x		CD	4	2	2	8	6	6	8	12
18	TW Company	North Salt Lake		801-299-1900	x	x	x	x	x		TSD	CDEV	2	2	1	1	4	4	6	7
19	Universal Products, Inc.	Ogden	Bill Hendren	888-584-5575	x					x										
20	S&M Diesel Environmental Service	Brigham City	Matt Tingey	800-735-2004 435-279-8124	x	x	x				TDS	CDV	1	3	1	3	4	4	7	7
21	H2O Environmental, Inc.	Las Vegas, NV	Alec Gonzales	702-396-4748	x	x	x	x	x	x	TSD	CDRV					4	6	2	4
22	HMHTTC Response Inc.	Salt Lake City	Jeff Hill	800-927-9303	x	x	x	x	x			CDREV	2	1	1	3	3	4	5	5
23	USA Environmental	Layton/Ogden	George Pasalano	801-390-4934	x	x	x	x	x	x	TSD	CDEV	1	1	1	4	4	5	5	7

* C-cylinders; D-drum; R-radioactive materials; E-explosives, V-vacuum transport

This list is made available to the public as a courtesy only and may not be complete.

The Utah Department of Environmental Quality provides this list to the public as a courtesy only. Inclusion on the list does not in any manner constitute by this agency licensure, certification, recommendation, or endorsement of any kind.

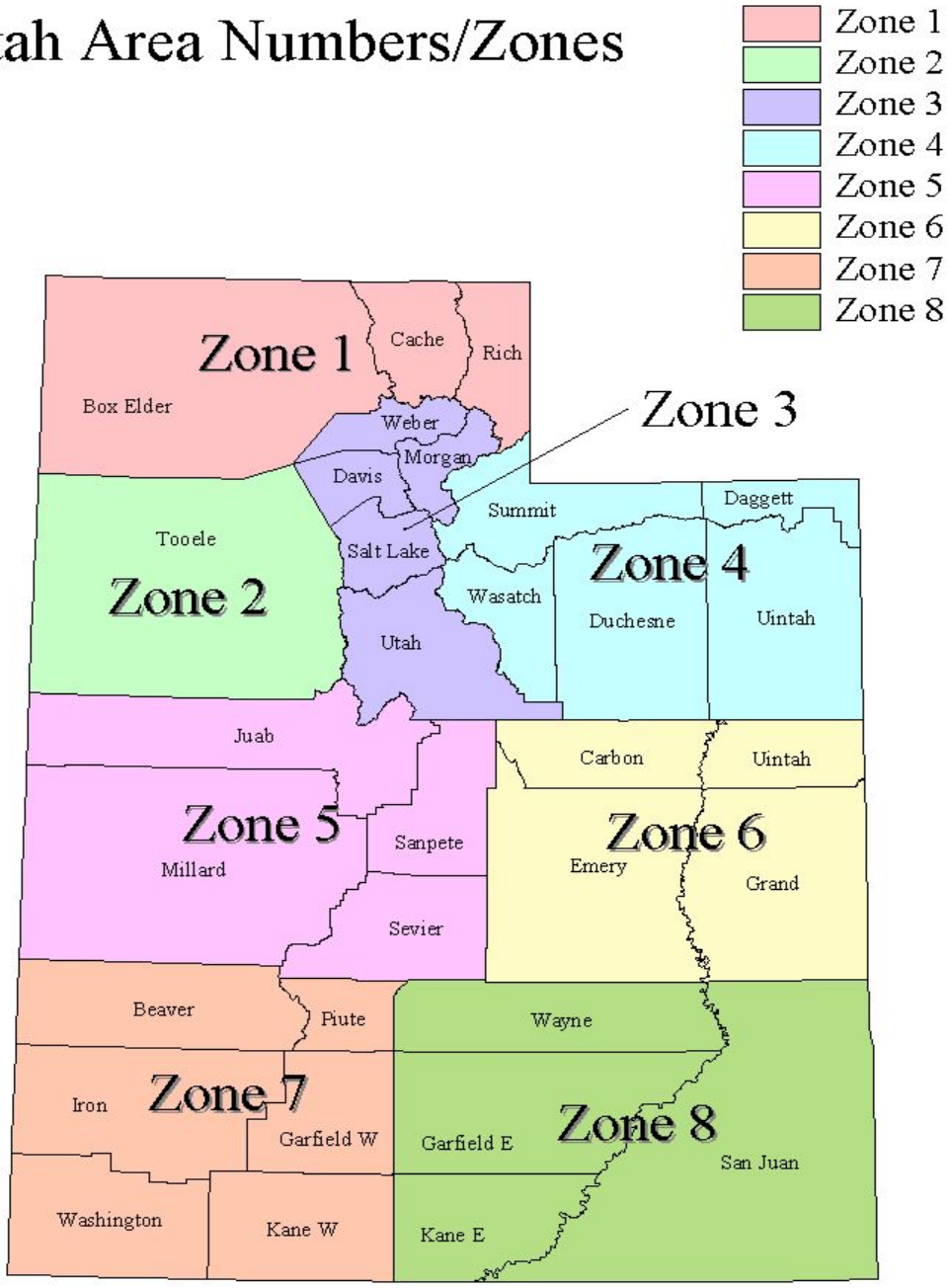
Information is subject to change w/o notice. For copies, or to update information, contact Mike Zucker, DEQ Response and Remediation (801) 536-4100.

This list is available for download at the DEQ DERR website: www.superfund.utah.gov/spills.htm (see link titled Spill Response Resource List; rev. 23March06)

Spill Response Resource List - Field Descriptions

FIELD	DESCRIPTION
Company Name	Provide the name of the company
Location City	Location city
Contact	Name of appropriate contact to access assistance
Telephone	Contact number one calls to access response assistance
24hr	An "X" indicates the phone number listed is 24-hour number and assistance is available on a 24-hour basis.
Spill Type Capability to Handle - Petroleum Products	An "X" indicates the company has the capability to contain and cleanup spills of petroleum products such as gasoline, diesel fuel, jet fuel, crude oil, etc.
Spill Type Capability to Handle - General Hazmat	An "X" indicates the company has the capability to contain and cleanup spills of other hazardous materials such as acids, bases, pesticides, organic solvents, etc.
Spill Type Capability For Handling - Specific Chemical(s)	If the company does not handle general hazmat responses, but does have the capability to contain and cleanup spills of a specific chemical, the chemical(s) is/are identified.
Spill Response Services - Level A Team	An "X" indicates the company has the capability to provide teams equipped and trained to enter areas requiring "Level A" personal protective equipment as defined by 29CFR 1910.120.
Spill Response Services - Level B Team	An "X" indicates the company has the capability to provide teams equipped and trained to enter areas requiring "Level B" personal protective equipment as defined by 29CFR 1910.120.
Spill Response Services - Sorbant Dealer	An "X" indicates the company can provide petroleum product or chemical sorbants.
Spill Response Services - Treat (T)	"T" = the company is a permitted hazardous waste treatment facility or can arrange for permitted treatment.
Spill Response Services - Store (S)	"S" = the company is a permitted hazardous waste storage facility or can arrange for permitted storage.
Spill Response Services - Dispose (D)	"D" = the company is a permitted hazardous waste disposal facility or can arragne for permitted disposal.
Spill Response Services - Other	Codes at the bottom of the form identify specialized hazardsous materials response services involving: (C) Compressed gas cylinders, (E) Explosives, (R) Radioactive materials, (V) Vacuum transport of spilled liquids, or (D) Able to supply over-pack or regular drums for containerizing hazardous waste.
Response Time To Farthest Point in Area (Hrs)	Indicates the number of hours it would take the company to respond to the farthest point in various state areas. The areas are indentified by numbers on the accompanying state map.

Utah Area Numbers/Zones



SPILL RESPONSE & EMERGENCY PREPAREDNESS

This plan covers vehicle accidents within UDOT rights of way (ROW) where hazardous materials could be released, spills of hazardous materials on a construction or maintenance project, fuel or hazmat releases at maintenance stations or construction staging areas, and illegal dumping on UDOT properties/ROW. This plan sets forth proper response protocol to follow in such events.

A primary component of awareness-level emergency response is the emergency call down list. This call down list, included in the preface of this plan, should be copied, filled out and prominently posted in and around the work place. The call down list should be posted by station telephones, with smaller-sized copies kept in each vehicle. As projects change, update the call down list with corresponding stakeholders in the project area. Keep the call down list current!

A separate call down list is provided for both Maintenance and Construction divisions to apply to each respective work place. Call Down lists, their function and use, are to be covered periodically in weekly toolbox meetings and annual training sessions. They are to be posted prominently where hazardous materials are frequently used and/or stored (i.e. fueling, storage, and staging areas) to facilitate quick notification and early response in the event of a hazardous material release. The Call Down Lists should be completely filled in by the respective maintenance station supervisor or construction project manager. These managers should contact the local health department to obtain their 24-hour phone number for environmental emergencies. When DEQ is called, verify between you who will contact the local health department. (If in doubt, make the call yourself!)

GUIDANCE FOR ROADWAY ACCIDENT SITES

First response agencies shall be called when UDOT employees and/or its contractors observe **any hazardous material/s release to water bodies, 1 gallon or more of hazardous chemical/s, 20 gallons of hydrocarbons (fuel, oil) or more are released to the environment** (see Appendix A for US D.O.T. Hazmat definition and classifications). Call down lists are provided for both Maintenance and Construction operations. The lists include the Department of Environmental Quality's (DEQ's) 24-hour emergency response number. DEQ plays an integral role of notifying stakeholders of a hazmat incident occurring within their jurisdiction. DEQ will contact and include the local health department and agencies such as U.S. Forest Service, BLM, National Park Service, Utah Department of Agriculture, Utah Division of Water Quality, etc.

Prompt notification will set in motion quick response and lessen environmental impacts from the hazmat release.

Roadway Accident Sites and Potential for Hazmat Release

Hazardous materials can be released anywhere they are handled, stored, or transported. Hazmat releases can occur at construction site staging areas and maintenance stations. Hazmat releases can result from roadway accidents, where fuel and/or cargo are released. If UDOT personnel are first on-scene and any evidence of hazardous materials release can safely be determined, do the following:

UDOT Accident Scene Protocol

- **Notify dispatch! (911 in most areas)**
- **Follow call-down list protocol.**

Assess From a Distance!

- Look for signs of hazmat release (liquids, flames, smoke, vapors, fumes, heat shimmer, odors, etc.)
- **DO NOT ENTER IF SIGNS OF HAZMAT RELEASE (even if a person is down)!**
- Observe wind direction, avoid exposure.

- Set up traffic control accordingly and isolate scene.
- Do not approach – wait for experts.
- Stay alert for any changes at the scene (wind, leaks, sounds, chemical reaction, smoke, fire, etc.) and adjust boundaries as necessary.
- Identify cargo/container type if possible (use the Emergency Response Guidebook!)
- Determine placard numbers/type, if safe to do so.

When a release is on or near UDOT right-of-way, UDOT employees will close the scene to prevent the traveling public from entering the affected area. When Incident Command arrives and takes charge, he/she may adjust accident scene boundaries. Incident Command will request whatever additional assistance is needed. A lengthy road closure could follow.

Response to an Accident Scene and Incident Command

The first response agency to arrive at an accident scene will generally be Utah Highway Patrol (UHP). They will assume incident command at that time. If a hazmat release has occurred or threatens to occur (e.g. as a result of mechanical failure or fire), UHP will request assistance from the local or regional fire department with hazmat capabilities. UDOT personnel who may have received first response training through former employment or military service will not be asked to utilize such training in the course of their work with the Department. As the hazmat incident evolves, UHP or the responding hazmat team may make further contacts for assistance and/or oversight of the response action. These could include the State Fire Marshall's office, U.S. Environmental Protection Agency, U.S. Coast Guard, even federal law enforcement agencies.

At hazmat release sites, UDOT personnel control the accident scene until emergency response agencies (Utah Highway Patrol and/or local fire or police) arrive. UDOT may assist in the effort to contain released hazardous materials if it is safe to do so. UDOT aid is generally limited to traffic control and supplying sand/aggregate to the scene for control of the release, absorption, and/or traction improvement. UDOT

maintenance stations typically have such materials readily available. If a construction project is underway nearby, aggregates may be on hand there, as well.

UDOT is authorized to place road closures to prevent public entry. Closure of the incident scene will remain in place until hazmat professionals have stabilized the release and Incident Command declares the emergency over. Public travel through the area then can be resumed.

UHP generally informs the responsible party (or its insurance carrier) of their responsibilities for clean up and damages, if any. UHP provides the responsible party with a list of hazmat contractors that can remediate the release. Local health department personnel will oversee and direct cleanup.

When UDOT may Provide Aid at Scene:

- Released material is not a characteristic hazard (ignitable, corrosive, reactive, or toxic) and properties are known and understood
- Fire or flash not present or likely (such as with crude and asphaltic oils, diesel fuel when daily temperatures are below 80° Fahrenheit)
- Release can be safely contained or diverted from water course as determined by incident command
- UDOT employees will not contact contaminant through routes of entry (inhalation, dermal, ingestion, or injection)

Regulatory Requirements

Each hazmat incident requires local health department oversight. If remediation is required, the health department's agent will direct cleanup and disposal. The health department agent knows what community services are available, routes of ingress/egress, population locations, source water protection zones (if drinking water is threatened), and possible shelters that may need to be utilized within the area.
Other state and federal agencies with jurisdiction in the vicinity must also be involved.

Emergency Response Guidebook

UDOT maintenance and construction employees have been issued and trained in the use of the Emergency Response Guidebook:

http://hazmat.dot.gov/pubs/erg/gydebook.htm

This book is published by U.S. Department of Transportation and updated every 4 years. It provides useful information for UDOT employees to protect themselves and the traveling public from a hazmat release. Employees are encouraged to use these books to periodically check placard numbers and response protocols for cargo placards they commonly see on vehicles. Periodic refresher classes in hazmat awareness are offered department-wide. As revised Guidebooks are released, the Department of Public Safety and Homeland Security distributes them to response agencies throughout the State, including UDOT.

GUIDANCE FOR CONSTRUCTION SITES

First response agencies shall be called when UDOT employees and/or its contractors observe **any hazardous material/s release to water bodies, 1 gallon or more of hazardous chemical/s, 20 gallons of hydrocarbons (fuel, oil) or more are released to the environment** (see Appendix A for US D.O.T. Hazmat definition and classifications). Call down lists are provided for both Maintenance and Construction operations. The lists include the Department of Environmental Quality's (DEQ's) 24-hour emergency response number. DEQ plays an integral role of notifying stakeholders of a hazmat incident occurring within their jurisdiction. DEQ will contact include the local health department and agencies such as U.S. Forest Service, BLM, National Park Service, Utah Department of Agriculture, Utah Division of Water Quality, etc.

Waste Management

All hazardous wastes are defined by characteristics that are harmful to human health and the environment. A chemical product (including liquids, gases, solids, powders, etc.) becomes a waste when it is released from its original container in an uncontrolled manner. Proper waste management must include knowledge of each product's and/or waste's properties. This will aid in determining proper handling and disposal. Properties that are "characteristic" and define hazardous waste are listed in the box below.

Characteristic Wastes*

- Ignitable
- Corrosive
- Reactive
- Toxic

** 40 CFR, Part §261.20-261.24*

Characteristic wastes are regulated by federal, state, and local laws and codes. These waste characteristics are carefully defined in the Code of Federal Regulations, (CFR) Title 40, Part 260. Review of regulations covering a particular waste stream is necessary to determine how to properly manage, transport and safely dispose of it. Careful handling and multi-copy paperwork that tracks waste generation to final disposal ("cradle to grave") is required. UDOT can utilize State contracts with licensed and bonded hazardous waste contractors and thereby minimize its hazardous waste liability.

Waste Segregation

Characteristic wastes should be stored and segregated according to their properties. Some wastes can be incompatible, causing chemical reactions that can lead to toxic gas production and/or spontaneous ignition. Product Material Safety Data Sheets can aid in determining proper handling and disposal. Keep waste containers tightly closed and stored in a well ventilated area. Storage time must not exceed UDOT's Small Quantity Generator status of 180 days. Likewise, quantity stored should not exceed 2200 pounds per month (approximately 4 drums). Make arrangements for disposal with a State contracted hazwaste disposal company to have the wastes removed. Do not mix hazardous waste with non-hazardous waste. Mixing increases hazardous waste volume and consequent handling and disposal costs.

Good Housekeeping Practices

Good housekeeping practices listed on page 8, provide a framework for employee safety as well as environmental protection.

	Construction Sites - Good Housekeeping Checklist
	Used Oil & Fuels
	Collect used oil in drums stored within lined and bermed secondary containment at construction staging areas.
	Pierce used oil filters and allow to drain for a minimum of 24 hours. Wrap empty filters in newspaper and dispose in dumpster.
	Label as "Used Oil" tanks or drums and secure with padlocks to deter illegal dumping. Used crankcase oil is recyclable and therefore considered non-hazardous. Utah has many certified oil recyclers. The Division of Solid and Hazardous Waste in DEQ has this link to the list: http://www.hazardouswaste.utah.gov/SWBranch/UOSection/UsedOilGenerators.htm
	Chemicals, Herbicides
	Use contained and self-draining parts washers. If warranted, consider a solvent recycling/regeneration parts washer. No hazardous waste is generated.
	Secure tight fitting lids on volatile substances to prevent evaporation and spills.
	No open containers in and around work site. Use spigots and hand pumps on drums and 5-gallon containers. When mixing chemicals such as herbicides, pour concentrate slowly to avoid "glug and splash" from vacuum created in container.
	Vehicle Maintenance
	Regularly inspect construction equipment. Repair seals and leaks as practicable and use absorbent materials where necessary.
	Never hose hazardous materials down drains or off pavement. Avoid spreading hazardous waste to the environment.
	Use drip pans and/or absorbent pads under work that can release fuels, oils, solvents, and chemicals that will produce characteristic wastes.
	Security
	Secure construction staging areas with locked gates when unoccupied.
	Use and maintain a supply of personal protective equipment appropriate to work (i.e. gloves, protective eyewear, coveralls, etc).
	Keep a supply of absorbent materials/spill prevention kit at hand for accidental spills. Learn proper disposal methods from MSDS.

GUIDANCE FOR MAINTENANCE STATIONS

First response agencies shall be called when UDOT employees and/or its observe **any hazardous material/s release to water bodies, 1 gallon or more of hazardous chemical/s, 20 gallons of hydrocarbons (fuel, oil) or more are released to the environment** (see Appendix A for US D.O.T. Hazmat definition and classifications). Call down lists are provided for both Maintenance and Construction operations. The lists include the Department of Environmental Quality's (DEQ's) 24-hour emergency response number. DEQ plays an integral role of notifying stakeholders of a hazmat incident occurring within their jurisdiction. DEQ will contact include the local health department and agencies such as U.S. Forest Service, BLM, National Park Service, Utah Department of Agriculture, Utah Division of Water Quality, etc.

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All hazardous wastes are defined by characteristics that are harmful to human health and the environment. A chemical product (including liquids, gases, solids, powders, etc.) becomes a waste when it is released from its original container in an uncontrolled manner. Proper waste management must include knowledge of each product's and/or waste's properties. This will aid in determining proper handling and disposal. Properties that are "characteristic" and define hazardous waste are listed in the box below.

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necessary to determine how to properly manage, transport and safely dispose of it. Careful handling and multi-copy paperwork that tracks waste generation to final disposal ("cradle to grave") is required. UDOT can utilize State contracts with licensed and bonded hazardous waste contractors and thereby minimize its hazardous waste liability. UDOT's hazmat specialist in the Environmental Services Division can help coordinate hazardous waste disposal.

Waste Segregation

Characteristic wastes should be stored and segregated according to their properties. Some wastes can be incompatible, causing chemical reactions that can lead to toxic gas production and/or spontaneous ignition. Product Material Safety Data Sheets can aid in determining proper handling and disposal. Keep waste containers tightly closed and stored in a well ventilated area. Storage time must not exceed UDOT's Small Quantity Generator status of 180 days. Likewise, quantity stored should not exceed 2200 pounds per month (approximately 4 drums). Make arrangements for disposal with a State contracted hazwaste disposal company to have the wastes removed. Do not mix hazardous waste with non-hazardous waste. Mixing increases hazardous waste volume and consequent handling and disposal costs.

Best Management Practices (BMPs)

The Utah Department of Environmental Quality (DEQ), through the US EPA Pollution Prevention Incentives for States Program, has established a non-regulatory program to assist businesses and citizens with pollution prevention. UDOT ascribes to Pollution Prevention Incentives established by the US EPA and endorsed by DEQ. Cost effective management of pollutants means a healthier workplace and provides a legacy of responsible management to Utah's citizens.

Working aggressively towards pollution prevention, UDOT has eliminated or reduced hazardous and non-hazardous chemical product usage and wastes by more than 90 percent department-wide since 1995. The Department has actively embraced practices that reduce or eliminate toxic chemical usage from routine procedures such as asphalt testing and equipment cleaning. An economic incentive resulted with fewer disposal fees incurred.

UDOT's goal for maintenance stations is a self-contained facility with collected storm water runoff; contained and covered (as practicable) salt storage areas; clean and maintained fuel, lubricant, and waste storage areas; BMPs incorporated in daily routines; review, update, and training on current practices; and a response plan in place to handle a hazardous material release either on station property or within UDOT ROW. A BMP checklist of routine practices for station personnel is provided on page 13. This table will periodically be reviewed and revised to meet changes in technology and governing regulations.

Vehicle Maintenance

Minor vehicle maintenance is performed at UDOT maintenance stations and construction staging areas. Major repairs on UDOT vehicles are made in region or district facilities and at Rampton Complex shops. Standard procedures have changed in recent years to keep pace with revisions to regulations.

In the mid-1990s, UDOT began reduction and/or elimination of hazardous chemicals frequently associated with vehicle repairs. Self contained parts washers and citrus-based solvents have now replaced chlorinated versions. Hazardous waste has consequently been reduced or eliminated. Used oil is recycled. Used oil filters drain for 24 hours prior to disposal. Absorbent materials collect oil drips under vehicles and equipment. Absorbent pad and pillows protect drains and are placed in oil/water separators to aid oil-skimming. Fire resistant flame cabinets contain aerosol and volatile cleaners.

Additional guidelines for handling shop wastes, pollution prevention, best management practices for automotive facilities can be found at:

http://www.ccar-greenlink.org//index.php

Fueling Procedures

Fuel is regulated under the federal petroleum exemption of the Resource Conservation and Recovery Act. When fuel is spilled, however, it can become a characteristic waste with ignitable properties. Fueling is a routine procedure and can sometimes lead to overfills and spills. All UDOT personnel are instructed to stay by their vehicle while refueling. "Topping off" or over filling after the pump's automatic shutoff has activated is discouraged. Venders re-supplying fuel storage tanks are required to stay by their tankers during the fill, as well. Following these simple procedures should reduce accidents and make this routine activity relatively accident free.

UDOT Inventory Control

Region and Central warehouses have eliminated chlorinated solvents from inventories and now stock citrus-based solvents. Good BMPs for inventory control:

Inventory Management

- Buy only what is needed over a 3-month period
- Rotate inventory so older material is used first
- Store materials in a manner to prevent spills, leaks, or damage to containers
- Use secondary containment where prudent
- Use an inventory tracking system
- Label all containers with contents, date of purchase, date opened
- Don't accept free samples you won't use
- Be licensed to use restricted chemicals
- Read and become familiar with labels
- Use environmentally safe chemicals
- Keep absorbent materials readily accessible; renew supply to handle a 55-gallon drum rupture.

	Maintenance Station - Good Housekeeping Checklist
	Used Oil & Fuels
	Drum oily rags for an industrial cleaner to process and recycle. Do not add liquids to drum. Keep drum lid closed when not in use.
	Collect used oil in maintenance station's used oil tank or collect in drums stored within lined and bermed secondary containment at construction staging areas.
	Pierce used oil filters and allow to drain for a minimum of 24 hours. Wrap empty filters in newspaper and dispose in dumpster.
	Label as "Used Oil" tanks or drums and secure with padlocks to deter illegal dumping. Used crankcase oil is recyclable and therefore considered non-hazardous. Utah has many certified oil recyclers. The Division of Solid and Hazardous Waste in DEQ has this link to the list: http://www.hazardouswaste.utah.gov/SWBranch/UOSection/UsedOilGenerators.htm
	Solvents, Chemicals, Herbicides
	Eliminate chlorinated solvent usage. These solvents generate hazardous waste, are toxic to environment and carcinogenic to humans. Use citrus-based solvents in their place. Secure tight fitting lids on volatile substances to prevent evaporation and spills.
	Use contained and self-draining parts washers. If warranted, consider a solvent recycling/regeneration parts washer. No hazardous waste is generated.
	Do not aerate solvents, thinners, or fuels as a disposal method. This is an air quality regulation violation and subject to fine.
	No open containers in and around work site. Use spigots and hand pumps on drums and 5-gallon containers. When mixing chemicals such as herbicides, pour concentrate slowly to avoid "glug and splash" from vacuum created in container.
	Vehicle Maintenance
	Regularly inspect and maintain station equipment. Repair seals and leaks as practicable and use absorbent materials where necessary.
	Never hose hazardous materials down drains or off pavement. Avoid spreading hazardous waste to the environment.
	Use drip pans and/or absorbent pads under work that can release fuels, oils, solvents, and chemicals that will produce characteristic wastes.
	Security
	Secure maintenance stations and construction staging areas with locked gates when unoccupied.
	Use and maintain a supply of personal protective equipment appropriate to work (i.e. gloves, protective eyewear, coveralls, etc).
	Keep a supply of absorbent materials/spill prevention kit at hand for accidental spills. Learn proper disposal methods from MSDS.

APPENDIX A: U.S. DOT HAZARDOUS MATERIAL CLASSIFICATION

DOT Definition of Hazardous Material:

Any substance that poses an unreasonable risk to life, the environment, or property when not properly contained. A hazardous material is further defined as any substance or material that could adversely affect the safety of the public, handlers or carriers during transportation. All DOT hazardous materials are listed in the DOT's Hazardous Material Table.

There are nine classes of hazardous materials:

Hazard Class 1: Explosives	1.1 mass explosion hazard 1.2 projectile hazard 1.3 minor blast/projectile/fire 1.4 minor blast 1.5 insensitive explosives 1.6 very insensitive explosives
Hazard Class 2: Compressed Gases	2.1 flammable gases 2.2 non flammable compressed 2.3 poisonous, toxic
Hazard Class 3: Flammable Liquids	Flammable (flash point below 141°) Combustible (flash point 141°-200°)
Hazard Class 4: Flammable Solids	4.1 flammable solids 4.2 spontaneously combustible 4.3 dangerous when wet
Hazard Class 5: Oxidizers and Organic Peroxides	5.1 Oxidizer 5.2 Organic Peroxide
Hazard Class 6: Toxic Materials	6.1 Material that is poisonous 6.2 Infectious Agents
Hazard Class 7: Radioactive Material	Radioactive I Radioactive II Radioactive III
Hazard Class 8: Corrosive Material	Destruction of the human skin Corrode steel at a rate of 0.25 inches per year
Hazard Class 9: Miscellaneous	A material that presents a hazard during shipment but does not meet the definition of the other classes

Source: www.ehs.neu.edu/dot/definition.htm