



ALABAMA

Standard Operating Procedure				SOP #:	ES-2717
Description:	Storage and Disposal of Chemicals and Waste Materials				
Department:	Equipment Services & Public Works			Date Revised:	2/24/2017
Reviewed By:	Greg Beckham	Approved By:	Bill Harkins	Effective Date:	Immediately
Previous Revision Date: 2/24/2017			Original Date Prepared: 2/24/2017		
Job Classification: All Equipment Services and Public Works Personnel					

**OPERATIONAL OVERVIEW:** Equipment Services are responsible for the storage and disposal of chemicals and waste materials. Typical chemicals of environmental concern that could be considered hazardous on site include but are not limited to: paints, soaps, solvents, bleaches, lubricants, antifreeze, and petroleum products.

The Oil Spill Supervisor will identify all chemicals of environmental concern with Departmental Supervisors at each Public Works and Equipment Services facility. Departmental Supervisors will be responsible for each chemical identified and is stored properly as directed by the Oil Spill Supervisor. The Oil Spill Supervisor will be inspecting facilities on a bi-weekly basis. Additionally, all Public Works/Equipment Services Personnel will prevent and/or minimize storm water impacts during such work.

**STANDARD OPERATING PROCEDURES:**

1. Identify chemicals of environmental concern stored at the facility including but not limited to: paints, soaps, solvents, bleaches, lubricants, and petroleum products, etc. - list each chemical container/bag.
2. Identify the type (name) and amount/quantity (gallons, pounds) of each chemical stored at the facility.
3. Ensure the container/bag is properly labeled.
4. Ensure the Material Safety Data Sheet (MSDS) for each chemical is available in Supervisor's office (MSDS are also available on City intranet).
5. All chemicals are to be utilized in accordance to manufacturer's specifications.
6. Identify the catch basins, storm drains, ditches or other storm water system in and around the facility.
7. Identify the direction of flow and distance to the catch basins, ditches, and the storm water system.
8. Ensure each chemical container/bag is stored within secondary structure containment if required.
9. Ensure there are no signs of spills or leaks.
10. Ensure there are spill response equipment and supplies stocked and readily available.



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11. Ensure each chemical container/bag is under roof or covered with water proof material.
12. In case of a spill or leak, follow the Spill Response SOP.
13. If it is determined that the spilled material could affect the health or safety of employees, evacuate the area and maintain a safe distance.
14. Ensure the work areas, loading areas, and storage areas are neat and clean by close of business every day.
15. Any disposal of chemicals of concern and used materials from cleaning up spills will be properly disposed of by the Oil Spill Supervisor.

#### **EMPLOYEE TRAINING**

1. Ensure employees are trained in above operations, stormwater pollution prevention and spill response.
2. Ensure employees know how to recognize and report illegal discharges.

#### **RECORD KEEPING AND DOCUMENTATION**

1. Keep a copy of all employees trained in above operations.