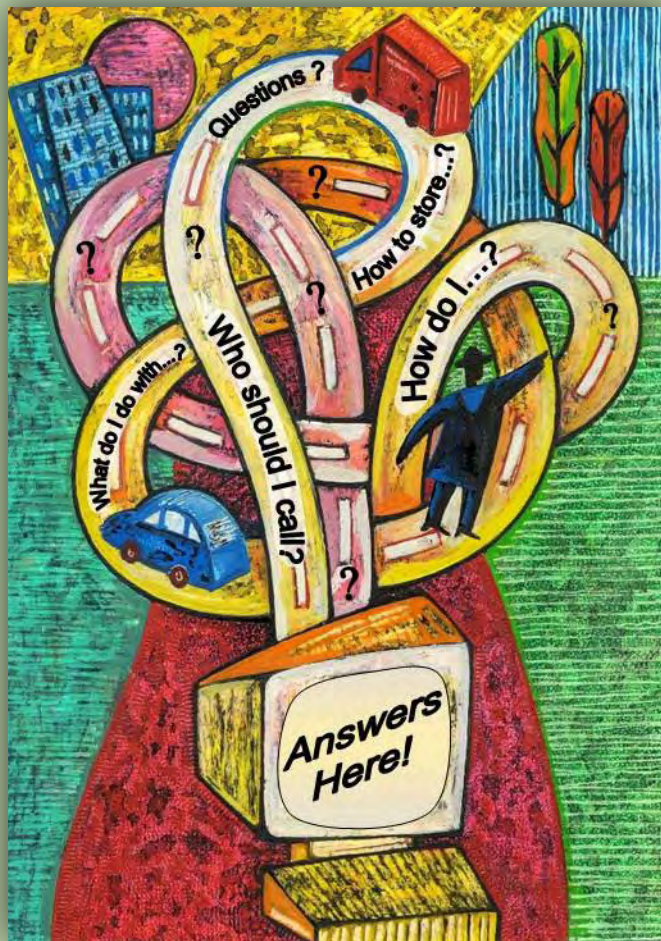


# Navigating the Regulatory Maze

## A Business Guide to Hazardous Waste Handling



**SNOHOMISH  
HEALTH  
DISTRICT**

*Prepared by the Snohomish Health District  
for Small Quantity Generators of  
Hazardous Waste in Snohomish County*

## Disclaimer

This publication is meant to be a practical guide for small businesses in Snohomish County that generate hazardous waste. It may not reference all laws and regulations that apply to a given facility, and is not meant to replace legal advice. The reader is urged to call the contacts listed in this guide for more information specific to their situation.

## Credits

The first edition of this business guide, published in 1999, was developed by the Snohomish Health District Solid Waste & Toxics Section with input from the following agencies: Washington State Department of Ecology, City of Lynnwood, King County Local Hazardous Waste Management Program, Snohomish County Fire Marshal, Snohomish County Public Works Surface Water Management Division, Snohomish County Public Works Solid Waste Division, and City of Marysville.

The Snohomish Health District Solid Waste & Toxics Section revised this guide in 2008. We thank representatives from the following agencies for their time, energy, and expertise: City of Everett Fire Marshal's Office, City of Everett Public Works, Snohomish County Public Works Solid Waste Division, Snohomish County Public Works Surface Water Management Division, Washington State Department of Ecology, and Washington State Department of Labor & Industries. Also many thanks go to the individuals at various agencies who reviewed the initial draft of this edition.



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Printed on recycled paper.*

# How to Use this Guide

Many small businesses generate hazardous waste. Additionally, many agencies such as local fire departments, local planning departments, and other state agencies will have jurisdiction over hazardous waste management at your business. The purpose of this guide is to assist businesses in determining which agencies regulate them and, in general, the nature of those regulations.

We've tried to make this guide easy to use. The guide is divided into specific topics (e.g., generation and accumulation of hazardous waste, labeling requirements, storage requirements, etc.). Agencies that have regulations associated with these topics are listed with a condensed, general version of their guidelines. The reader is encouraged to call the agency for answers to specific questions related to their business. Agency contact information is listed in Appendix C.

In addition, there is helpful information in the appendixes. This includes acronyms and definitions and special topics, such as biodiesel and electronic waste. We also included a list of Web resources; and phone numbers for local fire, planning, and sewer districts; and an example of the emergency contact phone numbers list.

URL addresses in this document are underlined. What appears to be a space in an address is actually an underline in the URL. This guide is available at the Snohomish Health District's Web site [www.snohd.org](http://www.snohd.org). The online document includes active hyperlinks.

Please see the back cover for contact information.



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# Generation & Accumulation of Hazardous Waste

## To whom does this apply?

Businesses that generate small quantities of hazardous waste are Conditionally Exempt Small Quantity Generators (CESQGs). These businesses have fewer state regulations to comply with than businesses producing larger quantities of hazardous waste—Medium Quantity Generators (MQGs) and Large Quantity Generators (LQGs). This is explained in more detail below.

### Snohomish Health District (SHD) Solid Waste & Toxics Section

- CESQGs are regulated and may be inspected by SHD. See description of CESQG below.
- CESQGs must meet Washington State Department of Ecology (Ecology) generation and accumulation limits to maintain CESQG status, as stated below.

### Washington State Dept. of Ecology (Ecology) Hazardous Waste & Toxics Reduction Program

- There are three types of business hazardous waste generators:
  - CESQG – Conditionally Exempt Small Quantity Generator
  - MQG – Medium Quantity Generator
  - LQG – Large Quantity Generator
- A CESQG **generates** fewer than:
  - **220 pounds** of hazardous waste per month (approximately half of a 55-gallon drum)
  - **2.2 pounds** of acutely hazardous waste or extremely hazardous waste per month (approximately 1 quart)
- A CESQG **accumulates** fewer than:
  - **2,200 pounds** of hazardous waste
  - **2.2 pounds** of acutely hazardous waste or extremely hazardous waste per month (approximately 1 quart)
- The moment you exceed these generation or accumulation levels (known as the Quantity Exclusion Limit or QEL) you become fully regulated as an MQG or LQG. It may be possible to regain your CESQG status after all dangerous waste on site has been properly removed, treated, or disposed.

### Helpful Hints

▶ An Ecology hazardous waste specialist can help you determine your generator status. Call 425-649-7000 for assistance.

▶ Ecology has a quick and easy reference guide for dangerous waste generators. See [www.ecy.wa.gov/pubs/981252hwtr.pdf](http://www.ecy.wa.gov/pubs/981252hwtr.pdf).

▶ Industry-specific publications can be obtained online at Ecology's Web site at [www.ecy.wa.gov/programs/hwtr/reg\\_comp\\_guide/pages/industry\\_specific\\_reg\\_guide.html](http://www.ecy.wa.gov/programs/hwtr/reg_comp_guide/pages/industry_specific_reg_guide.html) or you can contact a hazardous waste and toxics reduction publications specialist at 360-407-6752.

▶ Examples of acutely hazardous waste and extremely hazardous waste include some solvents, discarded chemical products, and pesticide waste.

## Helpful Hints

### Emergency Planning & Community "Right-to-Know" Act (EPCRA):

Some businesses have large quantities of certain hazardous materials that must be reported to Ecology. Generally, CESQs are exempt from this reporting requirement. Contact Ecology's Hazardous Substances Information & Education Office at 800-633-7585 to ask if your business has any reporting requirements. See [www.ecy.wa.gov/epcra/reportingreq.html](http://www.ecy.wa.gov/epcra/reportingreq.html).

**Used oil:** Keep used oil separate from other wastes; do not mix any other materials into your used oil. See [www.ecy.wa.gov/pubs/060400x.pdf](http://www.ecy.wa.gov/pubs/060400x.pdf) for more information on what materials may or may not be managed as used oil.

**Used shop towels:** Ecology's publication, *Focus on Used Shop Towels*, has information on best management practices for generators of shop towels. See [www.ecy.wa.gov/pubs/fshw92116.pdf](http://www.ecy.wa.gov/pubs/fshw92116.pdf).

- MQGs must transport hazardous waste off site within 180 days of accumulation start date. In a satellite accumulation area, the start date begins when 55 gallons accumulate. At the 55-gallon limit, you must move the drum from the satellite accumulation area to the 180-day storage area within three days.
- LQGs must transport hazardous waste off site within 90 days of accumulation start date. In a satellite accumulation area, the start date begins when 55 gallons accumulate. At the 55-gallon limit, you must move the drum from the satellite accumulation area to the 90-day storage area within three days.
- At least five types of waste, when properly recycled, are exempt from being counted when determining your hazardous waste generator status. Regulations regarding proper labeling, storage, and transportation still apply to these recycled wastes.
  - recycled used oil
  - recycled used antifreeze
  - recycled lead acid batteries
  - laundered shop towels (if the laundry company holds proper permits)
  - recycled Universal Wastes (UW) (batteries, spent fluorescent tubes, mercury-containing equipment (MCE), and thermostats). See WAC 173-303-040.

## Fire Marshal or City Fire Department

- The International Fire Code (IFC) sets quantity accumulation limits for certain types of materials (e.g., flammables, combustibles, hazardous material, aerosols, and other materials that present physical or health hazards). The IFC may also require or recommend certain storage locations for these items.
- The IFC does not distinguish between products being used and wastes being stored when setting quantity limits.
- Any amount of flammable material over 5 gallons that is in use must comply with the IFC.



## Washington State Dept. of Labor & Industries (L&I), Division of Occupational Safety & Health (DOSH)

- Washington Industrial Safety & Health Act (WISHA) codes set quantity limits for flammable and combustible liquids within one fire area.
- WISHA codes regarding storage do not distinguish between flammable and combustible liquids stored for use (products) and those designated as waste.

## Helpful Hints

▶ **Universal Waste:** Some dangerous wastes can be managed safely under less stringent regulatory requirements. See [www.ecy.wa.gov/pubs/98407.pdf](http://www.ecy.wa.gov/pubs/98407.pdf).

▶ **Batteries:** See [www.ecy.wa.gov/pubs/98407a.pdf](http://www.ecy.wa.gov/pubs/98407a.pdf) for information on how batteries can be managed as UW.

▶ **MCE & thermostats:** See [www.ecy.wa.gov/pubs/98407b.pdf](http://www.ecy.wa.gov/pubs/98407b.pdf) for UW management requirements of MCE and thermostats.

▶ **Lamps:** This Web site [www.ecy.wa.gov/pubs/98407c.pdf](http://www.ecy.wa.gov/pubs/98407c.pdf) has information about the UW management requirements of lamps.



# Labeling

## Why do containers need labels?

It's important for you, your employees, and local emergency personnel to know what types of hazardous wastes are on site. This is accomplished by labeling each container. Transporters, recyclers, and disposal companies also need to know what is in your containers.

### Snohomish Health District (SHD) Solid Waste & Toxics Section

- All containers of hazardous waste must be labeled with all of the following information:
  - the words "Hazardous Waste" clearly marked on labels
  - description of waste, including the hazards associated with the waste (e.g., flammable, corrosive, reactive, etc.)
  - accumulation start date, indicating when waste was first placed in the container
  - US Department of Transportation labels, if necessary

### Washington State Dept. of Ecology (Ecology) Hazardous Waste & Toxics Reduction Program

- Hazardous waste containers must be labeled with:
  - words "Hazardous Waste" or "Dangerous Waste"
  - easily understood description of waste
  - date waste first placed in container if located in final 90- or 180-day accumulation area
  - major risk associated with the waste (e.g., flammable, corrosive, reactive, etc.)
- "Unknown" wastes should be labeled as "Waste Pending Analysis." Include the date you took the sample on the drum.

### Fire Marshal or City Fire Department

- All storage areas, rooms, and cabinets housing flammable liquids must have warning signs that read "DANGER – FLAMMABLE LIQUID." "No Smoking" signs must be posted within 25 feet of outdoor storage, dispensing, or open use areas.
- All flammable liquids, combustible liquids, and flammable compressed gases must be labeled. "Flammable" labels may be used to label combustibles.

### Helpful Hints



*Waste container with proper labeling*

Turn a waste container so its label can be seen. If a label is not legible, get a new one.

See Ecology's link [www.ecy.wa.gov/programs/hwtr/hw\\_labels/index.html](http://www.ecy.wa.gov/programs/hwtr/hw_labels/index.html) for free downloadable hazardous waste, risk, and Universal Waste labels. Also check your local Yellow Pages under "Safety Equipment" to locate suppliers of labels.

## Helpful Hints



*Waste fluorescent lamps labeled as Universal Waste*

▶ If you are purchasing a flammable liquids storage cabinet, contact your local fire marshal for requirements and specifications. See Appendix D for Fire Department contacts.



*Flammable liquids storage cabinet*

## Washington State Dept. of Labor & Industries (L&I), Division of Occupational Safety & Health (DOSH)

- DOSH requires that all containers of hazardous chemicals (both products being used or handled and wastes being stored) be labeled with:

- chemical or common name
- hazard warnings

See WAC 296-800-17025 and 17055.

- If the container is labeled “hazardous waste” and meets Ecology’s labeling requirements, then the container has also met DOSH’s requirements for container labeling.
- Employees must be trained on the safety and health hazards associated with handling the hazardous waste containers in accordance with the hazard communication standard requirements. See [www.lni.wa.gov/wisha/Rules/corerules/HTML/296-800-170.htm](http://www.lni.wa.gov/wisha/Rules/corerules/HTML/296-800-170.htm) for more information about the Chemical Hazard Communication Program.

# Permits or Approvals

## Who needs permits?

Washington State requires hazardous wastes to be stored, handled, transported, and disposed of according to the state's *Dangerous Waste Regulations*. Large and medium quantity generators of hazardous waste need to obtain an EPA/State Identification Number (EPA/State ID #), also called a RCRA Site Identification Number (RCRA Site ID #), from Ecology. More information is listed below.

Some businesses also need to comply with Snohomish County or individual city regulations or ordinances.

### Snohomish Health District (SHD) Solid Waste & Toxics Section

- Some businesses need a Snohomish Health District permit if they collect waste (e.g., waste oil, waste antifreeze, or other hazardous wastes) from other businesses.

### Washington State Dept. of Ecology (Ecology) Hazardous Waste & Toxics Reduction Program

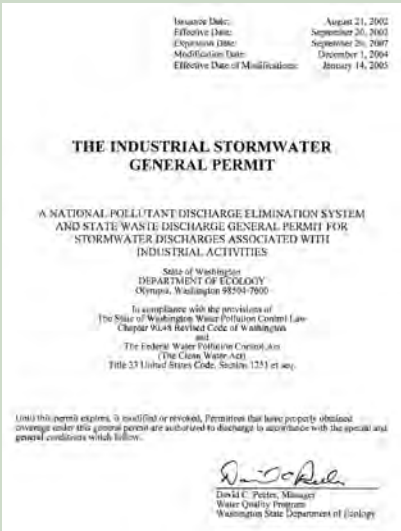
- If your business exceeds the Quantity Exclusion Limit for CESQGs, you become a regulated generator—either an MQG or LQG (see *Generation & Accumulation of Hazardous Waste*, p. 1)
- If you exceed CESQG accumulation limits, you must:
  - comply with Chapter 173-303 WAC
  - obtain an EPA/State ID # (RCRA Site ID #). Call Ecology at 800-874-2022 for information.
  - notify Ecology by completing a Dangerous Waste Site Identification Form. See [www.ecy.wa.gov/pubs/ecy070133.pdf](http://www.ecy.wa.gov/pubs/ecy070133.pdf).
  - fill out Ecology's Dangerous Waste Annual Report Form on [www.Turbowaste.net](http://www.Turbowaste.net). See [www.ecy.wa.gov/programs/hwtr/waste-report/index.html](http://www.ecy.wa.gov/programs/hwtr/waste-report/index.html). Call Ecology at 800-874-2022 for help with your annual report.
  - have a professional vendor haul your hazardous waste and provide you with a manifest. See King County's *Hazardous Waste Directory—Yellow Book* at <http://govlink.org/hazwaste/business/wastedirectory/> for a list of vendors. You can also search for vendors at Ecology's Hazardous Waste Services Directory. See [www.ecy.wa.gov/apps/hwtr/hwsd/default.htm](http://www.ecy.wa.gov/apps/hwtr/hwsd/default.htm).

### Helpful Hint

The Governor's Office of Regulatory Assistance helps businesses and citizens navigate through complex permitting and licensing systems. For more information, call 360-407-7037 or 800-917-0043, or visit [www.ora.wa.gov/information.asp](http://www.ora.wa.gov/information.asp), or e-mail your questions to [help@ora.wa.gov](mailto:help@ora.wa.gov).

## Helpful Hint

Contact Ecology's Water Quality Program at 425-649-7000 to ask if your facility requires an Industrial Stormwater or Construction Stormwater Permit.



*The Industrial Stormwater General Permit*

## Washington State Dept. of Ecology (Ecology) Water Quality Program

- Ecology is the primary agency regulating water quality in Washington State. In order to protect surface water and groundwater quality, Ecology issues permits for wastewater discharges from municipalities and industries.
- There are two types of wastewater:
  - **Leachate**, or industrial wastewater, is water or other liquid that has percolated through raw material, product, or waste, and contains substances in solution or suspension as a result of the contact with these materials. Permits associated with leachate:
    - National Pollutant Discharge Elimination System (NPDES) Permit
    - State Waste Discharge Permit
  - **Stormwater** is defined as rainfall and snow melt that runs off impervious surfaces, such as rooftops, paved streets, highways, and parking lots. Permits commonly associated with stormwater:
    - Construction Stormwater General Permit
    - Industrial Stormwater General Permit

Any industrial facility or site that discharges stormwater from their site to a surface water or to a municipal or private storm sewer must apply for an Ecology Industrial Stormwater General Permit.

Not every business needs an Industrial Stormwater General Permit. Only businesses with a certain SIC (Standard Industrial Classification) code must have a stormwater permit. See [www.ecy.wa.gov/programs/wq/stormwater/industrial/industlist.html](http://www.ecy.wa.gov/programs/wq/stormwater/industrial/industlist.html) for a list of industrial activities that must have a permit for discharge of stormwater to surface water.

The North American Industry Classification System (NAICS) code is currently being used by the Washington State Department of Revenue. You can convert your NAICS code to the SIC code.

If you don't know your NAICS code, visit the Washington State Department of Revenue's business records database at [www.dor.wa.gov/content/doingbusiness/registermybusiness/brd/](http://www.dor.wa.gov/content/doingbusiness/registermybusiness/brd/).

Once you know your NAICS code, you can convert your NAICS code to the SIC code using this link [www.census.gov/epcd/naics02/N02TOS87.HTM](http://www.census.gov/epcd/naics02/N02TOS87.HTM).

### **Puget Sound Clean Air Agency (PSCAA)**

- Some businesses emit air pollutants. These businesses need to notify the PSCAA no matter how much waste they may generate or accumulate. The following types of businesses are required to submit a Notification Form to PSCAA prior to initial startup (see [www.pscleanair.org/regulated/businesses/notifications.aspx](http://www.pscleanair.org/regulated/businesses/notifications.aspx)):
  - gas stations
  - auto body painting/repair shops
  - dry cleaners
- Demolition or repair of buildings containing asbestos requires a PSCAA permit.

### **Fire Marshal or City Fire Department**

- All businesses are required to have occupancy permits and Fire Marshal approval, no matter what quantities of hazardous waste they may generate or accumulate.
- The International Fire Code (IFC) requires certain types of business operations to be permitted. Examples include spray coating within structures, welding, use of compressed gases, vehicle fueling, hazardous materials use, and storage.

### **Local Sewer District**

- Some wastes might be suitable for discharge to the sanitary sewer. However, contact your local sewer district before discharging any material other than sewage. Your facility may require an Industrial Discharge Permit or a Pre-treatment Permit.

### **Snohomish County Planning & Development Services (PDS) or City Planning/Building Department**

- If you are constructing a covered area for secondary containment outside the building, you may need a building permit (e.g., sheds larger than 200 square feet or walls higher than 30 feet need a Snohomish County PDS building permit). Generally, grading permits are not required when moving less than 100 cubic yards of earth. See [www.co.snohomish.wa.us/documents/Departments/PDS/Building/35grading0307.pdf](http://www.co.snohomish.wa.us/documents/Departments/PDS/Building/35grading0307.pdf).

### **Helpful Hints**

- ▶ See Appendix D for City Planning & Fire Department contacts.
- ▶ Check your sewer bill for the name and phone number of your local sewer district. See Appendix E for Sewer District contacts.

## Helpful Hint

Visit [www.safetyconsultants.lni.wa.gov](http://www.safetyconsultants.lni.wa.gov) to learn more about the DOSH Consultation Program.

- If you are locating a business adjacent to “sensitive/critical areas” (e.g., streams, lakes, wetlands, etc.) check with your planning department regarding possible restrictions and setback requirements.

## Washington State Dept. of Labor & Industries (L&I), Division of Occupational Safety & Health (DOSH)

- It is recommended you have a DOSH safety and health consultation to identify potential safety and health hazards that may lead to accidents, injuries, or illnesses. This consultation is not required, but can be a helpful, free technical assistance visit. Call 425-290-1400/1404 to request a safety and health consultation.



# Recordkeeping

## Why is recordkeeping important?

Good recordkeeping will help protect your employees and your business.

### Washington State Dept. of Ecology (Ecology) Hazardous Waste & Toxics Reduction Program

- All waste needs to be designated to determine if it's hazardous or not. Therefore, keep all records on site for at least five years:
  - Material Safety Data Sheets (MSDSs) for products used
  - laboratory test results
  - waste profiles (recommend annual review and generator signature on manifests)
  - Dangerous Waste Site Identification Form
  - completed waste designation (screening) forms
  - inspection logs
  - annual dangerous waste reports
- Keep records (manifests and bills of lading) of all hazardous wastes and Universal Wastes sent off site to permitted recyclers or disposal facilities for at least **five** years.
- Keep records of any waste treated on site, also known as treatment by generator (TBG). For example, if you operate a solvent still, an operational log must be maintained.

### Fire Marshal or City Fire Department

- Material Safety Data Sheets (MSDSs) must be maintained and provided to the fire department. The business must also maintain records of the maximum quantities of each hazardous product to be used or stored on site.
- It is useful to keep a map of your facility. The map should include types and quantities of hazardous materials, location of emergency and safety equipment, and types of hazardous wastes.

### Snohomish County Public Works Surface Water Management, Water Quality Investigations

- Snohomish County Water Pollution Control Code Chapter 7.53.120 requires any person storing or using materials

### Helpful Hints

▶ **Treatment by generator:** See [www.ecy.wa.gov/pubs/96412.pdf](http://www.ecy.wa.gov/pubs/96412.pdf) for guidance on how generators may treat their own dangerous wastes on site in accumulation tanks or containers, without a dangerous waste treatment permit.

▶ **Shoptalk**, an Ecology publication, is an excellent source of information for small businesses. The newsletter discusses subjects such as hazardous waste compliance issues, pollution prevention topics, new or changing regulations, and success stories. Call 360-407-6745 or visit *Shoptalk* online at [www.ecy.wa.gov/programs/hwtr/shoptalkonline](http://www.ecy.wa.gov/programs/hwtr/shoptalkonline) to subscribe to this free newsletter.

## Helpful Hints

L&I offers free consultation services to assist businesses with development of safety programs. For more information, visit [www.safetyconsultants.lni.wa.gov](http://www.safetyconsultants.lni.wa.gov).

The image shows a sample Material Safety Data Sheet (MSDS) for Acetone. The header includes the ScienceLab.com logo and a hazard diamond. The document is organized into three main sections: Section 1: Chemical Product and Company Identification, Section 2: Composition and Information on Ingredients, and Section 3: Hazards Identification. Section 1 contains fields for Product Name (Acetone), CAS#, Molecular Weight, and company contact information. Section 2 lists the chemical composition. Section 3 details potential acute and chronic health effects, physical and chemical hazards, and environmental information.

Preserve and provide access to MSDSs

(solids or liquids) that may contain contaminants, to implement source control best management practices as described in Chapters 2 and 3 of Volume IV in the *Snohomish County Drainage Manual*. Owners and/or operators of commercial properties where such activities take place are required to keep the following records:

- reports of spills
- training for implementation of source control best management practices
- materials and equipment purchased related to pollution prevention
- materials use and disposal related to spill cleanup or other pollution prevention actions

Records shall be made available to Snohomish County upon request, and shall be retained for three years.

## Washington State Dept. of Labor & Industries (L&I), Division of Occupational Safety & Health (DOSH)

- A written Chemical Hazard Communication Program is required. See [www.lni.wa.gov/wisha/Rules/corerules/HTML/296-800-170.htm](http://www.lni.wa.gov/wisha/Rules/corerules/HTML/296-800-170.htm). The following are important elements of the program:
  - make a list of the hazardous chemicals present in the workplace
  - MSDSs must be obtained and be accessible to employees. See [www.lni.wa.gov/wisha/rules/corerules/HTML/296-800-180.htm](http://www.lni.wa.gov/wisha/rules/corerules/HTML/296-800-180.htm).
  - inform and train workers about chemical hazards (hazcom training). Written documentation of employees' hazardous chemical communication training is recommended. See [www.lni.wa.gov/wisha/Rules/corerules/HelpfulTools/HT6-CR.htm](http://www.lni.wa.gov/wisha/Rules/corerules/HelpfulTools/HT6-CR.htm) for an example of the Training Documentation Form.
- A written Accident Prevention Program is required. See [www.lni.wa.gov/WISHA/Rules/corerules/HTML/296-800-140.htm](http://www.lni.wa.gov/WISHA/Rules/corerules/HTML/296-800-140.htm).
- Written documentation of your hazard assessment for personal protective equipment (PPE) is required. See [www.lni.wa.gov/wisha/rules/corerules/HTML/296-800-160.htm](http://www.lni.wa.gov/wisha/rules/corerules/HTML/296-800-160.htm).
- If your employees are required to wear respirators, a Respiratory Protection Program is required. See [www.lni.wa.gov/Safety/Topics/AtoZ/RespProtection/default.asp](http://www.lni.wa.gov/Safety/Topics/AtoZ/RespProtection/default.asp).
- It is a good idea to have a written post-disaster plan that includes contact numbers for your insurance carriers and other local resources.

# Safety

## Why is safety important?

Some chemicals used in your business may be hazardous to human health. It is your responsibility as a business owner to provide a workplace that does not expose your workers to hazardous conditions.

### Washington State Dept. of Ecology (Ecology) Hazardous Waste & Toxics Reduction Program

- MQGs and LQGs have very specific requirements for Emergency Planning. See Ecology publication 91-12n, *Step by Step Fact Sheet #6, Plan for Emergencies*, [www.ecy.wa.gov/pubs/9112n.pdf](http://www.ecy.wa.gov/pubs/9112n.pdf).

### Fire Marshal or City Fire Department

- Flammable and combustible liquids must not be used, drawn, or dispensed where flammable vapors can reach a source of ignition (see IFC 3406.4.8).
- Compressed gas containers, cylinders, and tanks must be chained or secured to a fixed structure to prevent falling (see IFC 3003.5.3).
- Portable fire extinguishers are required.
  - A minimum of one portable fire extinguisher having a rating of not less than 20-B must be provided (see IFC 3404.3.7.5.2).
  - The portable fire extinguisher must be located at least 10 feet away or no more than 50 feet away from any flammable and combustible liquid storage area outside of a liquid storage room (see IFC 3404.3.7.5.2).
  - A minimum of one portable fire extinguisher must be outside of, but not more than 10 feet from the door opening into a liquid storage room.
  - Maintain portable fire extinguishers annually.
- Sprinkler or fire alarm systems must be serviced annually. Provide and maintain smoke detectors in proper operating condition.

### Helpful Hints



It is acceptable to purchase portable fire extinguishers having a rating of 3A-40BC, as they are much easier to find than those with a rating of 20-B.

Commonly cited deficiencies:

- Fire and smoke doors blocked open or obstructed
- Exit signs not functional
- Misused or abused extension cords

## Helpful Hint

L&I will come out to your business on request to give free and confidential technical assistance. Call 425-290-1400/1404 (safety and health consultation) or visit [www.safetyconsultants.lni.wa.gov](http://www.safetyconsultants.lni.wa.gov).



*Employers must provide a safety bulletin board in every fixed workplace that has eight or more employees.*

## Washington State Dept. of Labor & Industries (L&I), Division of Occupational Safety & Health (DOSH)

- L&I's Safety & Health Core Rules are the basic safety and health rules needed by most employers in Washington State. See [www.lni.wa.gov/WISHA/Rules/corerules/default.htm](http://www.lni.wa.gov/WISHA/Rules/corerules/default.htm). Important Core Rules include requirements for:

- an Accident Prevention Program
- personal Protective Equipment
- first aid
- a Chemical Hazard Communication Program

Refer to Recordkeeping on p. 12 for links about the Chemical Hazard Communication Program, Accident Prevention Program, Personal Protective Equipment, and Respiratory Protection Program.

Employers must make sure first-aid trained personnel are available to provide quick and effective first aid. See [www.lni.wa.gov/wisha/rules/corerules/HTML/296-800-150.htm](http://www.lni.wa.gov/wisha/rules/corerules/HTML/296-800-150.htm).

- Employers must post the WISHA poster, which informs employees of their job safety and health protection rights. See [www.lni.wa.gov/wisha/rules/corerules/HTML/296-800-200.htm](http://www.lni.wa.gov/wisha/rules/corerules/HTML/296-800-200.htm) to obtain a free copy of the WISHA poster.
- Employers must provide a safety bulletin board in every fixed workplace that has eight or more employees. See [www.lni.wa.gov/wisha/rules/corerules/HTML/296-800-190.htm](http://www.lni.wa.gov/wisha/rules/corerules/HTML/296-800-190.htm).
- Your business needs a written plan for responding to emergencies. See [www.lni.wa.gov/wisha/rules/generalsafety/HTML/24\\_g1.htm](http://www.lni.wa.gov/wisha/rules/generalsafety/HTML/24_g1.htm).
- Employers must evaluate and protect employees from potentially hazardous exposure. See [www.lni.wa.gov/WISHA/Rules/airbornecontam/HTML/296-841-200.htm](http://www.lni.wa.gov/WISHA/Rules/airbornecontam/HTML/296-841-200.htm).
- Some toxic or carcinogenic substances such as asbestos, benzene, formaldehyde, methylene chloride, and heavy metals must be handled in accordance with special safety requirements because of their high toxicity. See [www.lni.wa.gov/wisha/rules](http://www.lni.wa.gov/wisha/rules) to find a Safety & Health Rule related to these toxic substances in your workplace.

# Secondary Containment

## Why is secondary containment important?

Secondary containment of liquid hazardous waste prevents spills that may result in injuries, property damage, or expensive cleanup costs.

### Snohomish Health District (SHD) Solid Waste & Toxics Section

- All wastes that are produced or stored on site must have secondary containment that is:
  - covered (if not inside an enclosed building)
  - made of a leak-proof material
  - sturdy in construction
  - compatible with the waste that it is meant to contain
  - capable of containing 10 percent of the volume of all the waste containers or tanks holding liquid, or the volume of the largest waste container or tank in the containment area, whichever is greater
- Containers equipped with double walls or other satisfactory secondary containment methods may be substituted for secondary containment on a case-by-case basis.

### Washington State Dept. of Ecology (Ecology) Hazardous Waste & Toxics Reduction Program

- It is important for CESQGs to have secondary containment to prevent spills and releases. Otherwise, you may lose your CESQG status and become fully regulated.

### Fire Marshal or City Fire Department

- Secondary containment is required for hazardous liquids and solids (as defined in the International Fire Code (IFC) 2704.2.2):
    - container and portable tank storage outside of buildings
    - liquid storage rooms
    - underground tank storage
    - dispensing and mixing in either open or closed systems
- Call your local fire department or district for more information. See Appendix D for Fire Department contacts.

### Helpful Hint

▶ Maintain your secondary container capacity by keeping it clear of liquids and debris.



*Waste containers with secondary containment*

## Helpful Hint

All municipalities over 10,000 will begin adopting the Ecology Stormwater Best Management Practices (BMPs) to meet their Phase II municipal stormwater regulatory requirements. See Volume IV of Ecology's 2005 *Stormwater Management Manual for Western Washington* at [www.ecy.wa.gov/pubs/0510032.pdf](http://www.ecy.wa.gov/pubs/0510032.pdf).

## Local Sewer District

- Certain sewer districts may have written secondary containment regulations. Follow the SHD's requirements listed on the previous page. Ask your local sewer district if they have additional requirements. See Appendix E for Sewer District contacts.

## Snohomish County Public Works Surface Water Management, Water Quality Investigations

- Snohomish County Water Pollution Control Code Chapter 7.53.120 requires any person storing or using materials (solids or liquids) that may contain contaminants, to implement source control best management practices as described in Chapters 2 and 3 of Volume IV in the *Snohomish County Drainage Manual*.
- Owners and operators of commercial and non-commercial properties are required to store liquids using secondary containment, such as spill pallets or berms to contain either 10 percent of the total enclosed container volume or 110 percent of the volume contained in the largest container, whichever is greater, or, if a single container, 110 percent of the volume of that container.

## Snohomish County Planning & Development Services (PDS) or City Planning Dept. or Building Dept.

- If you are constructing a covered area for secondary containment outside the building, you may need a building permit (e.g., sheds larger than 200 square feet or walls higher than 30 feet need a Snohomish County PDS building permit). Generally, grading permits are not required when moving less than 100 cubic yards of earth. See [www.co.snohomish.wa.us/documents/Departments/PDS/Building/35grading0307.pdf](http://www.co.snohomish.wa.us/documents/Departments/PDS/Building/35grading0307.pdf).

## Washington State Dept. of Labor & Industries (L&I), Division of Occupational Safety & Health (DOSH)

- Flammable liquids storage areas may need containment around them to prevent fire or explosion, or to reduce the spread of fire. Visit [www.lni.wa.gov/wisha/rules](http://www.lni.wa.gov/wisha/rules) to find WAC 296-24-330.

# Spills or Releases

## Why is it important to prevent spills or releases?

Spills or releases can result in injuries or property damage and can lead to costly cleanup procedures.

### Snohomish Health District (SHD) Solid Waste & Toxics Section

- The person responsible for a spill or nonpermitted discharge must take immediate action to protect human health and the environment (e.g., diking to prevent contamination of water, shutting off open valves, etc.).
- The person responsible for a spill or nonpermitted discharge must clean up all released hazardous substances.
- The person responsible for a spill or nonpermitted discharge must designate and treat, store, or properly dispose of all soils, waters, or other materials contaminated by the spill or discharge.
- The person responsible for a spill or nonpermitted discharge must immediately notify SHD of any discharges to the environment (e.g., soil, groundwater, or surface water). Call 425-339-5250 to report a spill.

### Washington State Dept. of Ecology (Ecology) Hazardous Waste & Toxics Reduction Program

- In the event of a spill or release to the environment, the first agency you must immediately contact is Ecology. Call 425-649-7000 to report a spill.
- No hazardous wastes or hazardous materials may be discharged from any business into waters of the state (rivers, streams, ditches, storm drains, etc.) without a permit.

### Puget Sound Clean Air Agency (PSCAA)

- Solvents (volatile organic compounds) must be stored in closed containers to minimize solvent usage, spillage, and evaporation.
- Certain processes, such as spray coating, must have control equipment (spray booth) exhausted through a system approved by PSCAA.

### Helpful Hints

- ▶ Spills of oil or hazardous materials must also be reported to the National Response Center at 800-424-8802 and the Washington Emergency Management Division at 800-258-5990.
- ▶ Create and post an Emergency Phone Number list near a phone in your work area (see Appendix G for an example). Assign and train staff regarding spill responsibilities.
- ▶ See [www.govlink.org/hazwaste/publications/PreventingSpills.pdf](http://www.govlink.org/hazwaste/publications/PreventingSpills.pdf) for basic information about how to store materials in order to prevent spills.



*Spill*

## Helpful Hints

Applicable BMPs to prevent pollution of surface and ground water can be found in Volume IV of Ecology's 2005 *Stormwater Management Manual for Western Washington*. See [www.ecy.wa.gov/pubs/0510032.pdf](http://www.ecy.wa.gov/pubs/0510032.pdf). You can also obtain this document by calling Ecology's Publication Distribution Office at 360-407-7472.

For questions specific to Snohomish County's requirements or BMPs, call Snohomish County Public Works Surface Water Management at 425-388-3464.



*Spill*

## Fire Marshal or City Fire Department

- Call "911" if a spill or release is endangering life or the environment.
- Call your Fire Marshal, District or Department (not "911") if you find abandoned containers of waste at your business.

## Local Sewer District

- The sewer district must be immediately notified in the event of a spill that may affect the sewer district. See Appendix E for Sewer District contacts.

## Snohomish County Public Works Surface Water Management, Water Quality Investigations

- Snohomish County Water Pollution Control Code Chapter 7.53.120 requires any person storing or using materials that may contain contaminants, to implement source control best management practices as described in Chapters 2 and 3 of Volume IV in the *Snohomish County Drainage Manual*. For commercial properties and associated activities, this includes:
  - having a spill kit appropriate for materials being handled
  - developing a spill response plan
  - taking spill containment and clean up measures
  - notifying the appropriate authorities of a spill

## Washington State Dept. of Labor & Industries (L&I), Division of Occupational Safety & Health (DOSH)

- WISHA requires that employees know and understand the hazards of the chemicals they are cleaning up and that they use safe procedures.
- For hazardous waste operations, follow spill requirements found in Hazardous Waste Operations, Chapter 296-843 WAC.
- For uncontrolled spills and other releases, follow requirements found in Emergency Response, Chapter 296-824 WAC.
- To see WISHA rules, visit [www.lni.wa.gov/wisha/rules](http://www.lni.wa.gov/wisha/rules).



# Storage

## Why is proper storage important?

It is important to properly maintain your storage area and keep hazardous waste containers in good condition to prevent injuries, spills, or releases.

### Snohomish Health District (SHD) Solid Waste & Toxics Section

- Hazardous waste must be stored in a container appropriate for the type of waste it contains (e.g., strong acids or bases cannot be stored in metal containers).
- Waste containers must be clearly labeled (see p. 5).
- If waste containers are stored outside, they must be covered to prevent deterioration.
- Waste containers must be stored so that they are not in direct contact with the ground.
- Secondary containment is required (see p. 15).

### Washington State Dept. of Ecology (Ecology) Hazardous Waste & Toxics Reduction Program

- Containers of hazardous waste must be kept closed unless waste is being added or removed. Keep bungs in drums and caps on containers to prevent accidental spills and exposure to harmful and flammable vapors.
- Waste containers must be properly labeled (see p. 5).
- No incompatible wastes can be stored in the same container or in the same area (e.g., acids and bases can't be stored together or share secondary containment).
- Wastes must be stored in containers compatible with the type of waste.
  - Acids or bases must be stored in plastic or other non-corroding container.
  - Solvents cannot be stored in plastic containers that may dissolve.
- Secondary containment is required (see p. 15).

### Helpful Hint



*Waste containers with secondary containment*

## Helpful Hints

Ecology's publication, *Focus on Used Shop Towels*, has information on the best management practices for generators of shop towels. See [www.ecy.wa.gov/pubs/fshw92116.pdf](http://www.ecy.wa.gov/pubs/fshw92116.pdf).

- Send them to an industrial laundry facility for recycling and reuse
- Prior to disposal, used shop towels must be designated. Manage them as dangerous waste if they fail any dangerous waste tests (i.e., ignitability, toxicity, etc.)



Contaminated shop towels for laundering should be labeled as in photo. If shop towels are being disposed of as hazardous waste, then the waste container must have hazardous waste and risk labels.

## Puget Sound Clean Air Agency (PSCAA)

- Solvents (volatile organic compounds) must be stored in closed containers to prevent spillage and evaporation.

## Fire Marshal or City Fire Department

- Certain hazardous materials (flammables, combustibles, reactives, etc.) must be stored according to the IFC.
  - Quantities of flammable and combustible liquids in excess of 10 gallons must be stored in approved flammables storage cabinets.
  - Quantities of flammable and combustible liquids of less than 10 gallons must be stored in approved containers and away from ignition sources.
  - Flammable and combustible liquids are allowed to be stored (not used or dispensed) in basements with sprinklers. However, there are storage quantity limits.
  - Flammable gases may not be stored, used, or dispensed in the basement.
- The combined total quantity of flammable and combustible liquids in a cabinet cannot exceed 120 gallons (see IFC 3404.3.2.2).
- Used shop towels with solvents or other flammable wastes on them must be stored in a closed, labeled, fire-proof container.
- Keep lids on containers and bungs in drums while storing solvents, flammables, acids, bases, and combustible liquids.
- Call your local fire department for quantity limits.

## Snohomish County Public Works Surface Water Management, Water Quality Investigations

- Snohomish County Water Pollution Control Code Chapter 7.53.120 requires any person storing or using materials (solids or liquids) that may contain contaminants, to implement source control best management practices as described in Chapters 2 and 3 of Volume IV in the *Snohomish County Drainage Manual*. This includes the storage of materials whether a product or waste. Examples of materials storage practices include, but are not limited to:
  - where not in conflict with uniform fire code, store materials inside a building or under cover using appropriate secondary containment

- when exposed to stormwater, cover and contain stockpiled materials, including but not limited to manure and soils, such that contamination of storm drainage conveyances and surface waters is prevented
- cover dumpsters to prevent entry of stormwater
- store materials in areas sloping to dead end sumps or other sufficient containment areas away from storm drainage systems or surface waters
- store liquids and applicable solid materials in containers suitable for the contents
- inspect containers for corrosion, structural failure, tight fitting lids, leaks, and overfills

### **Snohomish County Planning & Development Services (PDS) or City Planning Dept. or Building Dept.**

- If you are constructing a covered area for secondary containment outside the building, you may need a building permit (e.g., sheds larger than 200 square feet or walls higher than 30 feet need a Snohomish County PDS building permit). Generally, grading permits are not required when moving less than 100 cubic yards of earth. See Bulletin #35 at [www1.co.snohomish.wa.us/Departments/PDS/Services/Forms-Brochures/ResidentialBuildingPermitBrochuresbyNumber.htm](http://www1.co.snohomish.wa.us/Departments/PDS/Services/Forms-Brochures/ResidentialBuildingPermitBrochuresbyNumber.htm).

### **Washington State Dept. of Labor & Industries (L&I), Division of Occupational Safety & Health (DOSH)**

- Incompatible materials must be stored so they are separate and cannot reach each other if there is a leak (e.g., acids and bases). Check the MSDS for proper storage information.
- Rags soaked with solvents must be stored in a closed, labeled, fire-proof container.
- DOSH has safety and health laws describing requirements for the safe handling and storage of flammable and combustible liquids. See WAC 296-24-330.
  - Approved containers must be used. See WAC 296-24-33009(2).
  - There are specific requirements for the design and construction of flammable liquids cabinets and storage rooms. See WAC 296-24-33009(3) and (4).
  - There are volume limits for flammable and combustible liquids stored in one fire area. See WAC 296-24-33009(4)(b).
  - Flammable liquids containers must be kept closed.

### **Helpful Hint**

See [www.govlink.org/hazwaste/publications/PreventingSpills.pdf](http://www.govlink.org/hazwaste/publications/PreventingSpills.pdf) for basic information about how to store materials in order to prevent spills.

## Helpful Hint



*Bonding and grounding of flammable liquids containers*



- Flammable liquids containers need to be bonded and grounded during dispensing and bulking. Dispensing a flammable liquid from a metal container using a metal funnel can cause static electricity build-up. Bonding and grounding will prevent sparks from igniting the flammable liquid. See WAC 296-24-37009(9). For assistance with this procedure, contact DOSH at 425-290-1400/1404.
- An approved pump must be used for dispensing flammable and combustible liquids from containers having a capacity greater than 60 gallons. See WAC 296-24-37009(4).
- To find WISHA rules, visit [www.lni.wa.gov/wisha/rules](http://www.lni.wa.gov/wisha/rules).

# Transportation

## Who can transport hazardous waste?

Conditionally Exempt Small Quantity Generators (CESQGs) are allowed to transport their own hazardous waste. Another option may be to hire a professional vendor to haul your waste. CESQGs should consult their insurance company and also be aware of US Department of Transportation (US DOT) regulations if they choose to transport their waste.

### Snohomish Health District (SHD) Solid Waste & Toxics Section

- Containers in transit must be loaded and moved in such a manner that the contents will not fail, leak, or spill. If spillage does occur, the waste must be picked up immediately and the area properly cleaned. (See Spills or Releases, p. 17).

### Washington State Dept. of Ecology (Ecology) Hazardous Waste & Toxics Reduction Program

- CESQGs must manage their waste so that it does not pose a potential threat to human health or the environment.
- CESQGs may transport their own hazardous waste, although they need to verify their insurance coverage.
- CESQGs transporting their own hazardous waste may carry US DOT approved shipping papers, also called Bills of Lading, instead of a Uniform Hazardous Waste Manifest Form (see US DOT section on next page).
- When shipping waste to a Washington hazardous waste facility, use a Uniform Hazardous Waste Manifest Form which will be available through your vendor or waste hauler.
- Ecology must be notified of any waste spills during transportation (call 425-649-7000 to report a spill; after hours, call 800-258-5990.)
- Be advised that MQGs and LQGs, as "Regulated Generators," must use a waste transporter that has an EPA/State ID # (RCRA Site ID #).

### Helpful Hints

Definition of placard: Diamond shaped sign used to illustrate and describe risk of material.



Copies of US DOT *Hazardous Materials Regulations* (49 CFR Parts 100 – 185) may be purchased through:

- US Government Bookstore, 866-512-1800, or <http://bookstore.gpo.gov>
- J.J. Keller & Associates, 877-564-2333, or [www.jjkeller.com](http://www.jjkeller.com)
- Label Master, 800-621-5808, or [www.labelmaster.com](http://www.labelmaster.com)

## Helpful Hints

Call the Hazardous Materials Information Center at 800-HMR-4922 or 800-467-4922 for questions about the *Hazardous Materials Regulations*. You can also get information online at <http://hazmat.dot.gov> or e-mail your questions to [infocntr@dot.gov](mailto:infocntr@dot.gov).

Spill kits can be purchased commercially. See <http://govlink.org/hazwaste/business/wastedirectory/> and search “spills or spill control” for a list of companies that sell spill kits and other spill control equipment. Or you can create your own spill kit. For ideas see Ecology’s *Focus on Small Spill Preparedness Kit Guide* at [www.ecy.wa.gov/pubs/0308003.pdf](http://www.ecy.wa.gov/pubs/0308003.pdf).

## US Department of Transportation (US DOT) Federal Motor Carrier Safety Administration (FMSCA)

- The US DOT regulates the transport of hazardous materials and hazardous waste according to the *Hazardous Materials Regulations* (49 CFR Parts 100-185).
- Self-transporters MUST:
  - use US DOT-approved containers
  - label shipping containers according to US DOT regulations
  - segregate waste by US DOT regulations
  - carry shipping papers properly describing the material (i.e., proper shipping name, hazard class, and ID number)
  - use placards on vehicle if more than 1,000 pounds of hazardous materials are transported
  - carry a spill kit
- Some materials may require vehicle to be placarded even when less than 1,000 pounds of materials are transported (e.g., any poison inhalation hazard).

# Waste Designation

## What is waste?

Generally, any material that you need to discard is a waste. Some wastes are hazardous and will require special handling, storage, and disposal. Some wastes are solid waste and may be disposed of in your regular garbage.

### Snohomish Health District (SHD) Solid Waste & Toxics Section

- Some business wastes are not hazardous waste and may be disposed of as solid waste in the garbage. This decision-making process is called waste designation (screening). For example, all paint booth filters require waste designation and some may be cleared for solid waste disposal. Call SHD at 425-339-5250 for more information.

### Washington State Dept. of Ecology (Ecology) Hazardous Waste & Toxics Reduction Program

- It is the generator's responsibility to designate their waste as either dangerous waste (DW) or extremely hazardous waste (EHW).
- To determine if your waste is a DW or an EHW, use Washington State *Dangerous Waste Regulations* (WAC 173-303-070(3)) to perform waste designation and assign applicable waste codes.
- MSDSs will help you designate your wastes. Contact your manufacturer for a copy of the MSDS or see [www.ilpi.com/msds/](http://www.ilpi.com/msds/) for links to Internet resources.
- Keep laboratory test results, vendor, or treatment, storage, and disposal (TSD) waste profiles.

### Helpful Hints



*Designate your  
still bottom waste  
before disposal*

Ecology publication #91-12, *Step by Step—Fact Sheets for Hazardous Waste Generators*, is a good reference. See [www.ecy.wa.gov/pubs.shtm](http://www.ecy.wa.gov/pubs.shtm) and search 9112a, 9112b, 9112i, 9112j, 9112k, 9112l, 9112m, 9112n, 9112o, 9112p, 9112q, 9112r, 9112x, and 9112.

Ecology publication #96-436, *Designating Dangerous Waste*, is also helpful. See [www.ecy.wa.gov/pubs/96436.pdf](http://www.ecy.wa.gov/pubs/96436.pdf).





# Waste Disposal & Recycling

## What is the proper way to dispose of a waste?

Some business wastes may be hazardous, requiring special recycling, handling, or disposal. After proper designation (screening), some wastes may be cleared for solid waste disposal.

### Snohomish Health District (SHD) Solid Waste & Toxics Section

- Hazardous wastes are prohibited from entering the municipal solid waste system, a septic system, a storm drain, surface water or groundwater, or the environment in general, even in small quantities.
- Hazardous waste may be disposed of through a permitted TSD facility.
- CESQGs may dispose of their hazardous waste through a permitted Moderate Risk Waste fixed, limited, or temporary collection facility (see Helpful Hint on this page).
- Some hazardous wastes may be recycled through a facility that beneficially uses or reuses, or legitimately reclaims hazardous waste.
- Some hazardous wastes may be treated on site to render them non-hazardous. All treatment methods must be approved by Ecology. Treated waste counts toward determining a generator's status as a small, medium, or large quantity generator.
- Hazardous waste may be disposed of or recycled through a licensed professional vendor. See King County's *Hazardous Waste Directory—Yellow Book* at <http://govlink.org/hazwaste/business/wastedirectory/> for vendor lists and tips on choosing a responsible vendor.
- Certain business wastes, once properly designated, may be disposed of via the municipal solid waste system.
- Some business solid wastes, such as plastic film, carpet, foam, and scrap rubber, are recyclable. Contact your local city or county solid waste department for recycling information and options. You can also find collection sites in your area by calling 1-800-RECYCLE or by going to <https://fortress.wa.gov/ecy/recycle/>.

### Helpful Hints

▶ Search the Snohomish County Web site ([www.snoco.org](http://www.snoco.org)) for "Waste Acceptance Policy" to see what is acceptable for solid waste disposal via Snohomish County transfer stations. You also can call 425-388-3425 to request a copy of the *Waste Acceptance Policy*.

▶ Snohomish County has a permanent hazardous waste collection facility located at 3434 McDougall Avenue, Everett. Conditionally Exempt Small Quantity Generators may use the facility for a fee. Call 425-388-6050 for an appointment or for more information on what's accepted.

## Helpful Hint



*Example of asbestos-containing waste labeling*

## Washington State Dept. of Ecology (Ecology) Hazardous Waste & Toxics Reduction Program

- Some empty hazardous materials containers may be disposed of as solid waste after completely draining and triple rinsing (e.g., pesticide containers). Rinse solution must be used like the original product or managed as a hazardous waste. Plastic pesticide containers can be recycled and made into new products. Check with your dealer-distributor about recycling options.
- There are special recovery requirements applicable to precious metals, such as gold, silver, platinum, palladium, ruthenium, iridium, osmium, rhodium, or any combination of these. Precious metals must be shipped by manifest or appropriate shipping paper to an authorized precious metals recycler. Metals recovery credit may significantly reduce the generated weight total. See WAC 173-303-525.

## Puget Sound Clean Air Agency (PSCAA)

- Friable asbestos-containing waste containers must be marked with the generator name, address where the waste was generated, and date the waste was sealed. Nonfriable asbestos-containing waste containers must be labeled as "Nonfriable asbestos waste."

## Fire Marshal or City Fire Department

- If you are considering an on-site solvent still to recycle solvent, please check first with your local fire department to see if it is allowed. Depending on occupancy type, you may also need to check with the local building department.

## Local Sewer District

- Some wastes might be suitable for discharge to the sanitary sewer. However, always check with your local sewer district before discharging any material (other than sewage) into the sewer.
- On-site sewage disposal systems (i.e., septic systems) are not designed to handle any material other than domestic sewage. Never discharge any industrial wastewater into an on-site septic system.

# Appendix A: Acronyms & Definitions

Note: Some of the definitions listed below are generic, and are not to be confused with regulatory definitions.

## Accumulation

To temporarily store hazardous waste at a place of business for a limited amount of time. Conditionally Exempt Small Quantity Generators (CESQGs) may store up to 2,200 pounds of hazardous waste and less than 2.2 pounds of acutely hazardous waste or extremely hazardous waste at one time.

## Annual Dangerous Waste Report

This is a set of one or more forms for reporting on dangerous waste generation and management activities in Washington State.

## AHW

Acute Hazardous Waste, as defined by Washington State's *Dangerous Waste Regulations*, Chapter 173-303-040 WAC. It is waste listed by the EPA as particularly hazardous, including certain dangerous waste sources listed in WAC 173-303-9904 (F020-F023, F026 or F027); pesticide wastes; and discarded chemical products listed in WAC 173-303-9903 that are identified with a dangerous waste code beginning with a "P." (Note: The terms "acute" and "acutely" are used interchangeably.)

## Bill of Lading

A document issued by a carrier as evidence for the delivery of goods. Also a shipping document that may be used by CESQGs.

## BMPs

Best Management Practices. This term is commonly associated with stormwater management requirements.

## CESQG

Conditionally Exempt Small Quantity Generator. A business that generates less than 220 pounds of hazardous waste (and less than 2.2 pounds of acutely hazardous waste or extremely hazardous waste) per month, and accumulates less than 2,200 pounds of hazardous waste (and less than

2.2 pounds of acutely hazardous waste or extremely hazardous waste) on site at any one time. CESQGs are subject to *Snohomish Health District Sanitary Code*, Chapter 3.1, *Solid Waste Handling Regulations*.

## CFR

Code of Federal Regulations. The codification of the general and permanent rules in the Federal Register by the departments and agencies of the Federal Government.

## Chemical Hazard Communication

An occupational safety and health rule that is intended to make sure employees are informed about chemical hazards in the workplace.

## Combustible

Combustible liquids have a flash point at or above 100°F. However, the term "combustible" includes other materials that are capable of burning.

## Corrosive

A characteristic of hazardous waste where the liquid waste has a pH of < 2 or > 12.5. Both acids and bases are corrosive (e.g., rust removers, electroplating solutions, and sulfuric acid from spent lead acid batteries). Certain solids or semisolids may also meet the definition of corrosive when tested. See WAC 173-303-090(6)(a).

## Dangerous Waste (DW)

This term refers to the full universe of wastes regulated by Washington State's *Dangerous Waste Regulations*, Chapter 173-303 WAC. Designation of dangerous waste is described in WAC 173-303-070 through WAC 173-303-104. While dangerous waste is Washington's regulatory term, the term "hazardous waste" is used by EPA and more commonly used in general. In this Guide, the terms "dangerous waste" and "hazardous waste" are used interchangeably.

## Dangerous Waste Regulations

Washington State's *Dangerous Waste Regulations*, Chapter 173-303 WAC

## Dangerous Waste Site Identification Form

A form that is used by businesses to notify Ecology of their dangerous waste activities.

## DOSH

Division of Occupational Safety & Health. A division of the Washington State Department of Labor & Industries that is responsible for workplace safety and health.

## DOT

See US DOT.

## DW

See Dangerous Waste.

## Ecology

Washington State Department of Ecology. The state agency is responsible for protecting, preserving, and enhancing Washington's environment, and for promoting the wise management of its air, land, and water.

## EHW

Extremely Hazardous Waste, as defined by Washington State's *Dangerous Waste Regulations* in Chapter 173-303-100 WAC. It is waste regulated only by Washington State that is particularly toxic or persistent in the environment. EHW wastes will have the following waste codes: WT01 (toxic), WP01 (persistent halogenated organic compounds [HOCs]), WP03 (persistent polycyclic aromatic hydrocarbons [PAHs]), and some "P" listed wastes.

## Electronic Waste (E-waste)

Computers, computer monitors, televisions, other electronics that contain CRTs (cathode ray tubes), and separated computer circuit boards containing hazardous materials

## EPA

See US EPA.

## EPCRA

Emergency Planning & Community Right-to-Know Act. EPCRA is also called SARA Title III. It helps to increase the public's knowledge and access to information on chemicals used, stored, and released by certain businesses.

## Flammable

Flammable liquids have a flash point of below 100°F. The term generally refers to any material that can easily ignite and burn with extreme rapidity. While Washington State's *Dangerous Waste Regulations* use the term "ignitable" to classify a material that ignites easily, the term "flammable" is more commonly used in fire regulations.

## Hazcom

See Chemical Hazard Communication.

## HOCs

Halogenated organic compounds. Any organic compound that includes one or more atoms of fluorine, chlorine, bromine, or iodine bonded directly to a carbon atom. Solid waste containing HOCs sometimes can designate as a dangerous waste under Washington State's persistence criteria. See WAC 173-303-100(6).

## Hazardous Waste

This term is used by EPA to identify those wastes with properties that could pose dangers to human health and the environment (e.g., spent solvents, acids/bases, heavy metals, pesticides, etc.). While hazardous waste is more commonly used in general, the term "dangerous waste" is Washington's regulatory term. In this Guide, the terms "dangerous waste" and "hazardous waste" are used interchangeably.

## IFC

International Fire Code; fire department regulations

## Ignitable

A Washington State Dangerous Waste characteristic of hazardous waste. An ignitable liquid waste has a flash point of less than 140°F (e.g., waste solvents, degreasers, and paint thinners). Certain gases or solids may also meet

the definition of ignitable. See WAC 173-303-090(5)(a).

### **L&I**

See Washington State Department of Labor & Industries, Division of Occupational Safety and Health.

### **Leachate**

Water or other liquid that has percolated through raw material, product or waste, and contains substances in solution or suspension as a result of the contact with these materials.

### **LQG**

Large Quantity Generator. A business that generates 2,200 pounds or more of hazardous waste (or 2.2 pounds or more of acutely hazardous waste or extremely hazardous waste) per month, or accumulates 2,200 pounds or more of hazardous waste (or 2.2 pounds or more of acutely hazardous waste or extremely hazardous waste) on site at any one time. There is no waste accumulation volume limit. LQGs have 90 days from the accumulation start date on hazardous waste drums in hazardous waste storage areas to ship that waste for disposal. LQGs have more extensive requirements for personnel training, recordkeeping, planning, etc.

### **Manifest**

A shipping document listing all hazardous wastes a business has offered for shipment that accompanies the hazardous waste from point of generation to the final destination. The shipping document also identifies the quantity, composition, and routing of a hazardous waste while it is being transported to a point of transfer, disposal, treatment, or storage. Manifests need to be kept on file for at least five years. CESQGs are not required to ship with a manifest and may use a Bill of Lading.

### **MQG**

Medium Quantity Generator. A business that generates 220 pounds or more and fewer than 2,200 pounds of hazardous waste (and fewer than 2.2 pounds of acutely hazardous waste or extremely hazardous waste) per month and never accumulates 2,200 pounds or more of hazardous

waste (or 2.2 pounds or more of acutely hazardous waste or extremely hazardous waste) on site at any one time. MQGs have 180 days from the accumulation start date on hazardous waste drums in hazardous waste storage areas to ship that waste for disposal. While MQGs have fewer written personnel training and emergency planning requirements than LQGs, they are still required to have emergency procedures.

### **MRW**

Moderate Risk Waste. Dangerous waste that is generated in small volumes by a Conditionally Exempt Small Quantity Generator (CESQG) or households.

### **MSDS**

Material Safety Data Sheet. Information on a hazardous material that is provided by the manufacturer.

### **NAICS**

North American Industry Classification System. A six-digit number that describes industry sectors, which may eventually replace SIC codes.

### **NPDES**

National Pollutant Discharge Elimination System. A permit program required by the federal Clean Water Act and implemented by Ecology to protect surface water and groundwater quality in Washington State.

### **PAHs**

Polycyclic aromatic hydrocarbons. Hydrocarbon molecules composed of two or more fused benzene rings. While there are many PAHs, the ones of concern for waste designation (screening) are listed in WAC 173-303-040.

### **PDS**

Planning & Development Services. A division of Snohomish County government

### **Persistence**

One of two Washington State criteria required when designating (screening) dangerous waste. Persistence is determined by the amount of HOCs or PAHs present in the waste. See

WAC 173-303-100(6); examples include chlorinated metal cutting oils, methylene chloride, and 1,1,1 trichloroethane.

### **PSCAA**

Puget Sound Clean Air Agency. A regional agency responsible for adopting and enforcing air quality regulations, improving neighborhood air quality, and reducing greenhouse gases to preserve our climate. PSCAA covers King, Kitsap, Pierce, and Snohomish counties.

### **QEL**

Quantity Exclusion Limit. This limit is used to determine whether a hazardous waste generator is subject only to the Conditionally Exempt Small Quantity Generator (CESQG) requirements or the more stringent regulated generator requirements (MQG or LQG). The most common QEL is 220 pounds per month (or about one-half of a 55-gallon drum). The QEL for acutely hazardous waste or extremely hazardous waste is 2.2 pounds (or about a quart).

### **RCRA**

Resource Conservation & Recovery Act. Federal legislation passed in 1976 that initiated regulation of hazardous wastes. Washington State implements parts of RCRA through its *Dangerous Waste Regulations*, Chapter 173-303 WAC.

### **RCRA Site ID #**

Also known as an EPA/State ID #. It is obtained by completing a Washington State Dangerous Waste Site Identification Form. This form provides notification to Ecology when you exceed your CESQG generation or accumulation limits.

### **Reactive**

A characteristic of hazardous waste where the waste is considered to be unstable and rapidly or violently changes when mixed with or exposed to water, heat, pressure or other materials (e.g., cyanide wastes, sulfide bearing wastes, chromic acids, peroxides, and perchlorates). See WAC 173-303-090(7) for the complete definition.

### **Recycle**

To use, reuse, or reclaim a material

### **Release**

Accidental or intentional discharge into the environment, including the actions of spilling, leaking, pouring, emitting, dumping, emptying, depositing, placing or injecting. See WAC 173-303-040.

### **Satellite Accumulation Area**

Containers located at or near the point of generation (i.e., service bay), where waste is first accumulated, not to exceed 55 gallons of hazardous waste total (or one quart of acutely hazardous waste). In this case, an accumulation start date begins when the 55-gallon limit (or one quart limit) is reached, or the waste is moved to the accumulation area, whichever date comes first. Other requirements still apply, such as labeling and keeping the lid closed.

### **Secondary Containment**

A commercial spill containment pallet or a second container that is compatible with the waste and capable of collecting and holding spills and leaks.

### **SIC Code**

Standard Industrial Classification Code. A number assigned to businesses by type of business activity, and used by the State for revenue and other purposes. See also NAICS.

### **Solid Waste**

All putrescible and nonputrescible solid and semisolid wastes including, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, sewage sludge, demolition and construction wastes, abandoned vehicles or parts thereof, contaminated soils and contaminated dredged material, and recyclable materials.

### **Stormwater**

Rainfall and snow melt that run off impervious surfaces, such as rooftops, paved streets, highways, and parking lots

### **Treatment by Generator (TBG)**

A generator's treatment of his/her own dangerous wastes on site without a dangerous waste treatment permit. Treatment methods include filtration, separation, water evaporation, carbon adsorption, elementary neutralization, and solidification.

### **Toxic**

One of two Washington State criteria when designating (screening) dangerous waste. The waste contains chemical constituents that are poisonous to humans, fish, and other animals. (See WAC 173-303-100(5); examples include paint booth wash water containing solvents, oil, and transmission fluid.)

### **Toxicity**

A characteristic of hazardous waste where the waste is tested by a qualified laboratory using the Toxicity Characteristic Leaching Procedure (TCLP) (e.g., photoprocessing wastewaters containing silver and cadmium, printing ink sludges containing chromium or lead, and some discarded pesticide products).

### **Transporter**

Person engaged in the off-site transportation of hazardous waste

### **TSD Facility**

Treatment, storage, and disposal facility for hazardous waste

### **Universal Waste**

Any of the following dangerous wastes that are subject to the universal waste requirements of WAC 173-303-573: batteries, lamps, thermostats, and mercury-containing equipment.

### **US DOT**

United States Department of Transportation. The federal agency that regulates the transport of hazardous materials and hazardous wastes according to *Hazardous Materials Regulations* (49 CFR Parts 100-185).

### **US EPA**

United States Environmental Protection Agency. The federal agency responsible for developing and enforcing regulations that implement environmental laws enacted by Congress

### **WAC**

Washington Administrative Code. Washington State's *Dangerous Waste Regulations* are contained in Chapter 173-303 WAC.

### **Washington State Department of Labor & Industries (L&I), Division of Occupational Safety & Health (DOSH)**

This agency administers WISHA and is given the primary responsibility for overseeing worker safety and health in Washington State.

### **Waste Designation (Screening)**

The act of determining whether your business wastes are regulated as hazardous waste, and if so, assigning applicable standardized codes showing why the waste is hazardous. For example, the waste may be specifically listed in the Washington State *Dangerous Waste Regulations* or may exhibit certain characteristics, such as ignitability, corrosivity, reactivity, or toxicity, or exhibit the State criteria of toxicity or persistence (see WAC 173-303-070(3)).

### **Waste Profile**

A written description of the hazardous waste required by the TSD facility. It provides information regarding the waste's chemical composition, obtained either through analytical testing or the generator's knowledge of the waste (e.g., product MSDSs or detailed description of the waste production process). A waste profile also includes the waste management method (stabilization, incineration, treatment, etc.) that is agreed by the generator and the TSD facility.

### **WISHA**

Washington Industrial Safety & Health Act. The purpose of this law, administered by DOSH, is to ensure that Washington's employers provide their workers with safe and healthy workplaces.

## Appendix B: Special Topics

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### Biodiesel

Biodiesel is a cleaner-burning diesel replacement fuel made from a variety of oils and fats, such as vegetable oils, recycled cooking oils, or animal fats. Vehicles using biodiesel emit fewer air pollutants (particulate matter, hydrocarbons, sulfur dioxide, and carbon monoxide) than those using regular petroleum diesel.

Biodiesel is made by reacting the oils or fats with an alcohol (usually methanol) in the presence of a catalyst (usually sodium or potassium hydroxide). As a result of this chemical process, glycerin is separated from the oil or fat, and biodiesel and glycerin are produced.

Even though biodiesel is considered more environmentally friendly than petroleum-based fuels, the ingredients and waste products must be stored, managed, and disposed of properly. Please check with your local sewer district before pouring any materials down the drain (see Appendix E for a list of local sewer districts). Also, contact your local fire department or district for storage requirements (see Appendix D for a list of fire departments). For more information about regulations, permits, health, safety, and environmental issues, call the Governor's Office of Regulatory Assistance at 800-917-0043 or visit [www.ora.wa.gov/documents/pub\\_biodieselsmallfactsheet.pdf](http://www.ora.wa.gov/documents/pub_biodieselsmallfactsheet.pdf).

### Electronic Waste (E-waste)

Computers, computer monitors, televisions, other electronics that contain CRTs (cathode ray tubes), and separated computer circuit boards contain hazardous materials such as lead, cadmium, and mercury. They are no longer accepted for landfill disposal at Snohomish County facilities. Snohomish County participates in the

Take it Back Network, a partnership between local government, retailers, haulers, recyclers, electronic manufacturers, and consumers. The Take it Back Network provides options for collecting, processing, and recycling computers, computer monitors, peripherals, televisions, and other electronic devices in a safe, efficient, and cost-effective manner. For more information on recycling options, call Snohomish County Public Works Solid Waste Division at 425-388-3425 or visit [www.snoco.org](http://www.snoco.org) and search "Take it Back."

In 2007, Ecology finalized regulations to enact the Electronic Product Recycling Program (Chapter 173-900 WAC). This program will require manufacturers to provide free recycling of certain covered electronic products (computers, televisions, computer monitors, and portable or laptop computers) to households, small governments, small businesses, and charities by January 1, 2009. Visit [www.ecy.wa.gov/programs/swfa/eproductrecycle/index.html](http://www.ecy.wa.gov/programs/swfa/eproductrecycle/index.html) for more information.

### IMEX

The Industrial Materials Exchange is a free interactive Web-based materials exchange. It is a clearinghouse designed to match businesses that produce industrial by-products or have surplus materials with businesses that need them. IMEX helps businesses save money by saving hazardous waste disposal costs and finding useful materials at lower or no cost. IMEX posts wanted and available materials on its Web site, which is updated weekly. To list or search for materials, call 1-888-TRY-IMEX (1-888-879-4639) or visit [www.govlink.org/hazwaste/business/imex](http://www.govlink.org/hazwaste/business/imex).



## Mercury

Mercury occurs naturally in the environment (air, water, and soil). Pure mercury is a liquid metal, sometimes referred to as quicksilver, that volatilizes readily. Mercury has properties that have led to its use in many different products. It conducts electricity, forms alloys with other metals, acts as a preservative, and expands in response to changes in temperatures and pressure. Mercury has been used in many household and commercial products such as thermometers, thermostats, switches, fluorescent tubes, medicines, interior and exterior paints, batteries, dental amalgam, jewelry, and novelty items.

Once mercury is released into the environment, it remains there indefinitely. Mercury is a persistent, bioaccumulative toxin (PBT). PBTs are naturally occurring or man-made chemicals that:

- remain in the environment for a long time (persistent)
- build up in human or animal tissues (bioaccumulative)
- have adverse effects on living organisms (toxic)

Certain business industries may have mercury-containing items associated with their work. For a list of industries, see the Washington State Department of Health's Web site at [www.doh.wa.gov/ehp/mercury/businessaffected.htm](http://www.doh.wa.gov/ehp/mercury/businessaffected.htm).

Mercury-containing equipment, such as thermometers, thermostats, and fluorescent tubes are classified as Universal Waste. If these wastes are properly recycled, they do not count toward generator status. However, they must be labeled and handled as Universal Waste (see [www.ecy.wa.gov/pubs/98407.pdf](http://www.ecy.wa.gov/pubs/98407.pdf)).

For information on mercury disposal, please search King County's *Hazardous Waste Directory—Yellow Book* <http://govlink.org/hazwaste/business/wastedirectory/> and search "Mercury and Mercury-Containing Products" or the Department of Ecology's Hazardous Waste Services Directory at [www.ecy.wa.gov/apps/hwtr/hwsd/default.htm](http://www.ecy.wa.gov/apps/hwtr/hwsd/default.htm).

## Medical/Dental/Veterinary Clinic Wastes

Medical, dental, and veterinary clinics produce a number of waste streams that are unsuitable for disposal in the sewer or the garbage as solid waste. Examples include sharps, biomedical wastes, pharmaceutical wastes, and waste chemical products.

### Sharps Waste

Sharps waste includes syringes and other items with needles attached, scalpel blades, and lancets, or any object or device capable of cutting or piercing human skin. Snohomish County prohibits disposal of sharps into their solid waste collection system. Visit Snohomish County Public Works Solid Waste Division at [www.snoco.org](http://www.snoco.org) and search "Don't Needle Your Garbage Collector." See *King County's Hazardous Waste Directory—Yellow Book* <http://govlink.org/hazwaste/business/wastedirectory/> and search "Biomedical Waste."

### Biomedical Waste

Biomedical waste is defined by Washington State law under Chapter 70.95K RCW. Snohomish Health District's *Sanitary Code*, Chapter 3.1, Section XIX, enumerates the requirements for biomedical waste handling by medical businesses in Snohomish County. These regulations require that each facility has a written biomedical waste management plan for transporting, storing, and disposing of biomedical waste. See [www.snohd.org/snoSanitaryCode2/index.htm#](http://www.snohd.org/snoSanitaryCode2/index.htm#) and click "Solid Waste Handling."

### Pharmaceutical Waste

Pharmaceutical wastes often fail Washington State's criteria for toxicity and persistence, and must be managed and disposed of as hazardous waste. The Washington State Department of Ecology has developed regulatory guidance of business-generated pharmaceutical waste (see [www.ecy.wa.gov/programs/hwtr/pharmaceuticals/index.html](http://www.ecy.wa.gov/programs/hwtr/pharmaceuticals/index.html) and [www.ecy.wa.gov/mercury/mercury\\_partnerships\\_hospitals.html](http://www.ecy.wa.gov/mercury/mercury_partnerships_hospitals.html)). Many waste chemical products, including disinfectants, chemi-clave solutions, cold sterilants, and X-ray developer can be hazardous waste. See <http://govlink.org/hazwaste/business/wastedirectory/> and search "Medicines and Pharmaceuticals."

# Appendix C: Agency Contacts

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## Local Agency

### Snohomish County Fire Marshal

425-388-3557

[www.snoco.org](http://www.snoco.org) and search “fire marshal”

### Snohomish County

#### Planning & Development Services (PDS)

425-388-3311

[www.snoco.org](http://www.snoco.org) and search “PDS”

### Snohomish County Public Works

#### Solid Waste Division

425-388-3425

[www.snoco.org](http://www.snoco.org) and search “solid waste”

### Snohomish County Public Works

#### Surface Water Management Division

Water Quality Investigations

425-388-3464 ext. 6481

[www.dirtywater.surfacewater.info](http://www.dirtywater.surfacewater.info)

### Snohomish Health District (SHD)

Solid Waste & Toxics Section

425-339-5250

[www.snohd.org](http://www.snohd.org)

## Regional Agency

### Puget Sound Clean Air Agency (PSCAA)

206-343-8800

800-552-3565

[www.pscleanair.org](http://www.pscleanair.org)

## State Agency

### Washington State Department of Ecology (Ecology), Northwest Regional Office

Hazardous Waste & Toxics Reduction Program

425-649-7000

[www.ecy.wa.gov/programs/hwtr](http://www.ecy.wa.gov/programs/hwtr)

Water Quality Program

425-649-7000

[www.ecy.wa.gov/programs/wq/wqhome.html](http://www.ecy.wa.gov/programs/wq/wqhome.html)

### Washington State Department of Labor & Industries (L&I)

Division of Occupational Safety & Health (DOSH)

Everett Office – 425-290-1300

Consultation – 425-290-1400/1404

[www.lni.wa.gov](http://www.lni.wa.gov)

## Federal Agency

### Federal Motor Carrier Safety Administration (FMCSA)

360-753-9875

[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

### Tulalip Tribes of Washington

800-869-8297

<http://www.tulaliptribes-nsn.gov/>

*Environmental Department:*

360-651-4495

<http://www.tulaliptribes-nsn.gov/Home/Government/Departments.aspx>

### US Department of Transportation (US DOT)

Pipeline & Hazardous Materials

Safety Administration (PHMSA)

800-HMR-4922 or 800-467-4922

<http://hazmat.dot.gov>

# Appendix D: City Planning & Fire Dept. Contacts

For businesses located outside city limits, contact the Snohomish County Fire Marshal's office for information regarding International Fire Code regulations 425-388-3557.

## **Arlington** [www.ci.arlington.wa.us](http://www.ci.arlington.wa.us)

Community Development: 238 N Olympic Avenue, Arlington 98223 ..... 360-403-3551  
Fire Department: 6231 188th Place NE, Arlington 98223 ..... 360-403-3600  
Fire District 18: 3002 252nd Street NE, Arlington 98223 ..... 360-435-9252  
Fire District 21: 12131 228th Street NE, Arlington 98223 ..... 360-435-3311  
Fire District 22: 8424 99th Avenue NE, Arlington 98223 ..... 360-659-6400  
Fire District 25: 21824 State Route 530 NE, Arlington 98223 ..... 360-435-9390

## **Bothell** [www.ci.bothell.wa.us](http://www.ci.bothell.wa.us)

Community Development: 9654 NE 182nd Street, Bothell 98011..... 425-486-8152  
Fire Department & EMS: 10726 Beardslee Boulevard, Bothell 98011 ..... 425-486-1678  
Fire District 10: P.O. Box 881, Bothell 98011 ..... 425-486-1678

## **Brier** [www.ci.brier.wa.us](http://www.ci.brier.wa.us)

City Hall: 2901 228th Street SW, Brier 98036 ..... 425-775-5440  
Fire District 1: 12425 Meridian Avenue, Everett 98208; [www.firedistrict1.org](http://www.firedistrict1.org)..... 425-551-1200

## **Darrington** <http://town.darrington.wa.us>

Town Hall: 1005 Cascade Street; Mail: P.O. Box 397, Darrington 98241 ..... 360-436-1131  
Fire District 24: 1115 Seemann Street; Mail: P.O. Box 1238, Darrington 98241..... 360-436-1338

## **Edmonds** [www.ci.edmonds.wa.us](http://www.ci.edmonds.wa.us)

Development Services: 121 Fifth Avenue N, Edmonds 98020 ..... 425-771-0220  
Fire Department: 121 Fifth Avenue N, Edmonds 98020; [www.edmondsfire.org](http://www.edmondsfire.org) ..... 425-771-0215

## **Everett** [www.ci.everett.wa.us](http://www.ci.everett.wa.us)

Permit Services: 3200 Cedar Street, Everett 98201 ..... 425-257-8810  
Surface Water Management: 3200 Cedar Street, Everett 98201..... 425-257-8800  
Fire Department: 2811 Oakes Avenue, Everett 98201 ..... 425-257-8100  
Fire Marshal: 2811 Oakes Avenue, Everett 98201..... 425-257-8120  
Fire District 1 (unincorporated area south of Everett): ..... 425-551-1200  
12425 Meridian Avenue, Everett 98208; [www.firedistrict1.org](http://www.firedistrict1.org)  
Fire District 27 (Hat Island): P.O. Box 1846, Everett 98206..... 360-444-6886

## **Gold Bar** [www.cityofgoldbar.us](http://www.cityofgoldbar.us)

City Hall: 107 Fifth Street, Goldbar 98251 ..... 360-793-1101  
Fire District 26: 501 Lewis Street, Goldbar 98251; [www.snofire26.org](http://www.snofire26.org) ..... 360-793-1335  
Fire District 26: 42013 Highway 2, Goldbar 98251; [www.snofire26.org](http://www.snofire26.org)..... 360-793-1078

**Granite Falls** [www.granitefallswa.com](http://www.granitefallswa.com)

City Hall: 206 S. Granite Avenue; Mail: P.O. Box 1440, Granite Falls 98252 ..... 360-691-6441  
Fire District 17: 116 S. Granite Avenue; Mail: P.O. Box 1049, Granite Falls 98252 ..... 360-691-5553  
Fire District 23: 31907 Mountain Loop Highway, Granite Falls 98252 ..... 360-691-1868  
[www.granitefallsfire.com](http://www.granitefallsfire.com)

**Index** [www.indexwa.org](http://www.indexwa.org)

Town Hall: 511 Avenue A; Mail: P.O. Box 88, Index 98256 ..... 360-793-2488  
Fire District 28: 512 Avenue A; Mail: P.O. Box 64, Index 98256 ..... 360-793-0866

**Lake Stevens** [www.ci.lake-stevens.wa.us](http://www.ci.lake-stevens.wa.us)

Planning Dept.: 1812 Main Street, Lake Stevens 98258 ..... 425-377-3235  
Fire District 8: 9811 Chapel Hill Road, Lake Stevens 98258; [www.lakestevensfire.org](http://www.lakestevensfire.org) ... 425-334-3034

**Lynnwood** [www.ci.lynnwood.wa.us](http://www.ci.lynnwood.wa.us)

Permit Center: 19000 44th Avenue W, Lynnwood 98036 ..... 425-670-5400  
Fire Department: 18800 44th Avenue W; Mail: P.O. Box 5008, Lynnwood 98046 ..... 425-670-5300  
Fire Marshal: P.O. Box 5008, Lynnwood, 98046 ..... 425-670-5317

**Marysville** [www.ci.marysville.wa.us](http://www.ci.marysville.wa.us)

Community Development: 80 Columbia Avenue, Marysville 98270 ..... 360-651-5100  
Fire District: 1635 Grove Street, Marysville 98270 ..... 360-363-8500  
[www.ci.marysville.wa.us/fire/Index.htm](http://www.ci.marysville.wa.us/fire/Index.htm)

**Mill Creek** [www.cityofmillcreek.com](http://www.cityofmillcreek.com)

City Hall: 15728 Main Street, Mill Creek 98012 ..... 425-745-1891  
Fire District 7: 8010 180th Street SE, Snohomish 98296; [www.firedistrict7.com](http://www.firedistrict7.com) ..... 425-486-1217

**Monroe** [www.ci.monroe.wa.us](http://www.ci.monroe.wa.us)

City Hall: 806 W Main Street, Monroe 98272 ..... 360-794-7400  
Fire District 3: 163 Village Court, Monroe 98272; [www.monroefire.org](http://www.monroefire.org) ..... 360-794-7666

**Mountlake Terrace** [www.ci.mountlake-terrace.wa.us](http://www.ci.mountlake-terrace.wa.us)

Community Development: 23204 58th Avenue W, Mountlake Terrace 98043 ..... 425-744-6267  
Fire District 1: 12425 Meridian Avenue, Everett 98208; [www.firedistrict1.org](http://www.firedistrict1.org) ..... 425-551-1200

**Mukilteo** [www.ci.mukilteo.wa.us](http://www.ci.mukilteo.wa.us)

City Hall: 4480 Chennault Beach Road, Mukilteo 98275 ..... 425-355-4141  
(2009 address: 11930 Cyrus Way, Mukilteo 98275)  
Fire Department: 10400 47th Place W, Mukilteo 98275 ..... 425-348-3591  
[www.ci.mukilteo.wa.us/SectionIndex.asp?SectionID=7](http://www.ci.mukilteo.wa.us/SectionIndex.asp?SectionID=7)

**Snohomish** [www.ci.snohomish.wa.us](http://www.ci.snohomish.wa.us)

City Hall: 116 Union Avenue, Snohomish 98290..... 360-568-3115  
Fire District 4: 1525 Avenue D, Snohomish 98290 ..... 360-568-2141  
Mail: P.O. Box 820, Snohomish 98291; [www.snohomishfire.org](http://www.snohomishfire.org)  
Fire District 7: 8010 180th Street SE, Snohomish 98296.....425-486-1217; 360-668-5357  
[www.firedistrict7.com](http://www.firedistrict7.com)  
Fire District 16: 1205 S. Lake Roesiger Road, Snohomish 98290 ..... 360-568-1954  
Mail: 123 NW Lake Roesiger Road, Snohomish 98290

**Snohomish County (for unincorporated areas in the county)** [www.snoco.org](http://www.snoco.org)

Planning & Development Services: 3000 Rockefeller Avenue, Everett 98201 ..... 425-388-3311  
[www.snoco.org](http://www.snoco.org) and search “PDS”  
Fire Marshal: 3000 Rockefeller Avenue, Everett 98201..... 425-388-3557  
[www.snoco.org](http://www.snoco.org) and search “fire marshal”

**Stanwood** [www.ci.stanwood.wa.us](http://www.ci.stanwood.wa.us)

City Hall: 10220 270th Street NW, Stanwood 98292..... 360-629-4577  
Fire Department: 8117 267th Street NW, Stanwood 98292 ..... 360-629-2184  
Fire District 14: 19727 Marine Drive; Mail: P.O. Box 184, Stanwood 98292 ..... 360-652-1246  
Fire District 19, Silvana: 2720 212th Street NW, Stanwood 98292 ..... 360-652-8277

**Sultan** [www.ci.sultan.wa.us](http://www.ci.sultan.wa.us)

City Hall: 319 Main Street, Sultan 98294 ..... 360-793-2231  
Fire District 5: 304 Alder Street, Sultan 98294; [www.snofire5.org](http://www.snofire5.org) ..... 360-793-1179  
Mail: P.O. Box 149, Sultan 98294

**Woodway** [www.townofwoodway.com](http://www.townofwoodway.com)

Town Hall: 23920 113th Place W, Woodway 98020..... 206-542-4443  
Fire Department: 121 Fifth Avenue N, Edmonds 98020; [www.edmondsfire.org](http://www.edmondsfire.org) ..... 425-771-0215

**Helpful Hints**

- ▶ If you plan to operate a business within the Tulalip Reservation boundaries, contact the Tulalip Tribes of Washington’s Community Development Office at 360-716-4211 for permit requirements.
- ▶ For questions concerning fire, contact Fire District 15 at 360-659-2416.
- ▶ For more information, see <http://www.tulaliptribes-nsn.gov/Home/Government/Departments.aspx>.

# Appendix E: Sewer District Contacts

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<b>Alderwood Water &amp; Wastewater District</b> .....	425-743-4605
3626 156th Street SW, Lynnwood 98087 (covers Lynnwood, Alderwood & vicinity) <a href="http://www.alderwoodwater.com">www.alderwoodwater.com</a>	
<b>Brier, City of (Sewer District)</b> .....	425-775-5440
2901 228th Street SW, Brier 98036	
<b>Cross Valley Water District</b> .....	360-668-6766
8802 180th Street SE, Snohomish 98296 (covers industrial area in Maltby) <a href="http://www.crossvalleywater.net">www.crossvalleywater.net</a>	
<b>Edmonds, City of (Water/Sewer District)</b> .....	425-771-0241
121 Fifth Avenue N, Edmonds 98020	
<b>Everett, City of (Water/Sewer District) (utility billing)</b> .....	425-257-8999
3101 Cedar Street, Everett 98201	
Industrial Pre-treatment.....	425-257-8240
<b>Granite Falls, City of (Water/Sewer District)</b> .....	360-691-6441
P.O. Box 1440, Granite Falls 98252	
<b>Lake Stevens Sewer District</b> .....	425-334-8588
1106 Vernon Road, Suite A, Lake Stevens 98258 (covers outside city limits & Lake Stevens Urban Growth Area) <a href="http://www.lkstevenssewer.org">www.lkstevenssewer.org</a>	
<b>Lynnwood, City of (Water/Sewer District)</b> .....	425-775-1971
P.O. Box 5008, Lynnwood 98046	
<b>Marysville, City of (Water/Sewer District)</b> .....	360-363-8000
80 Columbia Street, Marysville 98270 (covers Marysville & vicinity)	
<b>Monroe, City of (Water/Sewer District)</b> .....	360-794-7400
806 W Main Street, Monroe 98272	
<b>Mountlake Terrace, City of (Water/Sewer District)</b> .....	425-670-8264
23204 58th Avenue W, Mountlake Terrace 98043	

<b>Mukilteo Water &amp; Waste Water District</b> .....	425-355-3355/3360
7824 Mukilteo Speedway, Mukilteo 98275; Mail: P.O. Box 260, Mukilteo 98275	
<b>Olympic View Water/Sewer District</b> .....	425-774-7769
23725 Edmonds Way, Edmonds 98026 (covers South Edmonds & Woodway)	
<b>Seven Lakes Water Association</b> .....	360-652-8192
17507 W Lake Goodwin Road, Stanwood 98292 (covers Lake Goodwin area; sewers not available)	
<b>Silver Lake Water/Sewer District</b> .....	425-337-3647
15205 41st Avenue SE, Bothell 98012 (covers east of Silver Lake area, SE of Everett vicinity & Puget Park development)	
<b>Snohomish, City of (Water/Sewer District)</b> .....	360-568-3115
116 Union Avenue, Snohomish 98290	
<b>Stanwood, City of (Water/Sewer District)</b> .....	360-629-2181
10220 270th Street NW, Stanwood 98292	
<b>Sultan, City of (Water/Sewer District)</b> .....	360-793-2231
319 Main Street, Sultan 98294	
<b>Tulalip Utilities (Water/Sewer District)</b> .....	360-716-4840
3015 Mission Beach Road, Tulalip 98271	

# Appendix F: Web Resources

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## Local Agency

**Business Conservation Guide** ([www.co.snohomish.wa.us/documents/Departments/Public\\_Works/SolidWaste/Information/Brochures/Evtguide0604.pdf](http://www.co.snohomish.wa.us/documents/Departments/Public_Works/SolidWaste/Information/Brochures/Evtguide0604.pdf)) This business conservation guide includes best management practices, pollution prevention, and recycling practices, water conservation, energy conservation, and a directory of recyclers.

**King County's Hazardous Waste Directory—Yellow Book** (<http://govlink.org/hazwaste/business/wastedirectory/>) Use this link to search for hazardous and special waste vendors around Puget Sound.

**King County's Preventing Spills—How to Store Materials so Spills Don't Happen** (<http://govlink.org/hazwaste/publications/PreventingSpills.pdf>) This link has basic information about how to store materials in order to prevent spills.

## Snohomish County Government

([www.snoco.org](http://www.snoco.org)) This Web site has information about Snohomish County government services.

**Snohomish County Public Works** ([www.snoco.org](http://www.snoco.org), search “solid waste brochures,” see listings under “Businesses”) This site has links to recycling and disposal information for construction, demolition, and landclearing debris, hazardous waste, and solid waste.

## Snohomish County Public Works Surface Water Management Division

([www.surfacewater.info](http://www.surfacewater.info)) This site can be used to locate Snohomish County's Water Quality Management Programs.

## Snohomish Health District Regulations

([www.snohd.org/snoSanitaryCode2/index.htm#](http://www.snohd.org/snoSanitaryCode2/index.htm#) and click “Solid Waste Handling.”) This site can be used to find *Snohomish Health District Sanitary Code*, Chapter 3.1, *Solid Waste Handling Regulations*.

## State Agency

### Department of Ecology's Amalgam Waste Vendors & Waste Service Providers

([www.ecy.wa.gov/mercury\\_dental\\_waste\\_vendors.html](http://www.ecy.wa.gov/mercury_dental_waste_vendors.html)) The link can be used to search for service providers of amalgam waste and X-ray waste.

### Department of Ecology's Demolition Debris Resources

([www.ecy.wa.gov/programs/hwtr/demodebris/](http://www.ecy.wa.gov/programs/hwtr/demodebris/)) This Web site has information about dangerous waste, asbestos waste, and lead waste.

### Department of Ecology's Free Downloadable Hazardous Waste Labels

([www.ecy.wa.gov/programs/hwtr/hw\\_labels/index.html](http://www.ecy.wa.gov/programs/hwtr/hw_labels/index.html)) Use this link to print labels for your hazardous waste containers.

### Department of Ecology's Guide for Dangerous Waste (DW) Generators in Washington State

([www.ecy.wa.gov/pubs/981252hwtr.pdf](http://www.ecy.wa.gov/pubs/981252hwtr.pdf)) This is a quick and easy way to see the hazardous waste rules for generators according to their generator status.

### Department of Ecology's Hazardous Waste Service Directory

([www.ecy.wa.gov/apps/hwtr/hwsd/default.htm](http://www.ecy.wa.gov/apps/hwtr/hwsd/default.htm)) Use this link to search for a hazardous waste service provider.



**Department of Ecology's Pollution Prevention Resources** ([www.ecy.wa.gov/programs/hwtr/P2/ta.html](http://www.ecy.wa.gov/programs/hwtr/P2/ta.html)) This link provides information about pollution prevention resources by industry type.

**Department of Ecology's Searchable Databases** ([www.ecy.wa.gov/database.html](http://www.ecy.wa.gov/database.html)) You can search for accredited laboratories, well logs, and industrial permit.

**Department of Ecology's Stormwater Management Manual for Western Washington** ([www.ecy.wa.gov/pubs/0510029.pdf](http://www.ecy.wa.gov/pubs/0510029.pdf)) You can review the entire document at this Web site.

**Department of Ecology's Shoptalk** ([www.ecy.wa.gov/programs/hwtr/shoptalkonline](http://www.ecy.wa.gov/programs/hwtr/shoptalkonline)) This newsletter discusses subjects such as hazardous waste compliance issues, pollution prevention topics, new or changing regulations, success stories, etc.

**Department of Ecology's Uniform Hazardous Waste Manifest Requirements** ([www.ecy.wa.gov/programs/hwtr/hw\\_manifests/](http://www.ecy.wa.gov/programs/hwtr/hw_manifests/)) This site has information about hazardous waste manifest requirements.

**Department of Revenue's Business Records Database** ([www.dor.wa.gov/content/doingbusiness/registermybusiness/brd/](http://www.dor.wa.gov/content/doingbusiness/registermybusiness/brd/)) This is the Washington State business records database. Every registered business in the state is assigned a NAICS code. You can also access the 1997 NAICS and 1987 SIC correspondence tables here.

**Governor's Office of Regulatory Assistance** ([www.ora.wa.gov/default.asp](http://www.ora.wa.gov/default.asp)) This link helps citizens and businesses understand how rules, regulations, and government requirements apply to environmental permitting and business licensing. The Governor's Office of Regulatory Assistance also helps businesses and individuals navigate state, local, and federal environmental regulations.

**State Regulations Resource Locator** ([www.paintcenter.org/srt](http://www.paintcenter.org/srt)) This site can be used to find state environmental regulations, link to state agencies and contacts, read state news and press releases, and locate sector-specific resources for your industry.

**Washington State Local Clean Air Agencies** ([www.ecy.wa.gov/programs/air/local.html/](http://www.ecy.wa.gov/programs/air/local.html/)) This site has a list of local clean air agencies that regulates air quality in Washington State.

### Federal Agency

**EPA's Hazardous Waste Manifest System** ([www.epa.gov/epaoswer/hazwaste/gener/manifest/index.htm](http://www.epa.gov/epaoswer/hazwaste/gener/manifest/index.htm)) EPA revised the Uniform Hazardous Waste Manifest used to track hazardous waste from generator's site to the site of its disposition. This link has additional information about the new manifest form and federal requirements regarding the management of hazardous waste.

**EPA's Pollution Prevention (P2) Program** ([www.epa.gov/oppt/p2home/index.htm](http://www.epa.gov/oppt/p2home/index.htm)) This link has common pollution prevention practices.

**NIOSH Pocket Guide to Chemical Hazards** ([www.cdc.gov/niosh/npg/](http://www.cdc.gov/niosh/npg/)) This is intended as a source of general industrial hygiene information on several hundred chemicals/classes for workers, employers, and occupational health professionals. The information found in the pocket guide should help users recognize and control occupational chemical hazards.

**North American Industry Classification System (NAICS)** ([www.census.gov/epcd/naics02/N02TOS87.HTM](http://www.census.gov/epcd/naics02/N02TOS87.HTM)) This link can be used to convert NAICS code to the SIC code.

**Standard Industrial Classification (SIC) System** ([www.osha.gov/pls/imis/sicsearch.html](http://www.osha.gov/pls/imis/sicsearch.html)) A SIC code is needed for the search program to work. One can also search by keywords.

## Other

### **Hazardous Waste Manifest Training Video**

([www.pneac.org/hazwastemanifest/](http://www.pneac.org/hazwastemanifest/)) This video introduces the new manifest form, highlights the differences between the new and the previous manifest form and provides specific instructions to generators, transporters, and treatment/storage/disposal facilities.

### **Pollution Prevention Resource Center**

(<http://pprc.org/hubs/index.cfm>) This Web site provides pollution prevention opportunities for industry groups and includes links to other resource materials.

# Appendix G: Emergency Phone Numbers

(Clip and post near each phone)

Police: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Hospital: \_\_\_\_\_

Spill Response/Ecology Northwest Regional Office: 425-649-7000  
(24 Hour Reporting Required)

National Response Center: 800-424-8802

Washington Emergency Management Division: 800-258-5990

Snohomish Health District Solid Waste & Toxics Section: 425-339-5250  
(Discharge to the environment)

Company Emergency Coordinator:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Location of:

Fire extinguisher: \_\_\_\_\_

Spill kit: \_\_\_\_\_

Fire alarm: \_\_\_\_\_

When reporting an environmental spill/release, authorities will need to know:

- Reporting party
- Responsible party
- Your location
- Contact phone
- Time of the spill
- What was spilled
- Quantity and location of materials
- Resource damage (i.e., dead fish)
- Injuries



**For more information, contact:**



**Snohomish Health District**  
**Solid Waste & Toxics Section, Moderate Risk Waste Program**  
3020 Rucker Avenue, Suite 104  
Everett, WA 98201  
425-339-5250  
swtquestions@shd.snohomish.wa.gov  
[www.snohd.org](http://www.snohd.org)

This guide is also available on line at [www.snohd.org](http://www.snohd.org)  
(click "Index A-Z" | "H" | "Hazardous Waste" | "Navigating the Regulatory Maze")

To request this guide in alternative format,  
contact the ADA Coordinator at 425-339-5210;  
TTY: 425-339-5252; FAX: 425-339-5254.

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