

Auto Recyclers Guide to a Cleaner Environment Best Management Practices

Prepared by the Monroe County Small Business Pollution Prevention Task Group
and the New York State Department of Environmental Conservation
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Resource Guide

New York State Department of Environmental Conservation (NYSDEC)
50 Wolf Road, Albany, NY 12233
www.dec.state.ny.us

Division of Solid and Hazardous Materials
Bureau of Hazardous Waste Management
(518) 457-9257

Division of Solid and Hazardous Materials
Waste Transporter Permits
(518) 457-8829

Division of Solid and Hazardous Materials
Bureau of Waste Reduction and Recycling
(518) 457-7337

Chemical and Petroleum Bulk Storage
Helpline
(888) 457-4351

Pollution Prevention Unit
Small Quantity Generator Hotline
(800) 462-6553

Spill Response Hotline
(800) 457-7362 or (518) 457-7362

Division of Air Resources
Bureau of Stationary Sources
(518) 457-7688

Hazardous Waste Information Hotline
(800) 462-9296

Division of Water
Bureau of Water Permits
(518) 457-0656

NYS Regional Offices

Region 1

Nassau and Suffolk Counties
Building 40, SUNY at Stony Brook
Stony Brook, NY 11790
(516) 444-0354

Region 3

Dutchess, Orange, Putnam, Rockland,
Sullivan, Ulster and Westchester Counties
21 South Putt Corners Road
New Paltz, NY 12561-1696
(914) 256-3000

Region 2

Bronx, Brooklyn, Manhattan, Queens and
Staten Island
1 Hunters Point Plaza
47-40 21st Street
Long Island City, NY 11101
(718) 482-4900

Region 4

Albany, Columbia, Delaware, Greene,
Montgomery, Otsego, Rensselaer,
Schenectady and Schoharie Counties
1150 North Westcott Road
Schenectady, NY 12306-2014
(518) 357-2234

Region 5

Clinton, Essex, Franklin, Fulton, Hamilton,
Saratoga, Warren and Washington Counties
Route 86, P.O. Box 296
Ray Brook, NY 12977-0296
(518) 897-1200

Region 6

Herkimer, Jefferson, Lewis, Oneida and St.
Lawrence Counties
317 Washington Street
Watertown, NY 13601
(315) 785-2239

Region 7

Broome, Cayuga, Chenango, Cortland,
Madison, Onondaga, Oswego, Tioga and
Tompkins Counties
615 Erie Boulevard West
Syracuse, NY 13204-2400
(315) 426-7400

Region 8

Chemung, Genesee, Livingston, Monroe,
Ontario, Orleans, Schuyler, Seneca,
Steuben, Wayne and Yates Counties
6274 East Avon-Lima Road
Avon, NY 14414-9519
(716) 226-2466

Region 9

Allegany, Cattaraugus, Chautauqua, Erie,
Niagara and Wyoming Counties
270 Michigan Avenue
Buffalo, NY 14203-2999
(716) 851-7000

Other Resources**NYS Environmental Facilities
Corporation**

Small Business Assistance Program
(800) 780-7227
(518) 457-9135
www.nyefc.org

Small Business Environmental Ombudsman
(SBEO) Program
Empire State Development
Small Business Division
(800) STATENY or (800) 782-8369

Quick Look at Your Facility

	Yes	No	Chapter Reference
Is there a way to change a process so that it does not produce a waste?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.2,3,4
Can you use products with a lower toxicity?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.2,4
Are all containers properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.2,5
Are containers closed, covered, in good condition, and away from equipment that can cause them to tip?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.5,8
Is equipment well maintained to prevent leaks and spills?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.5,8
Are storage and work areas clean and well organized?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.2,5,8
Do you use drip pans to minimize the use of absorbents?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.1,2,8
Do you use funnels or pumps when transferring or dispensing chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.2
Is there a concrete drip pad for fluid removal and indoor waste storage?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.1,2
Is there a platform or step next to storage drums so that employees do not have to lift drain pans above their waists, risking a spill?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.5
Are measures in place to prevent materials from being discharged to the ground, dry well, or septic system?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.1,2, 3,4,8
Are floor drains sealed?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.2,3
If floor drains are not sealed, do you know where they discharge?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.3
Do you use non-chlorinated compounds or a cabinet parts washer for parts cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.4
When you purchase a new product, do you ask for the Material Safety Data Sheet (MSDS)?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.7
Do you maintain an inventory of waste?	<input type="checkbox"/>	<input type="checkbox"/>	II.B.5

A Quick Look at Best Management Practices

If you:	Consider that:	Best management practice:
Drain vehicle fluids (oil, brake fluid, antifreeze, etc.)	These fluids can compound waste problems by contaminating wash water, sludge or bare ground with hazardous materials.	<ul style="list-style-type: none"> <input type="checkbox"/> Use drip pans under vehicles to collect fluids. <input type="checkbox"/> Recycle used oils and other fluids. <input type="checkbox"/> Drain radiators before flushing and recycle waste antifreeze.
Store waste vehicle fluids in a room with a floor drain	Many materials used in vehicles can be dangerous and can contaminate wastes in the plumbing system.	<ul style="list-style-type: none"> <input type="checkbox"/> Check where the floor drain discharges. <input type="checkbox"/> Keep waste containers in a separate, sheltered storage area with no floor drain. <input type="checkbox"/> Install a curb, berm or good secondary containment system to contain any wastes that may leak from storage containers. <input type="checkbox"/> Inspect containers for leaks on a weekly basis.
Wash engines or parts	The resulting wastewater is likely to be hazardous from greases, oils and solvents.	<ul style="list-style-type: none"> <input type="checkbox"/> Wash engines and parts only if absolutely necessary using a good secondary containment system. <input type="checkbox"/> Keep wastewater separate and determine if it is a hazardous waste.
Use aerosol solvents or other degreasers	These chemicals can compound waste problems by contaminating wash water, sludge, or bare ground with hazardous materials.	<ul style="list-style-type: none"> <input type="checkbox"/> Put parts to be cleaned on a drip pan, not on the floor. <input type="checkbox"/> Use a filtered parts washer to clean engine parts and manage the solvent in the washer as a hazardous waste. <input type="checkbox"/> Use aerosols that are not designated as hazardous waste.
Store solvent	Spilled or leaked solvents and their vapors are dangerous and can contaminate soil or wastes in the plumbing system.	<ul style="list-style-type: none"> <input type="checkbox"/> Keep containers closed at all times when not in use. <input type="checkbox"/> Store solvents in accordance with fire codes and building codes. <input type="checkbox"/> Do not use solvents near drains. <input type="checkbox"/> Use a closed-loop parts cleaning system that uses cleaning solvents. Recycle the cleaning solvents. <input type="checkbox"/> Store usable and waste solvent on a sheltered, curbed, impermeable concrete surface with spill control equipment.

If you:	Consider that:	Best management practice:
Clean shop floors	Hosing down the floors with water or solvent can flush contaminants into the floor drains, contaminating sludges in the system or possibly causing runoff to the bare ground outside.	<ul style="list-style-type: none"> <input type="checkbox"/> Use dry sweeping compounds to keep floors clean and avoid the need to wash. <input type="checkbox"/> Reuse sweeping compounds as long as they remain absorbent. <input type="checkbox"/> Use a dead-end sump to catch and hold wash water if necessary. <input type="checkbox"/> Use drip pans to prevent spills from reaching the floor.
Accidentally spilled material	Many materials used in vehicles can be dangerous and can contaminate soil or wastes in the plumbing system.	<ul style="list-style-type: none"> <input type="checkbox"/> Clean up spills immediately. <input type="checkbox"/> Spill control equipment should be easily accessible to all employees. <input type="checkbox"/> Train employees on procedures for responding to different types of spills. <input type="checkbox"/> Notify the New York State Department of Environmental Conservation Spill Response Hotline at (800) 457-7362.

A Quick Look at the Waste Streams

Waste	Best Handling Method	See Also Page...
Air bags	Deployed air bags may be left in the car. Undeployed air bags may be resold.	III.B
Antifreeze	Reuse, recycle on-site or off-site.	III.D
Brake fluid	If contaminated, collect in a separate container, and dispose through a hazardous waste company.	III.G
Fuel	If contaminated, dispose through a hazardous waste company.	III.J
Lead-acid batteries	Recycle batteries that cannot be resold; avoid storing for more than 6 months.	III.L
Mercury switches	Recycle with a licensed metals recycler that reclaims mercury.	III.N
Parts washer solvent	Recycle through service provider or dispose as hazardous waste. Extend change-out time until solvent is unusable.	II.B.4
Refrigerant (CFCs)	Recover using certified recycling equipment and recycle on-site or send off-site.	III.P
Shop towels	Use a commercial service that provides laundered cloth towels.	III.Q
Solvents	Organic-based solvents are usually disposed as hazardous waste. Used water-based cleaning solutions must be tested to determine the suitable disposal method.	II.B.4
Sump sludge	Sump sludge should be tested to determine if it is a hazardous waste due to heavy metal or solvent content. If tests show it is hazardous, send it to a hazardous waste management facility, or save testing costs and treat as hazardous waste.	III.R
Tires	Recycle when possible, sell, dispose.	III.S
Transmission filter	Drain fluid, recycle through scrap metal dealer.	III.U
Transmission fluid	Recycle.	III.T
Used oil	Recycle.	III.V
Used oil filters	Drain oil, recycle filter through scrap metal dealer.	III.W

A Quick Look at Auto Recycler Requirements

To obtain copies of regulations, call your regional office of NYSDEC (see pages v and vi) or check the NYSDEC web site at www.dec.state.ny.us.

Law, Rule or Regulation	Requirements	Additional Information
Registration/ Certification <i>VTL 16-415-a</i>	<ul style="list-style-type: none"> Anyone involved in the transfer or disposal of vehicles that are 1973 or newer must obtain a registration or certification from the New York State Department of Motor Vehicles. 	
Annual Fluids Management Report <i>6NYCRR Subpart 360-12</i>	<ul style="list-style-type: none"> Due to NYSDEC by March 1st each year. Account for all waste fluids managed at the facility during the year. Summarize the total amount (gallons or pounds) of waste fluids managed at the facility. 	Appendix A
SPDES General Permit for Stormwater <i>40 CFR Parts 122-124; GP-98-03</i>	<ul style="list-style-type: none"> Submit Notice of Intent, Transfer or Termination (NOITT) to NYSDEC Division of Water. Develop a Stormwater Pollution Prevention Plan. Keep Stormwater Pollution Prevention Plan at facility for inspection/review. Adhere to stormwater pollution prevention plan. 	Chapter V
Tank Registrations <ul style="list-style-type: none"> <i>6 NYCRR Subpart 360-14</i> <i>6 NYCRR Subpart 612.2</i> <i>6 NYCRR Subpart 596.2</i> 	<ul style="list-style-type: none"> Any used oil tank must be registered with NYSDEC. For information on registration of petroleum storage tanks, call the Bulk Storage Help-Line: (888) 457-4351. A facility with a combined capacity of over 1,100 gallons of petroleum must register the facility with NYSDEC. Tanks for antifreeze over 185 gallons must be registered in the Chemical Bulk Storage Program. 	Chapter III.V, Appendix A
Refrigerant Reclamation <i>40 CFR Part 82, Subpart F</i>	<ul style="list-style-type: none"> EPA Certification is required to remove CFCs from air conditioning units if material is not used at the facility or if material is offered for resale. 	Chapter III.P, Appendix A
Tires <i>6 NYCRR Subpart 360-13.1(b)</i>	<ul style="list-style-type: none"> May not store more than 1,000 tires on or off rims (excluding four tires per car, on or supporting the vehicle). 	Chapter III.S, Appendix A
Storage and Transportation of Automotive Lead-Acid Batteries (ALAB) <i>6 NYCRR Subpart 374-1.7</i>	<ul style="list-style-type: none"> Self transportation of ALAB is allowed without a waste hauler's permit if the batteries are destined for reclamation. A paper trail showing that the batteries make it to a reclaimer is advised. Spills or disposal at an intermediate facility can subject you to RCRA and CERCLA liability. Indoor storage of ALAB at your facility will minimize the potential for releases. 	Appendix A

Law, Rule or Regulation	Requirements	Additional Information
Floor Drains <i>ECL 17-0801</i>	<ul style="list-style-type: none"> • Floor drains not connected to a sanitary sewer require a SPDES permit from NYSDEC Division of Water. • Floor drains connected to sanitary sewers are subject to approval by local wastewater treatment plant operators. 	Chapter II.B.3
Open Burning <i>6 NYCRR Part 215</i>	<ul style="list-style-type: none"> • New York State law prohibits: <ul style="list-style-type: none"> • Open burning of autos and auto accessories for metal recovery. • Open burning for disposal of rubbish generated on-site by commercial activities. 	Chapter III.C, Appendix A
Spills and Spill Reporting <ul style="list-style-type: none"> • <i>6 NYCRR Subpart 595.3; 6 NYCRR Part 597</i> • <i>NL 12-175</i> 	<ul style="list-style-type: none"> • Chemical spills and releases of solvents, anti-freeze, mercury, or battery fluids must be reported within 2 hours. The reportable quantities for hazardous substances are provided in 6NYCRR Part 597 of NYSDEC's Chemical Bulk Storage Regulations. • Any quantity of petroleum spilled to soils or a waterbody must be reported to NYSDEC within 2 hours of the event. Spills must be reported by calling the NYSDEC Spill Response Hotline at 1-800-457-7362. Petroleum spills do not have to be reported if the spill occurs to an impervious surface, the quantity of the spill is less than 5 gallons, and the spill is cleaned up within two hours. 	Chapter II.C.2, Appendix A

Auto Recyclers Guide to a Cleaner Environment Best Management Practices

I. About This Manual

A. Introduction

The auto recycling industry performs a valuable service by recycling and reusing many automobile components and fluids that would otherwise become waste. Steel, usable parts, glass, antifreeze, batteries, tires and oil are just a few of the materials that can be recovered from worn out or damaged vehicles and then can be sold as reusable products or recycled. Reuse and recycling also reduce the need to produce new vehicle components, the amount of landfill space needed for disposal, and generation of hazardous wastes.



Improper dismantling and storage may result in serious environmental problems. Auto recycling wastes can pollute groundwater, rivers, lakes, aquifers, air and the soil that we grow our food in and live on.

B. Overview of Manual

The purpose of this manual is to assist New York State auto recyclers in the development of effective pollution prevention programs or in the improvement of programs that may already be in place. Many elements of a pollution prevention program are site-specific. However, the practices outlined in this manual can be successfully tailored for use at all auto recycling facilities.

The information presented in this manual includes:

- Best Management Practices (BMPs) - Operating procedures, spill and leak prevention, and emergency procedures: Chapter II.
- Waste management - Proper storage, reuse, recycling, disposal, and waste stream segregation for specific items: Chapter III.
- Identification and management of hazardous wastes: Chapter IV.
- New York State Pollution Discharge Elimination System (SPDES) General Permits for Storm Water Discharges: Chapter V.

This manual summarizes some of the requirements for auto recyclers in New York State. Always refer to the actual regulations for regulatory compliance information.

C. Benefits of Pollution Prevention

Pollution prevention programs help facilities to eliminate or reduce the amount of pollutants released to the environment and promote environmental compliance. The highest

priority for pollution prevention is source reduction (not generating the waste in the first place). If this is not possible, reuse and recycling of wastes are better than disposal.

There are many benefits to an auto recycling facility for implementing the pollution prevention and waste reduction practices described in this manual. These include:

- ★ Protection of human health by reducing the exposure of employees to chemicals in the workplace.
- ★ Protection of the environment by controlling the pollutants released to the air, soil, and stormwater runoff.
- ★ Enhanced community relations by demonstrating a commitment to environmental protection.
- ★ Producing additional income for your business by selling or exchanging surplus materials.
- ★ Cost savings resulting from reduced hazardous waste management activities, reduced waste transportation and disposal, and less purchasing of raw or new material.
- ★ Avoidance of future liability concerns. Remember that you are responsible for proper management and disposal of the wastes that you generate.
- ★ Protection of the value of your property.
- ★ Avoidance of penalties/fines from regulatory agencies due to noncompliance with applicable requirements.

II. General Pollution Prevention Principles

A. How to Get Started

Implementing a pollution prevention program is not difficult, but it does require commitment. One of the best means of reducing and eliminating pollutants that are generated, spilled or leaked is through better operating procedures and preventive maintenance. Walk through your facility and look at the vehicle processing and storage areas. Involve your staff. Because there could be many areas at a facility where waste reduction and recycling opportunities exist, a team effort is essential for identifying them. Do not let yourself get overwhelmed. Make small incremental changes.

Start by walking through your facility using the “Quick Look” checklist on page 1.

B. General Best Management Practices

1. Incoming cars

- Inspect incoming vehicles for leaks in engines, radiators, transmissions, differentials, fuel tanks and damaged areas.
- Place drip pans under leaks to collect all fluids.
- Remove fuel, refrigerants, and battery as soon as possible.
- Drain all fluids from vehicles over a concrete drip pad before crushing or storing



on bare ground. This includes fluids in: engines, radiators, transmissions, heater cores, brake lines, differentials, all lines and hoses, fuel tanks, air conditioning units, and window washing fluid tanks.

- Remove and capture refrigerants (CFCs). (Refer to page 23 for additional information on refrigerants and required certifications for equipment and technicians.)
- Remove used engines through the hood. Do not tip vehicles on their sides. This allows fluids to run out and spill on the ground.

2. Materials handling

- a. Avoid releasing harmful materials to surface water or groundwater
 - Modifications to your facility will improve the recovery of material from vehicles and reduce the likelihood of releasing harmful material to the environment. These modifications can include sealing floor drains, maintaining a concrete drip pad for fluid removal, and indoor waste storage.
 - Good housekeeping procedures, such as using drip pans, funnels and pumps when transferring or dispensing chemicals, will minimize the need to use absorbents. Do not discharge any material to the ground, dry well or septic system.
- b. Avoid use of toxic materials
 - Purchase fewer toxic and more nontoxic materials. Switch to non-chlorinated or water-based cleaning compounds or to a cabinet parts washer for parts cleaning. When you do purchase any new product always ask for the Material Safety Data Sheet (MSDS).
 - “Biodegradable” does not necessarily mean environmentally safe, or that the product is exempt from regulations.
- c. Avoid improper mixing of wastes

Large quantities of hazardous waste may be generated by inadvertently mixing waste streams, such as mixing antifreeze and waste oil. Mixing hazardous wastes with non-hazardous wastes will, in most cases, create a mixture that is classified as a hazardous waste. Doing this will increase the disposal costs that are incurred. Also, mixing of wastes may pose potential health and safety problems.

- Label wastes to avoid contaminating waste streams that normally would not be hazardous.
- If any mixing of wastes is to occur, you will need to consider the compatibility of the materials to be mixed. Mixing of waste may be considered a form of hazardous waste treatment that could potentially require a hazardous waste treatment, storage and disposal (TSD) facility permit. Mixing may also be a violation of the Land Disposal Restrictions found in NYCRR Part 376 (see page H-7).



3. Wastewater

Wastewater from auto recycling facilities may contain heavy metals, antifreeze, solvents, oil and grease, gasoline, and other material that could be hazardous. The New York State Environmental Conservation Law prohibits the discharge of pollutants into surface or groundwater without a State Pollutant Discharge Elimination System (SPDES) Permit.

If you have floor drains in your shop, you must meet the following requirements:

- Make sure the floor drains are connected to a public sewer system. Refer to the Local Codes Enforcement Officer and the Sewer Use Ordinance before making any new connections. Some municipalities restrict floor drains from being connected to the sewer system, depending on the type of operation.
- You may be required by your sewer operators to connect an oil/water separator between the floor drains and the sewer system. Oil/water separators should be checked on a monthly basis to make sure they are working properly. This includes cleaning out the sludge annually, testing it for toxicity, and then disposing of it properly.

4. Solvents

Spent solvents can be dangerous to workers because they are potentially toxic and/or flammable and they emit harmful vapors. They may also be classified as hazardous waste.

- Do not evaporate spent solvents as a disposal method.
- Spent solvents should not be mixed with other waste or solvents. Keep them segregated and labeled.
- Never pour spent solvents into drains or on the ground.

a. Hazardous solvents

When using hazardous solvents in your parts washing system, you are required to keep track of the amount generated each month and dispose of the solvents as hazardous waste. Some of the common solvents used in degreasing operations that are considered hazardous are listed in Appendix F, Hazardous Waste (F) Codes.

Spent solvents become hazardous waste as soon as the waste hauler or recycler replaces the parts washer container with fresh solvent. If your shop uses any hazardous solvent, you should make every effort to replace your parts washer or degreaser with a nonhazardous substitute as soon as possible. Contact your vendor for alternatives.

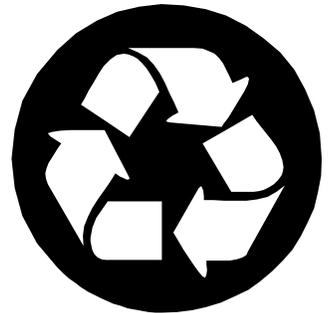
To avoid hazardous waste regulations, consider the following methods to help reduce or eliminate these hazardous wastes.

b. Material substitution

- Aqueous cleaners or water-soluble cutting fluids may be used in many applications. Aqueous cleaners are water-based detergents, acids, and alkaline compounds. Aqueous cleaners do not emit fumes and vapors and may be biodegradable. However, note that “biodegradable” does not necessarily mean environmentally safe, or that the product is exempt from regulations. Contaminants may make water-based cleaners hazardous or unsuitable for discharge to the sewer. Waste analysis and approval is usually required by the sewer authority before discharge of contaminated aqueous cleaners. Contact your local sewer authority.
- Peel coatings may be used in place of protective oils to coat metal parts to prevent rust formation.
- For parts cleaning, use commercial products containing solvents that have a flash point above 140 F. Rags contaminated with these solvents usually will not be hazardous waste.
- High pressure water washing may also be an effective method of parts cleaning. The water and contaminants can usually be separated with an oil/water separator and the water reused for future parts cleaning.

c. Milk-run type recycling service

- The user is usually supplied with the necessary equipment, as well as solvent, which is picked up and replaced by the recycler on a scheduled basis. Advantages of this type of system for small businesses or small users of solvents is that waste analysis and some paperwork involved with waste handling may be performed by the solvent supplier.
- Segregate cleaning into two stages, each having a dedicated washing unit. Two units extend the usefulness of the solvent.
- Use parts washers equipped with filters and other separation and treatment options that will keep the solvent cleaner longer. Add-on accessories are available.
- Consider an on-site distillation unit to recycle spent solvent. Contact your regional NYSDEC office (see pages v and vi), Division of Solid and Hazardous Materials, for further guidance on applicable regulatory requirements.



d. Low-tech ideas for equipment operation

- Use circulating sinks with covers. Close the covers and turn off the recirculating pumps when not in use to prevent evaporation.
- If your unit is equipped with a heating element, turn it off at the end of the day.
- Clean carefully and use drain racks to save solvent and clean-up labor.
- Pre-clean parts with a rag, knife or wire brush before soaking in parts washer.
- Do not clean parts unnecessarily.

5. Storage



Improper storage of wastes can pose a health risk and cause soil and water contamination at your facility.

- Always keep containers closed, covered and away from equipment that can cause them to tip.
- Do not let waste material evaporate.
- Make sure that containers are in good condition to prevent spills and leaks.
- Label all containers properly.
- Mark containers to show how full they are to avoid partially filled containers and overfilling and to check for leaks.
- Keep a platform or step next to storage drums so that employees do not have to lift drain pans above their waists, risking a spill.
- Keep storage and work areas clean and well organized.
- Keep a list of wastes at your facility. This will prevent the accumulation of many containers holding the same type of waste. (See inventory form in Appendix J.)

6. Disposal for Conditionally Exempt Small Quantity Generators (CESQGs)

Household hazardous waste collection facilities enable communities to collect and safely dispose of household hazardous materials. Businesses that are considered to be conditionally exempt small quantity generators (CESQGs) may also be able to take hazardous waste to their local collection facility. Interested businesses that are CESQGs must contact their local household hazardous waste collection program representative to find out whether their hazardous waste can be accepted. For a contact at the household hazardous waste collection program in your area, see Appendix C. (To determine your generator status, see Appendix H.)

7. Materials Safety Data Sheets

A material safety data sheet (MSDS) should come with each of the chemical products you purchase from a manufacturer or vendor. As a business, you are required to keep MSDS for all products available to employees. They are used to provide chemical hazard information. Important information includes:

- The physical and chemical properties of the hazardous substances contained in the product
- Spill clean-up instructions
- Health hazards and appropriate first aid
- Fire and explosion hazards
- Proper management and disposal practices

MSDS must be easy for employees to get to. If you keep MSDS on file on a computer, a paper copy must also be available in the event of a computer failure or loss of electrical power.

Indicate to your employees where your MSDS are and how to get them. Assign someone the responsibility to obtain, maintain and update MSDS information.

8. Spills



Accidental spills and leaks of toxic chemicals, gases, petroleum and other hazardous materials can endanger public health and contaminate groundwater, surface water, and soils. Vapors may make the air unsafe to breathe and create fire and explosion hazards. Chemicals spilled in waterways, soils and groundwater may make water unsafe to drink and create other health and environmental hazards.

See also “Emergencies” on pages 14-15.

a. Spill prevention

- Confine inspection, draining and dismantling of vehicles to one area.
- Drain vehicles, parts and cores as soon as possible after vehicles come in.
- Dismantle vehicles, parts and cores on a curbed, impermeable surface with drip pans and absorbent materials.
- Plug all hoses after draining.
- Place all fluids in proper storage containers immediately after draining.
- Store vehicles, parts and cores with proper spill containment.
- Secondary spill containment should be large enough to contain the maximum volume of fluid that could be spilled from the largest container in the area.
- Store all waste fluids in closed containers to prevent spills. Close tightly to prevent evaporation. Check levels daily and mark the levels to detect leaks, and prevent overfilling.
- Inspect containers regularly for leaks.
- Develop a maintenance plan for all facility equipment, such as crushers, fork lifts and hydraulic lifts. Keep them well maintained, free of leaks and problems.
- Clean crushers regularly by wiping off accumulated grease and oil – this prevents runoff.
- Do not crush vehicles on unprotected ground.

b. Spill control equipment

- Keep spill control equipment and absorbent materials in a central location, easy for all employees to get to.
- Fire extinguishers are required in all vehicle recycling buildings. They should also be kept where any cutting torches are used and in facility vehicles.
- Safety equipment for employees should include gloves and safety glasses.
- Stock industrial spill clean-up products or absorbent material, such as rags, towels, pads, and booms, for soaking up oils and solvents.



- Stock brooms, shovels and dustpans to pick up clean-up material.
- Stock containers to hold spill waste: drip pans, pails, and drums.

9. Security at your facility

You may want to install security measures to prevent the unknowing entry of people, vehicles or livestock onto your property. These measures would prevent possible illegal dumping, fires, spills, theft and personal injury on your property. Security measures to consider include fencing, lighting, on-site traffic control, and securing of equipment and buildings.



C. Emergencies

1. Plan for emergencies

a. Emergency coordinator

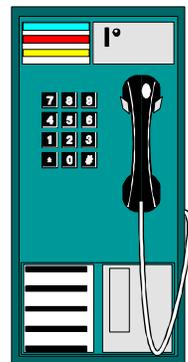
Designate an emergency coordinator. At all times there should be at least one employee on the premises or on call who is responsible for coordinating all emergency response measures. It is also a good idea to have at least one back-up emergency coordinator. Make sure the emergency coordinator is familiar with:

- What constitutes an emergency, for example, leaks and spills above reportable quantities and fires. See “Spill and leak reporting” on page 15.
- Operations and activities at your site
- Location and hazardous properties of all the wastes that you handle
- Location of all records
- Layout of your facility inside and outside
- Agreements that you have made with state or local authorities and outside emergency response contractors for their assistance.

b. Communication

Prepare and post, near all phones and intercoms, an emergency directory containing:

- The name and phone number of the emergency coordinator and his or her back-up(s)
- A description and the location of emergency equipment, such as fire extinguishers, spill control materials and alarm system, and
- The phone number of the fire department, unless you have a direct alarm



c. Training

- Educate new employees about procedures that are relevant to their job responsibilities, such as:
- Spill prevention, response and reporting

- Best management practices
- Proper waste handling, storage and labeling
- Safety procedures
- It is a recommended practice to retrain annually.

2. Required emergency procedures

a. Spill clean-up

- Clean up all spills right away. Use the smallest amount of absorbent possible or drain into a sump or oil/water separator.
- Arrange to have a contractor for spill clean-up on standby for large spills.
- Dispose of used absorbents properly. Test and manage either as solid or hazardous waste. Store all used absorbents in closed, covered leakproof containers.

b. Spill and leak reporting

- NYSDEC's Spill Response Program operates a Hotline for receiving notification of spills. The spiller (responsible party) is required by law to report the spill to the NYSDEC and appropriate local and federal authorities. (Citizens too can report spills and are encouraged to do so.) To report a spill, call the NYSDEC Spill Response Hotline at (800) 457-7362.
- Any quantity of oil spilled to soils must be reported to NYSDEC within 2 hours of the event. Spills must be reported by calling the NYSDEC Spill Response Hotline at (800) 457-7362.
- Petroleum spills do not have to be reported if the spill occurs to an impervious surface, the quantity of the spill is less than 5 gallons, and the spill is cleaned up within two hours.
- Chemical spills and releases of solvents, antifreeze, mercury, or battery fluids must also be reported within 2 hours. The reportable quantities for hazardous substances are listed in 6NYCRR Part 597 of NYSDEC's Chemical Bulk Storage Regulations. For additional information, contact your regional NYSDEC office (see pages v and vi), Spill Response Unit, or visit the NYSDEC website at www.dec.state.ny.us.

III. Best Management Practices for Specific Materials

Many components of a vehicle can be recycled and reused. However, the generation of some wastes are often unavoidable. As required by law, it is your responsibility to determine the type and quantity of wastes that you generate and properly manage the wastes.

These waste streams may be generated during the dismantling or disassembly of vehicles:

- | | |
|----------------------------|---------------------|
| · Absorbents and Floor Dry | · Asbestos |
| · Air Bags | · Auto Fluff |
| · Air Emissions | · Brake Fluid |
| · Antifreeze | · Contaminated Soil |

- Dust
- Fuel and Fuel Tanks
- Glass
- Lead-Acid Batteries
- Lead Parts
- Mercury Switches
- Plastics
- Refrigerant (CFCs)
- Shop Towels, Rags, and Soiled Clothing
- Sump and Oil/Water Separator Sludges
- Tires
- Transmission Fluid
- Transmission Fluid Filters
- Used Oil
- Used Oil Filters
- Used Oil-Fired Space Heaters
- Windshield Washing Fluid

A. Absorbents and Floor Dry



See page 13 for tips on spill prevention. Fewer spills mean less absorbent material will be needed to clean up spills.

- Purchase absorbent material that can be reused. Absorbent “socks,” for example, can be used a number of times.
- After wiping up a spill with absorbent or mop, drain excess liquids into the waste container for that particular waste. For example, if you are cleaning up an antifreeze spill, squeeze the excess antifreeze into the container marked “Waste Antifreeze.”
- Use shop towels to wipe up small spills, then send your shop towels to be laundered.
- A hazardous waste determination must be made on all absorbent pads and floor dry material that is used to clean up spills.

B. Air Bags



Most new cars come equipped with air bags. The propellant used in air bags is sodium azide, a hazardous substance that is dangerous if inhaled and may burn exposed skin. An undeployed air bag passing through a shredder may release this gas into the processing equipment, contaminating the air, auto fluff and process water. The removal, handling and storage of undeployed air bags require technical knowledge and caution. Request manufacturer’s specifications for handling of air bags. Failure to follow proper disposal procedures can result in air bag deployment, which may cause personal injury.

- Remove all unused air bag units when vehicles enter the facility. Before a vehicle is scrapped and sent to a shredder, the undeployed air bags should be removed or deployed. When deploying unused air bags, the specific vehicle manufacturer’s recommended method should always be followed.
- Leave deployed air bag units in vehicles. Air bags that have deployed do not pose a risk to human health or the environment.
- Store undeployed air bag units indoors, protected from the weather.

C. Air Emissions



Emissions result from running engines, the volatilization of gasoline and solvents, refrigerant

erants (CFCs) from air conditioning units, airborne substances from spray cans, or cutting and welding when dismantling and cleaning.

An air permit from the NYSDEC is *not* necessary if:

- Your facility uses fewer than 25 gallons per month collectively of paints, lacquers, makeup solvents, and cleanup solvents, and
- Your facility performs all abrasive cleaning and surface coating operations in an enclosed building and the emissions are exhausted to appropriate emission control devices.

Contact your regional NYSDEC office (see pages v and vi), Division of Air Resources, if you have any questions regarding air emissions and air permits.

Burn barrels and other types of open burning are prohibited by NYSDEC air regulations.

You should always:

- Try to control hazardous emissions at the source. Keep drums, containers and washers covered and turned off when not in use.
- To minimize risk from refrigerants, EPA approved equipment must be used only by a technician certified by EPA.
- Do not air-dry solvent-soaked towels or parts.
- Label everything down to the smallest bottle.

D. Antifreeze



Antifreeze is usually made up of ethylene glycol or propylene glycol. When being used, ethylene glycol and propylene glycol are not listed hazardous wastes. During use, however, antifreeze becomes contaminated with metal particles, fuel, oil and grit. It is the level of contaminants that is picked up by the antifreeze that can cause it to become a hazardous waste.

Current management practices include:

- On-site recycling (see below for requirements)
- Off-site recycling, treatment or disposal
- Discharge *under permit* to a municipal sewer system. Many counties do not issue permits for auto recycling facilities. It is essential to check with your county's sewer authority.

Used antifreeze that is not recycled may need to be managed in accordance with the NYSDEC hazardous waste generator and transportation requirements. Because used antifreeze has the potential to be a hazardous waste, you must determine whether it contains a 6 NYCRR Part 371.4 listed hazardous waste or exhibits a hazardous waste characteristic such as ignitability, corrosivity, reactivity or toxicity (see "Identifying Hazardous Wastes," Appendix H). You can accomplish this by testing the antifreeze or by process knowledge.

The preferred method of handling used antifreeze is to recycle it or have it recycled. On-

site recycling can be accomplished by purchasing your own equipment or by using a recycling service that comes to your facility and recycles the used antifreeze that you have collected. Check with your regional NYSDEC office (see pages v and vi), Division of Solid and Hazardous Materials, for further information regarding the regulatory requirements for on-site recycling and off-site recycling or disposal.

Below are some tips for managing waste antifreeze:

- Drain antifreeze from radiators and heater cores as soon as possible.
- Determine if the antifreeze will be recycled or disposed.
- Mark the container for antifreeze to be recycled with the words “ Antifreeze for Recycling.” Recycling can be done on-site or off-site by an antifreeze recycling service.
- Mark the container for waste antifreeze to be disposed with the words “Waste Antifreeze.”
- Store antifreeze in closed containers on an impermeable surface with spill controls.
- Keep antifreeze separated from all other liquids (best to separate it from other shop areas).
- Do not mix antifreeze with other wastes.
- If stored outdoors always remove funnels to prevent rainwater from accumulating in the container.
- Keep copies of any documents pertaining to antifreeze management.
- Draining waste antifreeze onto the ground or discharging it into streams, rivers, lakes or other bodies of water, septic systems, dry wells or storm drainage systems is strictly prohibited. In many counties it is also prohibited to discharge antifreeze into municipal sewers. It is essential to check with your county’s sewer authority.

E. Asbestos



If you remove brake shoes and clutches, you have the potential to be exposed to asbestos dust. When the parts are removed from a vehicle, some dust can generally be seen. There are also many very small dust particles that cannot be seen with the naked eye. These invisible particles may be asbestos or other brake lining material. Asbestos is only one of many materials used in brake linings today.

Until the use of asbestos is phased out, the best way of limiting exposure to workers is to use proper controls, containing brake dust and preventing its release into the air.

- The Occupational Safety and Health Administration (OSHA) provides rules for the protection of workers handling material containing asbestos. These rules should be reviewed prior to working with known or suspected material containing asbestos.
- Do not eat, smoke or drink in asbestos work areas.
- Wash thoroughly before eating or going home.
- Change into clean clothes before going home.
- Do not grind brake shoes or pads.
- Do not clean brakes or clutches with compressed air, rags, ordinary shop vacuums, garden hose, solvent spray, or dry or wet brushes.

- ❑ If you clean brakes or clutch assemblies, use a HEPA vacuum cleaner. Any asbestos-containing waste collected must be appropriately bagged, labeled and disposed. Always follow the manufacturer’s instructions for filter or collection bag change.
- ❑ If you remove brake shoes or clutches, use specially designed low pressure spray equipment that wets down brake or clutch dust and properly catches the runoff.
- ❑ Asbestos waste should be placed directly into a heavy plastic bag and double-tied. Place the bag directly into a 55-gallon drum or similar leakproof, air-tight container designated for asbestos waste according to OSHA regulations. (For details regarding the OSHA regulations, refer to the Code of Federal Regulations, 29CFR Part 1910 at the OSHA web site, www.osha.gov.) Mark the container as follows:

CAUTION
 Contains Asbestos Fibers
 Avoid Breathing Dust
 Breathing Asbestos Dust Can Cause
 Lung Disease and Cancer

- ❑ The asbestos containers must be labeled with the name and location of the waste generator.
- ❑ Asbestos wastes must be transported to a solid waste landfill. This process is regulated by 6NYCRR Part 364: Waste Transporter Permits. Exemptions may apply if you are a Conditionally Exempt Small Quantity Generator (see Appendix H). Contact the NYSDEC Division of Solid and Hazardous Materials at (518) 457-7337 or (518) 457-8829 for further information.

F. Auto Fluff



After vehicles have been drained and dismantled, the vehicle bodies to be salvaged are shredded. Then metal pieces are magnetically picked from the shreddings. The residue after picking is called “fluff.” Auto fluff has been known to contain high levels of cadmium, chromium, lead, and PCBs if fluids are not totally drained from the vehicle when the vehicle is crushed. (PCBs come from capacitors in electrical systems or alternators, air conditioning systems, and some plastics in old cars. PCBs were banned in 1979. The stock of PCB-containing auto components is slowly being depleted.)

- ❑ Make sure that all fluids are drained from vehicles before crushing.
- ❑ In some areas auto fluff may be used as landfill cover. Contact your local sanitary landfill operator to learn if the landfill can accept auto fluff.

G. Brake Fluid



Brake fluids are considered to be used oil and can be combined with your used oil as long as they are not contaminated with solvents, brake cleaners or carburetor cleaners. Contamination by any of these materials could cause brake fluid to become hazardous. “Used oil” includes: motor oil, transmission fluid, differential oil, brake fluid, power-steering fluid and transaxle fluid that are petroleum-based or synthetic lubricants. These

fluids can be managed as used oil unless they have been mixed with hazardous wastes which would cause the entire “used oil” mixture to be considered a hazardous waste. Hazardous waste cannot be offered for recycling to used oil recyclers.

If your shop still uses brake cleaners in an aerosol can, chances are they may contain chlorinated solvents that are a hazardous waste. Therefore, your shop should consider investing in an aqueous brake cleaning system, which will not only be safer for your employees, but could save you money.

- Manage brake fluid in a manner similar to used oil (see page 25).
- Collect uncontaminated brake fluid in your “Used Oil” container.
- Recycle uncontaminated brake fluid as used oil.

H. Contaminated Soil



At some facilities, soil may have become contaminated by past vehicle handling practices. The severity of the contamination will depend on such factors as the toxicity of the pollutant and the amount of fluid lost to the ground. The best management practice is to prevent spills before they happen or to contain them if they occur.

If you do have a spill or have discovered soil contaminated by a previous spill, you must call the NYSDEC Spill Response Hotline at (800) 457-7362 to report it. Chapter II.C (Emergencies) has more information on the spill reporting requirements.

Always attempt to divert stormwater around contaminated soil to prevent contamination of the water. Contaminated soil is usually treated on-site, disposed at an authorized landfill, or reused under specific beneficial use determinations. All on-site treatment requires prior approval from the NYSDEC Regional Spill Engineer’s office. An on-site treatment proposal must be submitted to the NYSDEC for review. The following guidance documents on contaminated soil can be obtained from your regional office of NYSDEC:

- Spill Technology and Remediation Series (STARS) Memo #1: Petroleum-Contaminated Soil Guidance Policy (1992).
- Ex-Situ Bioremediation of Petroleum Contaminated Soil.

For evaluation and clean-up of contaminated soil, you may need to hire a consultant.

I. Dust



Listed below are some techniques to prevent and suppress dust.

- Clear vegetation only from the area you will be working in immediately.
- Vegetate or mulch areas that don’t receive traffic.
- Apply gravel or rock, or pave areas.
- Construct natural or artificial wind breaks or wind screens.
- Apply water to reduce emissions from temporary sources.
- Lower speed limits on roads.
- Cover piles to protect from wind.

J. Fuel and Fuel Tanks



Improper handling of fuel tanks during their removal, storage and disposal can pose a risk to human health and to the environment. The best management practices described below can help you reduce risks when managing fuel wastes:

- Remove tanks as soon as possible after the vehicle enters the facility and drain.
- Determine if the fuel is reusable or waste fuel.
- Reusable fuel can be used in employee vehicles. Store it in closed leak-proof containers labeled “Reusable Fuel.” Use secondary containment.
- Waste fuel is fuel that can no longer be used because it is old or contaminated with dirt, water or other wastes. Store it in closed leak-proof containers labeled “Waste Fuel.”
- Always keep reusable or waste fuel containers closed with funnels removed after use.
- Never mix reusable fuel or waste fuel with other wastes.
- Never store fuel tanks that contain fuel. They should always be fully drained and vented.

K. Glass



Automotive windshield glass is typically manufactured with two layers of glass and a strong plastic (usually PVB) film in between. Because of this layering, recycling options for automotive windshield glass are limited. In addition, windshield glass has a different chemical composition from container glass. Currently there is no practical method for recovering glass and it may be disposed as solid waste.

However, automotive glass can be successfully recycled into construction aggregate or other secondary markets if the glass is separated from the plastic film. If you are interested in more information on windshield glass recycling facilities, contact the NYSDEC, Division of Solid and Hazardous Materials, Bureau of Waste Reduction and Recycling at (518) 457-7337.

L. Lead-Acid Batteries



Lead-acid batteries that are spent or otherwise are not rechargeable and will be recycled are exempt from the hazardous waste regulations. They contain lead and corrosive acids that are considered hazardous waste if they are not returned to a battery manufacturer or recycled.

- Test batteries to determine usability or resale quality.
- If a battery cannot be recharged (spent, cracked or leaking):
- Leave on the lead cable ends and recycle them along with the batteries.
- Place cracked or leaking batteries in a closed leak-proof container. Label the container “Cracked and Leaking Batteries Only.”
- Place spent batteries that are not cracked or leaking in a container labeled “Non-rechargeable Batteries Only.”

- If a battery is rechargeable:
- Remove the lead cable ends and store them in a covered container that is strong enough to hold the weight of the lead. (See “Lead Parts.”)
- Place the batteries in a container labeled “Rechargeable Batteries Only.”
- Store rechargeable batteries in a separate area from spent, cracked or leaking batteries.
- Place intact batteries on an acid-resistant rack or tub. Fiberglass or plastic boxes made specifically for battery storage are available.
- Store batteries upright on a curbed impermeable surface with spill controls. (Sealed asphalt surfaces are the best for battery storage because the acid in batteries can degrade concrete.)
- Batteries should be stored in a secure, covered location protected from rain and freezing weather, preferably indoors.
- Include the date each battery was placed in storage.
- Avoid storing batteries longer than six months before sending them to a recycler.
- Inspect batteries often for leaks. Storage areas that expose batteries to freezing temperatures should be inspected more frequently.
- Keep a neutralizing agent, such as baking soda, nearby in case of leaks and spills. If a spill does occur, the waste must be treated as a hazardous waste.
- Use an authorized recycler.
- Keep records showing that your facility is recycling used batteries.
- Do not drain batteries onto the ground or into a drain or surface water.
- Do not dispose of batteries in the trash.
- Do not stack batteries more than five high. If stacked any higher they can become unstable.
- Lead-acid batteries may not be disposed in municipal landfills.

M. Lead Parts



Lead is a highly toxic metal found in cable ends that have been removed from rechargeable batteries, radiators, heater cores, tire weights, circuit boards, and steering columns. If batteries and other lead-containing parts are not properly managed and stored, lead can contaminate soil and water, harming people and wildlife. Once released, lead can reside in the environment indefinitely. By implementing the best management practices described below you can reduce/eliminate the amount of lead released to the environment.

- Make sure lead parts are removed from a vehicle before it is crushed.
- Store lead parts in containers that are strong enough to support the weight of the lead.
- Make sure lead parts are removed from a vehicle before it is crushed.
- Store lead parts in covered containers to protect them from the rain and snow.
- Battery cable ends that clamp to the battery posts may be left on batteries to be recycled.
- Recycle lead parts with a metals or battery recycler.
- Do not store lead parts on the ground.

N. Mercury Switches



Mercury is a highly toxic metal often found in the hood or trunk light switches of vehicles (for models, see Appendix D). By implementing the best management practices described below you can reduce the amount of mercury released to the environment.

- Remove all mercury switches from the vehicle as soon as possible.
- Be careful not to break or puncture the mercury capsule during removal.
- Store mercury switches in a leak-proof, closed container. Store in a way that will prevent the capsules from breaking.
- Recycle mercury switches with a licensed metals recycler that reclaims mercury.

O. Plastics



Recycling of plastics saves energy. Unfortunately, plastics are made of many different materials that are not compatible with each other. For successful recycling, plastics must be separated.

- Check with a local recycling firm and NYSDEC, Division of Solid and Hazardous Materials, Bureau of Waste Reduction and Recycling at (518) 457-7337.

P. Refrigerant (CFCs)



One of the largest single uses of the Freon R-12 (or CFC-12) in the U.S. is as a refrigerant in automotive air conditioning. By the end of 1995 all manufacturers were required to stop production of R-12. However, the use of R-12 by manufacturers is still permitted until supplies are depleted.

Federal regulations state that it is illegal to vent *any* refrigerant to the atmosphere. The U.S. Environmental Protection Agency (EPA) requires use of certified refrigerant recycling equipment when servicing vehicle air conditioners. Anyone in New York State who works on vehicle air conditioning systems must also be certified by an EPA approved organization. Each facility must either have a certified person on-site or bring in a person certified to perform this work. You can obtain a list of EPA approved certifying organizations by calling (800) 296-1996, or on the Internet at <http://www.epa.gov/ozone/title6/609>. The New York State Department of Motor Vehicles, Division of Vehicle Safety, Technical Training Unit offers a course called "Systems Training and Air Conditioning (STAC)."

Freon can be recycled by recovering it from air conditioning units and storing it in a tank until it is sent off-site to a reclamation facility. Freon can also be recycled by recovering, treating and storing for reuse. Freon can only be sold to certified technicians or to certified reclamation facilities that will reclaim it to its original purity specifications. Freon must be stored in tanks that meet Federal Department of Transportation and Underwriters Laboratory standards.

Newer vehicles use R-134a as a refrigerant in air conditioning systems. Although R-134a is not considered to be ozone-depleting, it is considered harmful to the atmosphere and cannot be released to the air. R-134a must also be recovered by using U.S. EPA approved air conditioner servicing equipment.

Q. Shop Towels, Rags and Soiled Clothing



Used shop towels, rags, or soiled clothing from vehicle maintenance activities that are contaminated with hazardous substances or toxic chemicals may be hazardous wastes. If so, these materials, when laundered on-site or sent off-site for laundering, are eligible for a conditional exclusion. If disposed, these materials must be managed following all hazardous waste regulations.

- Try to use less hazardous cleaning compounds.
- Do not saturate towels. If you do, wring them out and reuse the liquid.
- Use cloth towels that can be sent to a laundry or dry cleaning service to be cleaned and reused. You must manage your shop towels in accordance with the hazardous waste regulations until they leave your shop.
- Waste shop towels, rags and soiled clothing must be stored in a closed, fireproof or fire-resistant container and protected from the weather.
- Label the container “Soiled Shop Towels, Rags, Clothing.”
- To reduce the risk of spontaneous combustion when storing shop towels in metal cans, keep the towels moist with water.
- Do not throw dirty towels or rags into the dumpster.

R. Sump and Oil/Water Separator Sludges



Sludges from your sump or oil/water separator may be hazardous waste. You will need to have the sludge tested at a professional laboratory to determine whether or not it is hazardous.

- If sludge tests as hazardous, it must be sent to a hazardous waste management facility. Contact your regional NYSDEC office (see pages v and vi), Division of Solid and Hazardous Materials, if you have any questions on laboratories, testing, and analytical results.
- Put the sludge in containers and label properly.
- Do not put hazardous sludge in the dumpster or on the ground.
- Only use NYSDEC licensed hazardous waste haulers to remove this sludge.

S. Tires



Stockpiled tires can cause major problems associated with their storage and disposal. The most significant environmental problems from tire stockpiles are from potential fires that emit toxic fumes. While tires are difficult to ignite, once burning they are very difficult to extinguish. A fire melts rubber and generates oil that can pollute the ground and

surface water. In addition, stockpiled tires that are stored outdoors can hold rainwater and become a breeding ground for mosquitoes.

- Store no more than 1,000 *unmounted* waste tires or portions of waste tires at any one time. If you plan on storing more than 1,000 unmounted tires you must comply with the Waste Tire Storage Facilities Regulations (6NYCRR Part 360-13). Contact the NYSDEC Division of Solid and Hazardous Materials, Bureau of Waste Reduction and Recycling, at (518) 457-6072 for more information.
- Have waste tires transported regularly to a permitted waste-tire processor. As a generator of the waste tires, you can transport up to 500 pounds per shipment (equivalent to 25 passenger car tires or two 18-wheeler tractor trailer tires) without a 6NYCRR Part 364 Transporter Permit. Contact the NYSDEC Division of Solid and Hazardous Materials, Bureau of Waste Reduction and Recycling, at (518) 457-6072 for more information.
- Store waste tires in a sunny area to evaporate water that collects in the tires. If possible, store tires indoors or keep tire piles covered in order to prevent water from accumulating.



T. Transmission Fluid

Transmission fluid is regulated as waste oil if it is not recycled. Recycling cannot take place if it has been mixed or contaminated with hazardous wastes (such as solvents, brake cleaner or carburetor cleaner).

- Manage transmission fluids like you manage used oil (see Used Oil, below).



U. Transmission Fluid Filters

Transmission filters should be handled like used oil filters. This means that transmission filters are exempt from the NYS hazardous waste requirements if they are recycled or properly disposed.

- Remove fluid by draining for 24 hours.
- Keep drained filters in a container marked “Used Transmission Filters Only.”
- Put oil drained from filters in the “Used Oil Only” container.
- Do not put undrained filters in the dumpster.



V. Used Oil

Used oil produced in auto recycling facilities is not regulated as a hazardous waste if it is directed towards one of these uses:

- Recycling or re-refining
- Fuel blending
- Fuel burning (under certain conditions)
- Burning for heat in the shop where it is produced (under certain conditions). See “Used Oil-Fired Space Heaters” on page 28.

Do not mix used oil with other material without consulting the NYSDEC and your used oil recycler. Generally, you can mix used oil with the following oil-based fluids:

- Used engine lubricating oil
- Fuel oil
- Engine oil
- Cutting oil
- Transmission fluid
- Non-PCB dielectric fluid
- Power-steering fluid
- Differential oil
- Oil tank storage residue

By mixing other wastes, such as solvents, antifreeze, brake fluid, gasoline, degreasers, paint wastes or anything else with used oil, the entire mixture may become a hazardous waste. Hazardous waste cannot be offered to used oil collectors for recycling.

If you are disposing of used oil, material contaminated with used oil (from spills, soil contamination, cleanup) or used oil mixed with other wastes in a manner other than recycling or burning for energy recovery, then you must make a hazardous waste determination and comply with any applicable hazardous waste regulations.

All used oil retention tanks, no matter what size, must be registered with NYSDEC and clearly labeled "Used Oil." Fees are required only if the storage capacity of the used oil tank is greater than 1,100 gallons and the used oil is burned on-site for heating. Secondary containment, any structure designed to prevent leaks and spills from reaching the land and water outside of the containment, is required for above-ground tanks with a capacity of 10,000 gallons or more. However, all above-ground tanks with capacities less than 10,000 gallons are required to have secondary containment if the facility is in close proximity to ground or surface waters, which can include: perennial or intermittent streams, public or private wells, groundwater aquifer, wetlands, lakes, ponds or storm drains.

For more information on the regulations for storing used oil in tanks (i.e. Used Oil Retention Facility regulations, Petroleum Bulk Storage regulations, Federal Underground Storage Tank regulations), contact your regional NYSDEC office (see pages v and vi), Division of Environmental Remediation, or visit the NYSDEC website at www.dec.state.ny.us.

1. Handling:

- Drain and collect all oil on a sheltered and curbed, impermeable concrete area away from any drains.
- Store oil in a leak-proof and closed container. Use secondary containment.
- Used oils can be mixed together and stored in the same container.
- Label containers as "Used Oil Only."
- All containers must be closed and funnels must be removed when drums are not in use.
- Regularly check all used oil storage containers for leaks.
- Stored used oil must be in compliance with existing underground storage tank or aboveground storage tank standards or in containers.

2. Cautions:

- Do not accidentally contaminate used oil with even small amounts of brake cleaner, carb cleaner or solvents. Even small amounts of chlorinated solvents turn

recyclable used oil into hazardous waste. Purchase and use non-chlorinated aerosol solvents.

- Do not mix antifreeze, solvents, gasoline, degreasers, paint or anything else with used oil.
- Do not employ used oil as a dust suppressant.
- Do not land-apply used oil, or dispose directly on land.
- Do not dispose of used oil through the use of absorbent materials, other than for purposes of spill clean-up.
- Do not let used oil drip or leak on the ground or into surface water.
- Do not pour used oil into a sanitary or stormwater sewer system or septic system.
- Do not store used oil in leaking, dented or rusted containers.

3. Recycling:

Used oil must be removed on a regular basis to avoid accumulating more waste than your spill containment area can handle. When shipping used oil from your facility, it is important to remember that:

- Used oil must be removed by a person possessing a NYSDEC Part 364 transporter permit.
- As a generator you may self-transport up to 55 gallons (500 pounds) of used oil to a NYSDEC approved used oil management facility. If you transport over 55 gallons, you are required to obtain a NYSDEC Part 364 transporter permit.
- A hazardous waste manifest is not required for transporting used oil that has not been mixed with a hazardous waste.
- Keep receipts and records showing the date, the amount of oil, and where it was taken.
- Keep records of used oil testing.

W. Used Oil Filters



Terne-plated oil filters, which consist of an alloy of lead and tin, are considered to be a hazardous waste when disposed. (Terne-plated filters are no longer manufactured in the U.S. for use in private vehicles. However, they are used in heavy machinery.)

- Non-terne used oil filters are not considered to be hazardous waste if used oil is removed from the filter by one of the following methods:
- Puncturing the filter and hot draining for at least 12 hours at or near engine operating temperature.
- Hot draining for at least 12 hours at or near engine operating temperature and then crushing the filter.
- Hot draining at or near engine operating temperature and dismantling the filter.
- Any other equivalent hot draining method that will remove used oil.
- Keep drained filters in a separate container marked "Used Oil Filters."
- Locate a scrap metal dealer to accept your used filters.
- Drained used oil should be collected in the "Used Oil Only" container and recycled or disposed.
- Don't put undrained oil filters in the trash.

- Don't put drained oil filters in the dumpster without getting approval from your local landfill or transfer station.

X. Used Oil-Fired Space Heaters



You can burn used oil generated at your facility in specially designed used oil-fired space heaters provided that the following requirements are met:

- The heater is designed to have a maximum capacity of less than 0.5 million BTU per hour. (Note: You can use a higher capacity heater, but you will need a permit.)
- Exhaust gases from the heater are vented to the outside air.
- Waste oil cannot contain any chemical waste.
- You must comply with 6NYCRR Part 225-2 "Fuel Composition and Use - Waste Fuel." Also, the tanks and/or containers used to store used oil must comply with the NYSDEC "Used Oil Generator Requirements." Contact the Technical Determination Section of the Division of Solid and Hazardous Materials of NYSDEC at (518) 485-8988 for further information on these requirements.

Although it may seem desirable to receive used oil from other sources for use in an oil-fired space heater, both the used oil and air regulations impose significant restrictions, such as record keeping and analytical testing, on this practice. If you wish to explore the possibility of burning used oil from other sources, contact the Technical Determination Section of the Division of Solid and Hazardous Materials of NYSDEC at (518) 485-8988.

Because of the harmful effects of used oil on the environment, do not burn used oil in an unapproved boiler, space heater or furnace.

Y. Windshield Washing Fluid



Although window washing fluid is mainly alcohol, water and detergent, it may contain small amounts of antifreeze.

- Reuse window washing fluid in employee vehicles.
- Sell or give away recycled window washing fluid to customers.
- Store window washing fluid in covered containers on a curbed, impermeable, concrete surface with spill controls.
- Label containers.
- Do not pour window washing fluid down sanitary sewer, stormwater sewers or septic drains.

IV. Hazardous Wastes

Typical hazardous wastes generated at your facility may include spent fuel, leaking batteries and mercury switches. Best management practices for these materials are discussed in Chapter III. It is your responsibility, as a generator, to determine if you generate hazardous waste and, if so, the amount that is generated each month. If you require assistance in deter-

mining if your waste is hazardous, contact your regional NYSDEC office (see pages v and vi), Division of Solid and Hazardous Materials. See also Appendix H, Hazardous Wastes.

V. SPDES General Permit for Storm Water Discharges Associated with Industrial Activity, Permit No. GP-98-03

A. The Stormwater General Permit

The stormwater permit for industrial activity is a five-year general permit that has already been issued statewide by the NYSDEC to cover many types of industrial activity that discharge stormwater runoff. “Industrial activity” includes facilities involved in the recycling of materials, such as metal scrapyards, battery reclaimers, salvage yards, and automobile recyclers. It is limited to those facilities with Standard Industrial Classifications 5015-Used Motor Vehicle Parts and 5093-Scrap and Waste Material. “Stormwater” includes stormwater runoff, snow melt runoff and drainage that:

- Comes in contact with:
 - Stored vehicles and parts
 - Areas where dismantling operations and/or parts cleaning occur
 - Containers holding chemical and automotive fluids
 - Areas where spills/leaks occurred within the last three years
 - Waste containers or dumpsters
 - Loading/unloading docks, and
- Is discharged from the site.



The General Permit is not a site-specific permit issued to a facility upon submitting an application. (A copy of the General Permit is included in this manual. See Appendix I.) An owner/operator subscribes for coverage by sending notification to NYSDEC that the facility is in compliance. The permittee must have already fulfilled the requirements of the permit and have documentation to substantiate compliance before subscribing to coverage. If the facility already has a State Pollutant Discharge Elimination System (SPDES) permit, stormwater permitting requirements may be added to the existing permit. However *non*-stormwater discharges *cannot* be added to the General Permit for Stormwater Discharge Associated with Industrial Activity.

The General Permit was written to cover many different industries and it is up to the owner/operator to determine which of the requirements apply to the facility seeking coverage. The purpose of this section of the manual is to provide help making that determination and complying with the requirements.

Compliance with the General Permit consists of documents and practices developed and implemented by a facility to insure that water polluted by soil, chemicals, metals or other materials will not be discharged to the surface waters of the State of New York. All documents must be signed by the appropriate, authorized personnel (see GP-98-03, page 33 for signatory requirements). The permittee must comply with all conditions of the

General Permit. Any noncompliance constitutes a violation of the Federal Clean Water Act and is grounds for enforcement action, permit termination, revocation and reissuance or modification, or for denial of a permit renewal application.

The current five-year General Permit is effective until November 1, 2003. Those covered under the Permit will receive a renewal notice with instructions in advance of permit expiration.

Documents required for coverage under the General Permit are:

- Stormwater Pollution Prevention Plan (SWPPP)
- Notice of Intent, Transfer or Termination for Storm Water Discharges Associated with Industrial or Construction Activity under the SPDES General Permit (NOITT)
- Annual Report

B. Stormwater Pollution Prevention Plan (SWPPP)

Before starting the Stormwater Pollution Prevention Plan (SWPPP), be aware that:

- The SWPPP can be prepared by employees. A professional engineer is not required.
- The same basic information is required in more than one place in the SWPPP and, once accumulated, can be utilized again.
- Much of the information is based upon observation and common sense.

The primary requirements for developing the SWPPP fall within pages 10-17 of the General Permit (GP-98-03) and exact pages are noted below.

The major components of the SWPPP are:

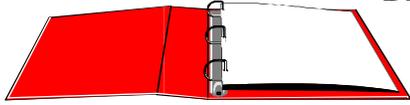
- Pollution prevention team
- Site map
- Description of potential pollutant sources
- Measures and controls for stormwater management
- Comprehensive site compliance evaluation

1. Pollution prevention team (see GP-98-03, page 12)

Appoint a team of one or more people (as many as needed) to develop a Pollution Prevention Plan. In addition, the team is responsible for keeping the Plan current – this means modifying it whenever changes in locations, materials, processes, or other activities would render the Pollution Prevention Plan invalid or inaccurate. The team could also consider adding goals to the Plan, e.g. no/fewer spills in the coming year, no accidents, etc.

2. Site map (see GP-98-03, page 12, “Description of Potential Pollutant Sources, a. Drainage”)

Information needed to prepare a site map will also be used elsewhere in the Plan. The map should locate the site (street boundaries, identifying landmarks) and it should indicate topographic features of the site such as hills, swales, and ditches.



Draw or outline the site according to scale on plain paper or a section of enlarged topographic map.

Make the site plan big enough to contain the required information noted below. Then walk

around the site during dry weather and locate the following on the yard area of the map:

- All buildings and driveways
- Loading/unloading areas
- Each stormwater outfall or drainage ditch that conveys water off-site
- Each stormwater control measure to reduce pollutants in runoff (detention/retention pond, oil-water separator, wetland or filter area, etc.)
- Each outdoor activity such as dismantling, draining fluids, etc.
- Places where previous spills or leaks have occurred
- Storage tanks for gasoline and other engine fluids
- Vehicle storage areas
- Parts storage, including batteries, tires, and gas tanks
- Scrap metal storage
- Other materials or activities exposed to precipitation
- Drainage patterns (see below)

While walking around the site, count the items and record the number, size or amount. Use of a material inventory form to record the information will be helpful (see Appendix J for an example). This information will be needed for the inventory of exposed materials, risk assessment, and list of spills and leaks under the requirements for “Drainage” (see GP-98-03, pages 12-13). Also note if dry weather flows are occurring (they should not be occurring), or if sludges, stains, colors, or odors are present at any place on the site. These may be indicators of an existing leak or other problem.



A second walk around the site during a rainfall will allow you to identify where the rainfall drains for each section of the yard. Drainage patterns must be indicated on the site map. After the storm, revisit areas where stormwater has accumulated and look for color, odor, turbidity, floating solids, suspended solids, foam, oil sheen or other obvious signs of stormwater pollution. The drainage patterns that were just observed will indicate the area where the problem originated. The source should be identified and appropriate corrective action taken before filing the NOITT. Compliance with the General Permit implies that stormwater leaving the site will not be polluted.

3. Description of potential pollutant sources (see GP-98-03, pages 12-14)

Much of the information required for this description (a, b, c, and e below) has already been accumulated while developing the site plan. This section includes:

- a. Drainage and site map
- b. Inventory of exposed materials

- c. Spills and leaks
 - d. Any existing sampling data
 - e. Risk identification and summary of potential sources
4. Measures and controls for stormwater management (see GP-98-03, pages 14-16)

This section of the SWPPP includes:

- a. Good housekeeping
- b. Preventative maintenance
- c. Spill prevention and response procedures
- d. Inspection
- e. Employee training
- f. Record-keeping
- g. Non-stormwater discharges
- h. Sediment and erosion control
- i. Management of runoff

The information required in a-e above is related to information in Chapter II of this manual, “General Pollution Prevention Principles.” If your facility follows the recommendations in Chapter II, the chapter may be referenced or copied into this section of the SWPPP. Some narrative may be needed to explain how the best management practices have been implemented.

Record-keeping (f). Retain the following records (see GP-98-03, pages 31-32):

Document	Length of Retention Time
Stormwater Pollution Prevention Plan, including information used to complete it	Until at least 1 year after coverage under the permit expires
Any information used to complete the NOITT form	Until the general permit expires
Monitoring information	6 years
Annual reports	Until at least 1 year after coverage under the permit expires
Spill reports	Permanent
Records of transport/recycling of materials in your facility	Permanent

Non-stormwater discharges (g). The General Permit requires certification that no non-stormwater discharges are included in the runoff. Actual sampling is required if your facility uses a Section 313 chemical. (A list of Section 313 chemicals can be seen on the Internet at www.dec.state.ny.us/website/regs/597. Otherwise, the absence of non-stormwater discharges can be verified by narrative explaining why they cannot exist:

- Discharged to municipal sewer,
- Under separate pipe & SPDES permit, or

- By actual observation conducted while preparing the site map (looking for dry weather flows, stains, sludges, colors, odors or other indications of a non-stormwater discharge at each outfall). (See GP-98-03, page 15 for more details.)

Sediment and erosion control (h) and management of runoff (i): Information will have been collected while preparing the site map. A short narrative may be necessary to reference the information (see GP-98-03, page 16).

5. Comprehensive site compliance evaluation

A comprehensive site compliance evaluation must be conducted periodically and not less than once per year. The evaluation may be conducted after your coverage under the General Permit begins, but must be conducted within one year. This requirement provides a mechanism for ensuring that the facility attains and remains in compliance. A description of the comprehensive site evaluation must be included in the SWPPP and should contain, at a minimum, a record of the following activities:

- Review the Stormwater Pollution Prevention Plan, best management practices, records, and the site map.
- Walk around the facility (building and grounds) to verify compliance.
- Identify existing problems.
- Look for potential problems.
- Determine if best management practices are being implemented, and are adequate.
- New sources of pollution should be identified and a best management practice should be written.
- Revise the site map and the SWPPP, if needed.
- Review monitoring results.
- Include the date and person or persons responsible for the site evaluation.

Record your findings. This information will be necessary for your annual report. The inspections and evaluations are done routinely, whether or not there is a known problem.

C. Notice of Intent (to comply), Transfer or Termination (NOITT)

Coverage under the General Permit is automatic 48 hours after the post date of the NOITT to the NYS Department of Environmental Conservation in Albany. The address is included in the NOITT (see Appendix K).

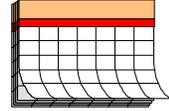
The NOITT should not be submitted until all required information, reports, and plans have been completed and signed by appropriate, authorized personnel. (See GP-98-03, page 33 for signatory requirements.)

All the documentation required by the General Permit must be available for review or inspection. The Stormwater Pollution Prevention Plan does not have to be submitted to the NYSDEC, unless requested by them. It does have to be kept on site and available for review or inspection.

D. Annual Compliance Requirements

1. Annual report (see GP-98-03, page 17)

The annual report should include the results of the Comprehensive Site Compliance Evaluation (see page 33) and monitoring reports (see below). It should identify any instances of noncompliance and the measures required to bring the facility into compliance. The annual report must be signed by the appropriate person (see GP-98-03, page 33) and kept on the premises.



2. Annual monitoring requirements

Alternative Certification

A facility will not be subject to the below monitoring requirements if a certification is made for each discharge point that activities and/or material storage with the potential to contaminate stormwater will not be exposed to stormwater for the certification period. The certification must be filed annually with the NYSDEC Regional office. A copy of the certification shall also be retained in the Stormwater Pollution Prevention Plan.

Requirements

Annual monitoring requirements specifically apply to areas at automobile recycling facilities where:

- Over 250 auto/truck bodies with drivelines (engine, transmission, axles, and wheels), 250 drivelines, or any combination thereof (in whole or in parts) are exposed to stormwater,
- Over 500 auto/truck units (bodies with or without drivelines in whole or in parts) are stored and exposed to stormwater, or
- 100 units per year are dismantled and drainage or storage of automotive fluids occurs in areas exposed to stormwater.

Your facility must sample at least once per year beginning from the date the permit is obtained through the expiration date. You must monitor for the following parameters:

- Oil and grease (mg/l)
- Chemical Oxygen Demand (COD) (mg/l)
- Total Suspended Solids (TSS) (mg/l)
- pH

In addition to the above parameters your facility must record the following information (see an example of a sampling form in Appendix L):

- The date and duration (in hours) of the storm event sampled (A storm event is a rainfall of more than 0.1 inch.)
- Rainfall measurements or estimates (in inches) of the storm event sampled

- The duration between the storm event sampled and the end of the previous measurable storm event that was more than 0.1 inch, and
- An estimate of the total volume (in gallons) of the discharge sampled.

Monitoring data is not required to be submitted but must be retained on-site for a period of six years from the date of sample collection. Monitoring data must be submitted upon request from the NYSDEC.

Sampling procedures (GP-98-03, pages 27-29)

Make a contract for sampling and analysis with a laboratory. Look under “Laboratories – Testing” in the yellow pages of the phone book. Look for a laboratory that is accredited by the Environmental Laboratory Accreditation Program (ELAP). The laboratory will usually supply sampling materials or may install an automatic sampler.

- For facilities with holding ponds with a retention time of greater than 24 hours, a minimum of one sample must be taken per discharge point. A grab sample may be taken in lieu of a composite sample.
- For all discharges, other than a pond with retention time greater than 24 hours, a minimum of one grab and one composite sample must be obtained per discharge point. All samples will be collected from the discharge resulting from the storm event that exceeds 0.1 inch in magnitude, and that occurs at least 72 hours from the previous measurable (greater than 0.1 inch) storm event. *Grab samples must be taken during the first 30 minutes of the discharge.* If a sample within the first 30 minutes is impracticable, a grab sample can be taken during the first hours of the discharge. In this case, the permittee must record in the monitoring report a description of why the grab sample could not be taken in the first thirty minutes. The composite sample shall be either time-weighted or flow-weighted. Composite samples can be taken with:
 - A continuous sampler, or
 - As a combination of a minimum of three samples taken in each hour of the discharge for the entire discharge or for the first three hours of the discharge. Each sample shall be separated by a period of not less than fifteen minutes.

Only grab samples may be used for analyzing for oil and grease, and pH.

When a permittee is unable to collect samples during an entire sampling period due to adverse climatic conditions (electrical storms, local flooding, frozen or drought conditions, etc.) the permittee may record, in lieu of sampling data, a description of why samples could not be collected. Permittees are precluded from using this waiver more than once during a two-year period.

Representative Discharges

If a facility has two or more discharge points, the permittee may sample one point rather than all if the permittee believes the points discharge substantially identical ef-

fluent based on a consideration of industrial activity, significant materials, and management practices within the area drained by the outfall. This is allowed provided that the permittee includes in the Stormwater Pollution Prevention Plan a description of the discharge points and why they are considered to discharge identical effluents. For each representative discharge point the permittee must record in the Stormwater Pollution Prevention Plan an estimate of the size of the drainage area for the point and an estimate of the runoff.

3. Semi-Annual Monitoring Requirements

If you are reclaiming batteries for the purpose of recovering the lead, you may fall under semi-annual monitoring requirements. Call your regional office of NYSDEC (see pages v and vi), Division of Water, if you have questions.



Appendix A: Laws, Rules and Regulations Pertinent to Automotive Recyclers and Scrap Metal Processors

VTL 16-415-a	The state law that requires anyone involved in the transfer or disposal of 1973 or newer model year junk or salvage vehicles to obtain a registration or certification from the Department of Motor Vehicles.
ECL 17-0501	The state law that makes it unlawful for any person, directly or indirectly, to throw, drain, run or otherwise discharge into such waters organic or inorganic matter that shall cause or contribute to a condition in contravention of the water quality standards adopted by the NYSDEC in 6 NYCRR Parts 700-705 pursuant to ECL 17-0301.
40 CFR Parts 122-124	The federal regulations that require permits for the discharge of storm water to surface waters from various categories of industrial activities including facilities involved in the recycling of material (limited to metal scrap yards, battery reclaimers, salvage yards, and automobile recycling facilities).
ECL 17-0801	The state law that established the State Pollutant Discharge Elimination System (SPDES) giving the NYSDEC the authority to issue permits for the discharge of wastewater to the state's waters.
SPDES General Permit for Storm Water Discharges from Industrial Activities (except construction)	The state permit, issued on November 1, 1998, that allows permittees to discharge storm water from point sources to the surface waters of the state. A condition of this permit requires the development and implementation of a storm water pollution prevention plan specific to each individual site.
6 NYCRR Subpart 360-1.5(a)	The state regulation that prohibits the disposal of solid waste either brought to the site from other locations or generated on site from the salvaging operation. Materials having no recycling value must be disposed of at a permitted solid waste management facility. This material cannot be disposed of on site by burial or incineration.
6 NYCRR Subpart 360-12	The state regulation that requires that all automobile dismantlers, scrap metal dealers and auto recyclers submit to the NYSDEC an annual report detailing the methods of handling and disposal of waste automotive fluids. Annual reports must be submitted within 60 days of the end of each calendar year and must include the following information: <ol style="list-style-type: none">1. The identity of all fluids that are handled on site (i.e. refrigerants, engine and gear oils, antifreeze, gasoline, diesel fuel, transmission fluid, battery acid, brake fluid, power steering fluid and windshield washer fluid).2. The quantity of all fluids that were reused, recycled or disposed.

3. The identity of the transporter(s) of all fluid wastes that were removed from the site.

4. The identity of the recipients of all fluid wastes.

**6 NYCRR Subpart
360-13.1(b)**

The state regulation that prohibits any person from engaging in storing 1,000 or more waste tires at a time without first obtaining a permit to do so.

**6 NYCRR Subpart
360-14**

The state regulation that requires the registration of tanks storing used oil, regardless of size. Product categories include used oil for fuel and used oil hauled away for recycling. Tanks storing more than 1,100 gallons of used oil for fuel are subject to registration fees. Tanks that store used oil which is to be hauled away for recycling are not subject to registration fees. (Note: This regulation is presently being revised.)

**6 NYCRR Subpart
374-1.7**

The state regulation that addresses the handling of spent lead-acid batteries. Spent lead-acid batteries stored on site which are not destined for recycling are considered abandoned, are subject to regulation as hazardous waste and must meet the storage requirements identified in Section 374-1.7(a)(2).

**6 NYCRR Part 597,
ECL 71-2710, ECL
71-2711, ECL 71-2712,
ECL 71-2713**

The laws and regulations that designate materials such as petroleum, radiator fluids (ethylene glycol), lead-acid battery fluids and most commonly used organic degreasing solvents as hazardous substances. The illegal disposal of hazardous substances can constitute a crime. When hazardous substances are discharged, deposited, injected, dumped, spilled, leaked or placed so that they may enter the environment, abandoned or unlawfully incinerated as waste, the offender can expose himself and his employer to substantial criminal penalties and cleanup costs.

NL 12-173

The state law that prohibits the discharge of petroleum into the waters or onto the lands of the state. In addition to penalties, responsible parties are held liable for the reimbursement of any costs that the state incurs should it exercise its authority for cleaning up any such spills. Discharge, for this purpose, means any intentional or unintentional action or emission resulting in the releasing, spilling, leaking, pumping, pouring, emitting, emptying, or dumping of petroleum.

NL 12-175

The state law that requires any person responsible for causing a discharge of petroleum to notify the NYSDEC immediately, but in no case later than two hours after the discharge.

ECL 17-1743

The state law that requires any person who is the owner, or is in possession or control of, more than 1,100 gallons of any liquid stored in bulk to immediately notify the NYSDEC if the liquid is released.

ECL 71-1941	The state law that provides a strict liability standard for persons who spill or discharge petroleum if they are in control of more than 1,100 gallons of any liquid (including petroleum) which, if released, would pollute or would likely pollute the lands or waters of the state. In addition to penalties, the responsible party is also liable for all actual costs incurred by the state for the removal or neutralization of the liquid and reasonable remediation costs.
6 NYCRR Subpart 595.3	The state regulation that requires the reporting of all releases of hazardous substances. This regulation does not apply to releases of petroleum or hazardous wastes.
6 NYCRR Subpart 596.2	The state regulation that requires the registration of all underground tanks and any stationary aboveground tanks of 185 gallons or more which store a hazardous substance. Non-stationary tanks storing 2,200 pounds or more of a hazardous substance, or a mixture thereof, for a period of ninety days or more, are subject to the technical standards of 6 NYCRR Parts 598 and 599. Anti-freeze (ethylene glycol) is a regulated hazardous substance.
6 NYCRR Subpart 612.2	The state regulation that requires the owner of any petroleum storage facility with a combined capacity over 1,100 gallons to register the facility with the NYSDEC. Heating oil tanks storing less than 1,100 gallons are not regulated and should not be included in determining the total capacity at the facility. Any existing facility registered under this part must also comply with the requirements of 6 NYCRR Part 613. Any new or substantially modified existing facility must comply with 6 NYCRR Part 614.
CR Part 81	Facilities must comply with the Vehicle and Traffic Law and its associated regulations. For dismantling/reclamation facilities this includes 6 NYCRR Part 81 which requires that facilities maintain a copy of the CR 81 handbook and comply with all of the applicable sections of this handbook.
6 NYCRR Part 215	The state rule that regulates open burning. This regulation describes permitting requirements, prohibitions and restrictions of burning in an open fire in New York State. This regulation specifically prohibits the burning of rubbish for salvage and also prohibits burning for disposal of rubbish generated on site by commercial activities.
6 NYCRR Subpart 225-2	The state air rule that regulates the burning of waste oil. This regulation describes permitting requirements, the eligibility to burn various types of waste fuels and the sale of waste fuels. There are federal requirements that further regulate the burning of waste oil including 40 CFR Part 279. There are also state solid waste regulations, 6 NYCRR Part 360 and Subpart 374-2, that address the burning of used oil in space heaters.

- 6 NYCRR Part 226** The state rule that regulates solvent metal cleaning processes (degreasers). This regulation pertains to cold cleaning degreasing, open-top vapor degreasing and conveyorized degreasing. The following sources are exempt from this regulation: Conveyorized degreasers smaller than 22 square feet of air/vapor interface, open-top vapor degreasers smaller than 11 square feet of open area, or solvent cleaning processes utilizing 1,1,1 trichloroethane (methyl chloroform), trichlorotrifluoroethane (freon 113) and methylene chloride.
- 40 CFR Part 63
Subpart T** The National Emission Standards for Hazardous Air Pollutants regulating Halogenated Solvent Cleaning. This applies to any halogenated solvent cleaning machine that uses solvent containing methylene chloride, perchloroethylene, trichloroethylene, 1,1,1-trichloroethane, carbon tetrachloride, or chloroform, or any combination of these halogenated HAP solvents, in a total concentration greater than 5% by weight, as a cleaning or drying agent. Cleaning machines with a capacity of less than 2 gallons are exempt from the NESHAP.
- 6 NYCRR Part 228** The state rule that regulates surface coating at facilities with potentials to emit volatile organic compounds above applicable thresholds. This regulation addresses permitting, emission control requirements, record keeping, regulated products and handling, and storage and disposal of volatile organic compounds. Facilities that do not meet the applicability thresholds established in 6 NYCRR Part 228, but are not exempt from it, are subject to 6 NYCRR Part 212. Facilities that use less than 25 gallons of paint and solvent per month are exempt from permitting requirements under 6 NYCRR Part 201 but may still be subject to either Part 228 or Part 212.
- 40 CFR Part 82
Subpart F** The federal regulation that addresses refrigerant recycling. This regulation requires that: refrigerants be reclaimed before dismantling vehicles, refrigerants only be sold to certified dealers, and recovered refrigerants be properly labeled. This regulation does allow the use of the refrigerant in other cars owned by the dismantler. This regulation is based on Title VI of the 1990 Clean Air Act, Section 608.

Appendix C
New York State Permitted Household Hazardous Waste Collection Facilities

If you are a Conditionally Exempt Small Quantity Generator and located in one of the following counties, you can call the number listed to make arrangements to bring your hazardous waste for disposal. Prior approval from the collection facility is required. Some counties that do not have a facility hold annual household hazardous waste collection days.

Counties

Broome County
(607) 778-6432

Rockland County
(845) 753-2200

Monroe County
(716) 760-7600

Tompkins County
(607) 273-4496

Oneida-Herkimer Counties
(315) 733-1224

Ulster County
(914) 336-0600

Towns

Town of Brookhaven
(631) 451-6222

Town of Southold
(631) 734-7685

Town of Huntington
(631) 427-6377

Town of Tonawanda
(716) 875-8822

Town of Southhampton
(631) 283-5210

Appendix D
Vehicles that Contain Mercury Switches as of 1994
(From the Minnesota Pollution Control Agency)

Vehicle Make	Vehicle Year(s)	Vehicle Model
Ford	1974-1994	Tempo Escort LTD F250 Ranger Taurus Crown Victoria Thunderbird Topaz Bronco II Cougar
Buick	1977-1990	LeSabre Regal Park Avenue Celebrity Skyhawk Skylark Century Firenza
Pontiac	1984-1990	Sunbird Bonneville Grand Am
Oldsmobile	1977-1990	Cutlass Ciera Cutlass Supreme Calais Toronado Regency Delta
Chevrolet	1981-1990	Beretta Caprice Lumina
Chrysler	1975-1994	New Yorker Le Baron Shadow Cordoba Laser Reliant Sundance Aries
Cadillac	1979	DeVille Cimarron

Vehicle Make	Vehicle Year(s)	Vehicle Model
Audi	1984	Make not available
Honda	Data not available	Accord
BMW	Ended in 1992	All
Porche	1985-1991	944
Rolls Royce	Ended mid-1960s	All
Saab	Ended with 1991 model year Ended with 1991 model year	9000 engine compartment light 9000/900 luggage compartment light
Volvo	1975-1990 1975-1991 1982-1990 1982-1991	240/260 engine compartment light 240/260 luggage compartment light 740/760 engine compartment light 744/764 luggage compartment light

Appendix E. Vendors in New York State for Used/Waste Products

NOTE: The following list should not be considered to be complete. Inclusion of a facility on this list does not constitute approval or endorsement of that facility, or provide any assurances with regard to the quality of services provided or the facility's environmental compliance history.

Antifreeze

Mobile Used Antifreeze Recyclers

Antifreeze Recycling Service

2617 Olean-Hinesdale Road
Olean, NY 14760
(716) 372-3237

Laings

West Arterial Highway
Binghamton, NY 13901
(800) 992-3537 / (607) 772-8911

Antifreeze Recycling Systems of Long Island

171 Lido Prem West
Lindenhurst, NY 11757
(516) 957-1746

Raytek Enterprises, Inc.

3820 Union Road
Cheektowaga, NY 14225
(716) 886-7183 / (716) 683-2080

Bison Waste Oil Co.

11861 Broadway
Alden, NY 14004
(716) 937-7730

Antifreeze Recycling Equipment Vendors

Laings

West Arterial Highway
Binghamton, NY 13901
(800) 992-3537 / (607) 772-8911

Waste NOT

9 Scott Drive
Troy, NY 12180
(518) 279-9892

Antifreeze Haulers

Main Brothers Oil Co.

1 Booth Lane
Albany, NY 12211
(518) 438-4195

Sheldon Oil Service

P.O. Box 839
Nassau, NY 12123
(518) 766-2864

Safety Kleen Corp.

1525 West Henrietta Road
Avon, NY 14414
(716) 226-2411

West Central Environment Corp.

P.O. Box 83
Rensselaer, NY 12144
(518) 272-6891

Batteries

ALPCO Recycling

846 Macedon Center Rd.
Macedon, NY 14502
(315) 986-8900

Hurwitz Brothers

267 Marilla St.
Buffalo, NY 14220
(716) 823-2863

Lyell Metal

1515 Scottsville Rd.
Rochester, NY 14623
(716) 436-0713

Roth Steel

800 W. Hiawatha Blvd.
Syracuse, NY 13204
(315) 475-8431

Safety Kleen Corp.

1525 West Henrietta Rd.
Avon, NY 14414
(716) 226-2411

Oil

AB Oil Service

1599 Ocean Avenue
Bohemia, NY 11716
(631) 567-6545

AKBA Waste Oil Service

4 DiTomas Court
Copiague, NY 11726
(516) 747-0390

Bison Waste Oil Co.

11861 Broadway
Alden, NY 14004
(716) 937-7730

Eggen Excavating & Equipment Co.

7449 Townline Road
Rome, NY 13440
(315) 339-1847

Environmental Products & Services, Inc.

532 State Fair Blvd.
Syracuse, NY 13204
(315) 471-0503

Exxon-Mobil Oil Corporation

Albany Terminal
50 Church Street
Albany, NY 12202
(518) 436-6570

Fenley & Nicol

445 Brook Ave.
Deer Park, NY 11729
(631) 586-4900

General Environmental Services

9 Garrison Ave.
Wyandanch, New York 11798
(631) 491-1444

JB Waste Oil

18-18 41st Street
Astoria, NY 11105
(718) 626-4161

Luzon Oil Company

P.O. Box 1070
Woodridge, NY 12789
(914) 434-7805

95 Inc.
4 DiTomas Court
Copiague, NY 11726
(631) 842-9595

Safety Kleen, Corp.
1525 West Henrietta Road
Avon, NY 14414
(716) 226-2411

Noco Energy Corporation
2440 Sheridan Dr.
Tonawanda, NY 14150
(800) 500-6626

Strebel's Laundry, Inc.
644 Montauk Highway
Westhampton Beach, NY 11978
(631) 288-1019

Op-Tech Environmental Services, Inc.
14 Old River Road
P.O. Box 5182
Massena, NY 13662
(315) 764-1917

Conditionally Exempt Small Quantity Generators

New York State mandates that service and retail establishments accept up to 5 gallons per person per day of used oil at no charge from “do-it-yourselfers.” A do-it-yourselfer is an individual who changes the oil in his or her own personal vehicles. You cannot take used oil from other businesses. A service establishment is a business that sells at least 500 gallons per year of new oil and performs servicing on vehicles. A retail establishment is a business that sells at least 1,000 gallons of new oil per year but doesn’t perform any servicing of vehicles.

Solvents

CWM Chemical Services, Inc.
1550 Balmer Road
Model City, NY 14107
(716) 754-8231

Solvents and Petroleum Services, Inc.
1405 Brewerton Road
Syracuse, NY 13208
(315) 454-4467

Safety Kleen, Inc.
1525 West Henrietta Road
Avon, NY 14414
(716) 226-2411

Tires

AJ Tire Repair
2246 Forest Ave.
Staten Island, NY 10303
(718) 720-6920

Casings, Inc.
Attn: Jim Fabrizio
P.O. Box 731
Catskill, NY 12414-0731
(518) 943-9404

Coletta Recycling Corp.
1629 Redfern Ave.
Far Rockaway, NY 11691
(718) 327-4740

Fox Tire Company
1035 Williams St.
Buffalo, NY 14206
(716) 856-1696

Huron Recovery
300 Greene St.
Buffalo, NY 14206
(716) 894-0209

Integrated Tire
333 Ganson Street
Buffalo, NY 14203
(716) 847-8473

Modern Recycling
P.O. Box 209
Model City, NY 14107
(716) 754-8226 / (800) 662-0012

19th Street Retreadables
19th Street
Watervliet, NY 12189
(518) 273-4125

Ruts
162 Malden Turnpike
Saugerties NY 12477
(914) 246-3300

Supplies for Leak and Spill Prevention and Clean-up

Lab Safety Supply
P.O. Box 1368
Janesville, WI 53547-9953
(800) 356-0783

Nuco Industries Inc.
P.O. Box 25
Farmingdale, NY 11735
(631) 752-8600 or (800) 645-9198

New Pig
One Pork Avenue
Tipton, PA 16684-0304
(800) 468-4647

Automobile Recycler Associations

Automotive Recyclers Association
3975 Fair Ridge Drive, Suite 20
Terrace Level – North
Fairfax, VA 22033-2924
703-385-1001

Auto Recyclers Association of New York
P.O. Box 767
Vestal, NY 13851-0767
(800) 944-7278

Appendix F
Hazardous Waste (F) Codes

Industry & EPA Hazardous Waste #	Hazardous Waste	Hazard Code
F001	The following spent halogenated solvents used in degreasing: tetrachloroethylene, trichloroethylene, methylene chloride, 1,1,1-trichloroethane, carbon tetrachloride, and chlorinated fluorocarbons; all spent solvent mixtures/blends used in degreasing containing, before use, a total of 10% or more (by volume) of one or more of the above halogenated solvents or those solvents listed in F002, F004 and F005; and still bottoms from the recovery of these spent solvents and spent solvent mixtures.	T
F002	The following spent halogenated solvents: tetrachloroethylene, methylene chloride, trichloroethylene, 1,1,1-trichloroethane, chlorobenzene, 1,1,2-trichloro-1,2,2-trifluoroethane, orthodichlorobenzene, trichlorofluoromethane, and 1,1,2-trichloroethane; all spent solvent mixtures/blends containing before use, a total of 10% or more (by volume) of one or more of the above halogenated solvents or those listed in F001, F004 or F005; and still bottoms from the recovery of these spent solvents and spent solvent mixtures.	T
F003	The following spent nonhalogenated solvents: xylene, acetone, ethyl acetate, ethyl benzene, ethyl ether, methyl isobutyl ketone, n-butyl alcohol, cyclohexanone, and methanol; all spent solvent mixtures/blends containing, before use, only the above spent nonhalogenated solvents; and all spent solvent mixtures/blends containing, before use, one or more of the above nonhalogenated solvents, and a total of 10% or more (by volume) of one or more of those solvents listed in F001, F002, F004 and F005; and still bottoms from the recovery of these spent solvents and spent solvent mixtures.	I
F004	The following spent nonhalogenated solvents: cresols and cresylic acid, and nitrobenzene; all spent solvent mixtures/blends containing before use, a total of 10% or more (by volume) of one or more of the above nonhalogenated solvents or those solvents listed in F001, F002, and F005; and still bottoms from the recovery of these spent solvents and spent solvent mixtures.	T
F005	The following spent nonhalogenated solvents: toluene, methyl ethyl ketone, carbon disulfide, isobutanol, pyridine, benzene, 2-ethoxyethanol, and 2-nitropropane; all spent solvent mixtures/blends containing, before use, a total of 10% or more (by volume) of one or more of the above nonhalogenated solvents or those solvents listed in F001, F002, or F004; and still bottoms from the recovery of these spent solvents and spent solvent mixtures.	I, T

Appendix G
Hazardous Waste Characteristic (D) Codes

Characteristic: Ignitable (D001)

1. Liquid
Non-aqueous
Flash point less than 140°F
2. Solid
Spontaneous combustion/change
Burns persistently
3. DOT compressed gas
4. DOT oxidizer
Includes chemicals with more than 49% chlorine

Characteristic: Corrosive (D002)

1. Aqueous
pH less than or equal to 2, or
pH greater than or equal to 12.5
2. Liquid
Corrodes steel at a rate greater than 0.25 inch/year at a test temperature of 55 Celsius
(130 F)
3. A solid cannot be corrosive

Characteristic: Reactive (D003)

1. Unstable
Undergoes violent change without detonating
2. Reacts violently with water
3. Forms potentially explosive mixtures with water
4. When mixed with water generates toxic gases, vapors or fumes
5. Cyanide or sulfide
Generates toxic gases, vapors or fumes when exposed to pH between 2 and 12.5

6. Capable of detonation/explosion

7. Class A or B explosive

Characteristic: Toxic (D004-D017)

Leachate is equal to/greater than the maximum allowable concentration:

<u>Constituent</u>	<u>Concentration (mg/l)</u>	<u>Waste #</u>
Arsenic	5.0	D004
Barium	100.0	D005
Benzene	0.5	D018
Cadmium	1.0	D006
Carbon tetrachloride	0.5	D019
Chlordane	0.03	D020
Chlorobenzene	100.0	D021
Chloroform	6.0	D022
Chromium	5.0	D007
o-Cresol	200.0 ¹	D023
m-Cresol	200.0 ¹	D024
p-Cresol	200.0 ¹	D025
Cresol	200.0 ¹	D026
2,4-D	10	D016
1,4-Dichlorobenzene	7.5	D027
1,2-Dichloroethane	0.5	D028
1,1-Dichloroethylene	0.7	D029
2,4-Dinitrotoluene	0.13 ²	D030
Endrin	0.02	D012
Heptachlor (and its epoxide)	0.008	D031
Hexachlorobenzene	0.13 ²	D032
Hexachlorobutadiene	0.5	D033
Hexachloroethane	3.0	D034
Lead	5.0	D008
Lindane	0.4	D013
Mercury	0.2	D009
Methoxychlor	10.0	D014
Methyl ethyl ketone	200.0	D035
Nitrobenzene	2.0	D036
Pentachlorophenol	100.0	D037
Pyridine	5.0 ²	D038
Selenium	1.0	D010
Silver	5.0	D011

Tetrachloroethylene	0.7	D039
Toxaphene	0.5	D015
Trichloroethylene	0.5	D040
2,4,5-Trichlorophenol	400.0	D041
2,4,6-Trichlorophenol	2.0	D042
2,4,5-TP Silvex	1.0	D017
Vinyl chloride	0.2	D043

- ¹ If o-, m-, and p-cresol concentrations cannot be differentiated, the total cresol (D026) concentration is used. The regulatory level of total cresol is 200 mg/l.
- ² Quantitation limit is greater than the calculated regulatory level. The quantitation limit therefore becomes the regulatory level.

Appendix H Hazardous Wastes

I. Identifying Hazardous Wastes

Hazardous wastes are regulated from “cradle-to-grave” under both the Federal Resource Conservation and Recovery Act (RCRA) and New York State laws. In other words, the regulations first apply when the hazardous waste is generated and continue to apply through accumulation, handling, shipping, and disposal of the waste. Regulations cease only when the waste and all hazardous residuals derived therefrom are ultimately disposed. The hazardous waste regulations are multi-tiered such that facilities generating and accumulating smaller quantities of waste are able to comply with fewer regulatory requirements, while those facilities that generate larger quantities of waste will be required to comply with stricter requirements.

It is your responsibility as a generator to determine if you generate hazardous waste and, if so, the amount that is generated each month. If you require assistance in determining if your waste is hazardous, contact your regional NYSDEC office (see pages v and vi), Division of Solid and Hazardous Materials.

A hazardous waste can be a solid, liquid or gaseous material with certain properties that could cause injury or death to a person, or could damage and pollute land, air, surface water or groundwater. A waste is hazardous if:

- It is listed as a hazardous waste in 6NYCRR Part 371.4 of the Hazardous Waste Regulations. These wastes are referred to as *listed hazardous wastes*. Examples of potentially applicable EPA Hazardous Waste Codes for listed hazardous waste solvents are F001, F002, F003, F004 and F005. (See Appendix F, Hazardous Waste (F) Codes.)
- It possesses one or more of the four hazardous characteristics: ignitability, corrosivity, reactivity and toxicity (see Appendix G, Hazardous Waste Characteristic (D) Codes.) These wastes are referred to as *characteristic hazardous wastes*. You must either:
 - Test the waste using standard methods (specified in 6 NYCRR Part 371 and 372); or
 - Have sufficient knowledge about the waste to assess whether it exhibits any of the hazardous characteristics.

The four hazardous characteristics are also summarized on page H-2.

Each time a waste has the potential to be hazardous, a representative sample must be tested by a certified laboratory. For a copy of certified laboratories in New York State, call (518) 485-5357. Tests must be applied to each individual waste and cannot be used to assess a type of waste (other than to define the waste generically as hazardous).

You can apply your knowledge of the waste to determine whether it is hazardous. You must have a basis for making this determination such as material safety data sheets (MSDS) or past analytical results. MSDS may contain important information such as ignitability (flashpoint), corrosivity, or reactivity for substances or chemicals that you use at your facility. Please note that MSDS only describe the *new* product. Due to use of the product, the waste may become a hazardous waste by mixing or contamination.

II. Determining Your Generator Status

The following information provides a method for determining the quantity of hazardous waste you generate per month. It also identifies the types of wastes that must be included in your monthly total and those wastes that may be excluded from your monthly total. As a generator it is your responsibility to keep track of how much hazardous waste you generate and accumulate each month.

Do Count

Count all quantities of Listed and Characteristic hazardous wastes that you:

- Accumulate on-site for any period of time prior to disposal or recycling;
- Package and transport off-site;
- Place directly in a regulated treatment or disposal unit at your place of business;
- Generate as still bottoms or sludges and remove from product storage tanks.

Hazardous Waste Characteristics

Ignitability	Corrosivity
<p>It catches fire easily. Ignitable wastes include many organic solvents and some paint wastes and strong oxidizing agents. A liquid waste is ignitable if it has a flash point of less than 60° C (140° F).</p> <p>Examples include waste gasoline, waste kerosene, parts cleaners, and paint solvents.</p>	<p>It dissolves metals and other materials, or burns skin.</p> <p>Corrosive wastes include waste rust removers, waste acid or alkaline cleaning fluids, and waste battery acid. Any liquid that has a pH of 2.0 or lower or 12.5 or higher is corrosive.</p>
Reactivity	Toxicity
<p>It undergoes violent chemical reaction spontaneously or with water. Reactive wastes include those that can generate toxic gases or fumes.</p> <p>An example would be pressurized aerosol cans.</p>	<p>A waste sample is tested using the Toxicity Characteristic Leaching Procedure (TCLP). A waste fails the TCLP test if the limitations for one or all of the 40 substances that are tested exceeds the allowable standard. This means that the waste tested contains high concentrations of heavy metals or organics.</p> <p>Examples include: painting wastes and filters, floor sweepings, used shop towels or rags, oily wastes, oil absorbents, floor drain and sump sludge, and used antifreeze.</p>

Acute Wastes

Acute Wastes are very dangerous wastes that are immediate hazards to human health or the environment in small amounts. Hazardous waste that is assigned a hazardous waste code from the New York State Regulations 6NYCRR Part 371 beginning with "P" is acute waste. Acute wastes are regulated the same way as large amounts of other types of hazardous wastes. A business that generates 2.2 pounds (1 kilogram) or more of this type of waste is subject to the same environmental regulations as a large quantity generator of hazardous waste.

Don't Count

Do not count wastes that:

- Are specifically exempted from counting. Examples of these wastes are:
 - Spent lead-acid batteries that will be sent off-site for reclamation;
 - Used oil that has not been mixed with hazardous waste and is being directed for used oil recycling; or
 - Scrap metal that will be reclaimed.
- May be left in the bottom of containers that have been completely emptied through conventional means, for example, by pouring or pumping. Containers that held acute hazardous waste must be more thoroughly cleaned.
- Are left as residue in the bottom of product storage tanks, if the residue is not removed from the product tank; or
- You reclaim continuously without storing the waste prior to reclamation.

There are three classifications of hazardous waste generators. The conditions of each are summarized in the following table.

Conditionally Exempt Small Quantity Generators (CESQG)	Small Quantity Generators (SQG)	Large Quantity Generators (LQG)
<p>Must meet <u>all</u> of the following conditions:</p> <ul style="list-style-type: none"> • Generate no more than 220 pounds per month of listed and/or characteristic hazardous waste. • Generate no more than 2.2 pounds per month of acute hazardous waste. • Store no more than 2,200 pounds of listed and/or characteristic hazardous waste. • Store no more than 2.2 pounds of acutely hazardous waste. 	<p>SQG do not meet CESQG conditions but meet <u>all</u> of the following conditions:</p> <ul style="list-style-type: none"> • Generate between 220 pounds and 2,200 pounds per month of listed and/or characteristic hazardous waste. • Generate no more than 2.2 pounds per month of acutely hazardous waste. • Store no more than 13,200 pounds of listed and/or characteristic hazardous waste. • Store no more than 2.2 pounds of acutely hazardous waste. 	<p>LQG meet <u>any</u> of the following conditions:</p> <ul style="list-style-type: none"> • Generate more than 2,200 pounds per month of listed and/or characteristic hazardous waste. • Generate more than 2.2 pounds per month of acutely hazardous waste. • Store more than 2.2 pounds of acutely hazardous waste.

A. Conditionally Exempt Small Quantity Generators (CESQG)

If your business is classified as a conditionally exempt small quantity generator, there are three things to keep in mind:

1. You are responsible for knowing which of your wastes are classified as hazardous

and what the correct waste codes are for the hazardous wastes.

2. You cannot store more than 2,200 pounds of hazardous waste onsite at any time.
3. You must ensure delivery of your hazardous waste to a NYSDEC-approved facility that is one of the following:
 - A state-regulated or federally regulated hazardous waste management treatment, storage, or disposal facility. Part 364 haulers can also deliver to these facilities.
 - A facility that uses, reuses, or legitimately recycles the waste. If you are recycling or treating the waste yourself, call the Pollution Prevention Hotline at (800) 462-6553 if you need more information on hazardous waste treatment or recycling.
 - A permitted household hazardous waste collection facility that accepts waste from CESQG. See Appendix C or call (800) 462-6553.
 - A universal waste handler or destination facility subject to the universal waste requirements of 40 CFR Part 273. (Universal wastes are wastes such as certain batteries, recalled or collected pesticides, fluorescent bulbs or mercury-containing thermostats.)
 - You can deliver the waste yourself to any NYSDEC-approved facility authorized to manage municipal or industrial solid waste. For example, some landfills will take dry paints and still bottoms. Municipal incinerators may be able to take waste materials such as paint thinners, and some solvent formulations. You must obtain prior approval from these facilities.

CESQG have two options for getting their wastes to a disposal facility or recycler:

- Your company can use a 6 NYCRR Part 364 permitted hazardous waste hauler: Part 364 permitted haulers must meet certain conditions in order to receive permits. They must have a certain amount of liability insurance to cover cleanup of spills or accidents. The permits specify the types of waste that can be hauled and where the wastes may be hauled. The permits are renewed annually. Contact the NYSDEC, Division of Solid and Hazardous Materials, Waste Transporter Permits, at (518) 457-8829 to find out if your hauler is permitted to haul your waste or to locate a hauler in your area.
- Your company can legally haul the waste to an approved facility located within New York State. You can haul less than 220 pounds of hazardous waste per month without having to obtain a NYS Part 364 permit. Some localities have additional requirements. Contact the NYSDEC Division of Solid and Hazardous Materials, Bureau of Waste Reduction and Recycling, at (518) 457-6072 with questions about self-hauling.

B. Small Quantity Generators (SQG)

If your facility is classified as SQG, you must comply with specific regulatory requirements. For assistance with questions pertaining to regulatory compliance, call the NYSDEC Pollution Prevention/Small Quantity Generator Hotline at (800) 462-6553, out-of-state at (518) 485-8471. In addition, the NYSDEC has available a publication entitled

Environmental Compliance and Pollution Prevention Guide for Small Quantity Generators.

1. Emergency preparedness and response plan

Small Quantity Generators must comply with the following emergency requirements:

- At least one employee must be designated as the Emergency Coordinator who must be on call or on the premises at all times to coordinate all emergency response measures.
- The generator must post the following information next to the telephone:
 - The name and telephone number of the Emergency Coordinator
 - The location of fire extinguishers, spill control material and, if present, the fire alarm, and
 - The telephone number of the fire department, unless the facility has a direct alarm.
- Employees must be familiar with proper waste handling and emergency response procedures relevant to their responsibilities during normal operation and emergencies.
- In the event of a fire, the Emergency Coordinator or his designee must call the fire department or attempt to extinguish the fire with a fire extinguisher.
- In the event of a spill, the Emergency Coordinator or his designee must attempt to contain the spill and, as soon as possible, to clean up any resultant contamination.
- In the event of an emergency threatening public health outside the facility or when the generator is aware that a spill has reached surface water, the generator must immediately notify the National Response Center at (800) 424-8802 and the NYSDEC Spill Response Hotline at (800) 457-7362 or (518) 457-7362 with this information:
 - The name, address and EPA Identification Number of the generator
 - The date, time and type of incident
 - The quantity and type of hazardous waste involved
 - The extent of injuries, if any
 - The estimated quantity and disposition of recovered materials

2. EPA Identification Number

If your facility generates more than 100 kilograms (220 pounds) of hazardous wastes in any calendar month, you will need to obtain an EPA Identification Number. These twelve-character identification numbers uniquely identify hazardous waste generators, transporters and TSD facilities. They allow tracking of hazardous waste from its point of origin to its ultimate point of disposal.

To obtain your EPA Identification Number, call or write the EPA Region II Office at the address below and ask for a copy of EPA Form 8700-12, "Notification of Hazardous Waste Activity."

EPA Region II Office
290 Broadway

New York City, New York 10278
Telephone: (212) 637-4106

3. Small quantity generator transport requirements

Small Quantity Generators in New York State may accumulate up to 6,000 kilograms (13,200 pounds) of hazardous waste for up to 180 days or for up to 270 days if they must ship to a Treatment, Storage or Disposal (TSD) facility over 200 miles away. Transporters of hazardous waste in New York State must possess NYS Part 364 Waste Transporter Permits and may only transport hazardous wastes to TSD facilities that are authorized to accept hazardous waste. Since generators of hazardous waste may be held responsible for mismanagement of their waste after it has left their facility, it is advisable for generators to ensure that they use only duly authorized transporters and TSD facilities.

You should contact the hauler and the TSD facility to verify that they have EPA Identification Numbers and that they can and will handle your waste. Also, make sure that they have current permits and adequate insurance, and that the hauler's vehicles are in good condition. Choosing a transporter and a TSD facility may take some time. Therefore try to begin your search well ahead of the time you will need to ship your waste.

When you prepare hazardous waste for shipment, you must put the waste in containers acceptable for transportation and make sure the containers are properly labeled. For additional information on labeling requirements, contact your regional NYSDEC office (see pages v and vi), Division of Solid and Hazardous Materials.

C. Large Quantity Generators (generate more than 2,200 pounds hazardous waste/month)

Large quantity generators are not covered in this manual. You can obtain a copy of the regulations that would apply to Large Quantity Generators by calling (518) 457- 0532.

III. The Manifest System

A. The hazardous waste manifest form

The hazardous waste manifest is a multi-copy shipping document that you must complete and use to accompany your hazardous waste shipments. All categories of generators except Conditionally Exempt Small Quantity Generators must manifest their shipments of hazardous waste (other than universal wastes). The manifest form is designed so that shipments of hazardous waste can be tracked from their point of generation to their final destination.

The hazardous waste generators, the transporter, and the designated disposal facility must each sign this document and keep a copy. The designated disposal facility operator must also send a copy back to you, the generator, so that you can be sure that your shipment arrived. You must keep this copy, which bears the signatures of the transporter and the

designated disposal facility operator, on file for three years.

You can obtain blank copies of the manifest from several locations. To determine which source you should use, use this system:

- If the state to which you are shipping your waste has its own manifest form, use that manifest form, or
- If the state to which you are shipping your waste does not have its own manifest, use the manifest of New York State. Contact your regional NYSDEC office (see pages v and vi), Division of Solid and Hazardous Materials, to obtain New York manifest forms.

When you sign the certification item on the form, you are personally confirming that:

- The manifest is complete and accurately describes the shipment;
- The shipment is ready for transport; and
- You have considered whether, given your budget, your waste management arrangements are the best to reduce the amount and hazardous nature of your wastes.

B. The Land Disposal Restriction (LDR) Notification form

Some manifested wastes will need a second form called the Land Disposal Restriction (LDR) Notification. This form certifies that your waste either meets certain U.S. EPA pre-disposal treatment standards or requires treatment before it can be land disposed. Most small quantity generators will probably have their designated treatment, storage, or disposal facility (TSDF) be responsible for this treatment. If you choose to treat or recycle your waste yourself to meet the LDR treatment standards, you must meet requirements for a waste analysis plan. You will need to know the following information about your waste stream in order to correctly fill out the LDR Notification:

- Does your waste stream contain substances listed in the LDR regulations?
- What are the concentrations of substances in the waste?
- Which LDR treatment standards of prohibition levels apply?
- Must the waste be treated prior to land disposal, or does it already meet the applicable treatment standard or prohibition level?

The LDR Notification Form must include the following information:

- Hazardous waste codes for the waste stream
- Any subcategories
- Applicable treatment standard
- Manifest number associated with the waste shipment
- Waste analysis, if available (A laboratory analysis is not necessary if the contents are known, and the waste can be classified by a generator's knowledge. Generator's knowledge must be verifiable. An analysis may be necessary initially, but not every time waste is generated.)
- Signed notification

You are responsible for the information on the manifest and, if required, the LDR Notification form that you sign. You are required to maintain this information for three

years, but you may want to keep it for the life of your facility, if possible. Any future questions on the disposal of waste from your facility can then be easily verified.

IV. Reclamation Agreement

Small quantity generators do not have to manifest wastes designated for reclamation when the waste is reclaimed under a contractual agreement if:

- The waste type and frequency of shipments are specified;
- The vehicle is owned and operated by the reclaimer;
- The reclaimer complies with Part 364 waste transporter requirements;
- The generator records the hazardous waste codes, the quantities shipped, and the shipment dates; and
- The generator keeps a copy of the reclamation agreement for at least three years after termination or expiration of the agreement.

V. Using a Hazardous Waste Broker

Many businesses use brokers to arrange the details of transportation and disposal of their hazardous waste. In some cases, the broker may be independent. In other cases, the transporter or the Treatment, Storage or Disposal (TSD) facility acts as a broker.

Using a broker may facilitate waste disposal. However, as the generator of the waste, you retain responsibility for its transportation and treatment or disposal.

When dealing with brokers, it remains your responsibility to ensure that:

- You have written communication from the ultimately designated TSD facility for the particular wastes being offered for shipment, stating that the TSD facility is authorized and has the capacity to accept the hazardous waste set forth on the manifest and that the TSD facility will assure that the ultimate disposal method is followed;
- You have written communication that the designated transporter is authorized to deliver the wastes to the facility on the manifest;
- Copies of the manifest are distributed as shown on the New York State Manifest form (described in “The Manifest System” on pages H-6 and H-7). When an out-of-state manifest does not have sufficient sheets for full notification of shipment and receipt, make additional copies; and
- Your shipment papers contain the notifications and certification required by the Federal Land Disposal Regulations.

In order to ensure that your waste is handled properly, you should also consider requesting the following information or taking the following steps:

- Request copies of all waste stream analysis done on samples of your wastes;
- Request a certificate of treatment or disposal for the waste from the ultimate disposal facility. This should be consistent with the method shown on the manifest of the exception report;
- Call the NYSDEC, Division of Solid and Hazardous Materials, Bureau of Waste Reduction and Recycling, at (518) 457-7337 on a periodic basis to verify that the

transporter and TSD facility have the proper waste handling permits;

- ❑ When the hauler arrives at your site to pick up your wastes, ask to see a copy of their Part 364 Permit. Licensed Part 364 haulers must keep a copy of the permit in each truck.

Look for this information on the permit:

- The license plate number of the vehicle,
- The expiration date of the permit,
- The types of wastes that the hauler can take, and
- The TSD facilities to which the hauler can take your waste.

This information should be consistent with the information shown on the manifest.

Check with the Better Business Bureau or the Chamber of Commerce to see if there are records of complaints or problems against the hauler or TSD facility. Your colleagues or associations may also have information about haulers and TSD facilities in your area.

**Appendix J: Inventory Forms for Stormwater Pollution Prevention Plan
Pollution Prevention Team**

Leader: _____

Title: _____

Office phone: _____

Responsibilities:

Members:

1. _____

Title: _____

Office phone: _____

Responsibilities:

2. _____

Title: _____

Office phone: _____

Responsibilities:

3. _____

Title: _____

Office phone: _____

Responsibilities:

4. _____

Title: _____

Office phone: _____

Responsibilities:

LIST OF SIGNIFICANT SPILLS AND LEAKS	Completed by _____ Date: _____
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Directions: Record below all significant spills and significant leaks of toxic or hazardous pollutants that have occurred at the facility in the 3 years prior to the effective date of the permit.

Definitions: Significant spills include, but are not limited to, releases of oil or hazardous substances in excess of reportable quantities.

1 st Year prior										
Date	Spill	Leak	Location	Description				Response procedure		Preventive Measures taken
				Type of Material	Quantity	Source, if known	Reason	Amount of Material Recovered	Material no longer exposed to storm-water (yes/no)	
2 nd Year Prior										
Date	Spill	Leak	Location	Description				Response procedure		Preventive Measures taken
				Type of Material	Quantity	Source, if known	Reason	Amount of Material Recovered	Material no longer exposed to storm-water (yes/no)	
3 rd Year Prior										
Date	Spill	Leak	Location	Description				Response procedure		Preventive Measures taken
				Type of Material	Quantity	Source, if known	Reason	Amount of Material Recovered	Material no longer exposed to storm-water (yes/no)	

