Auto Recycling Industry Compliance Guide

A guide to assist you in complying with environmental requirements.

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Commissioner

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Contact Information	
Oil & Chemical Spill Response Division Emergency Spill Reporting Information	 (860) 424-3338 (860) 424-3377
National Response Center	(800) 424-8802
Bureau of Air Management	(860) 424-3027
National CFC Hotline	(800) 296-1996
Bureau of Waste Management Hazardous Waste Compliance Assistance Office of Pollution Prevention Solid Waste Recycling Program Underground Storage Tank Program	 (860) 424-4193 (860) 424-3297 (860) 424-3365 (860) 424-3374
Bureau of Water Management Stormwater and Wastewater Discharge Programs Property Transfer Program	 (860) 424-3018 (860) 424-3705
Department of Motor Vehicles	(860) 263-5040
Connecticut Auto Recyclers Association Wayne Chagnot Donna Petrillo	 (800) 562-0137 (800) 922-8002

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Introduction

The Connecticut Department of Environmental Protection ("Department") recognizes that the Auto Recycling Industry plays an important role in the conservation of natural resources through the recycling and reuse of vehicle parts, automotive fluids and scrap metal. Auto recycling operators commonly encounter a broad range of environmental pollutants while processing vehicles and vehicle components. When these materials are not properly managed, pollutants can combine with stormwater run-off or be released directly to the environment and cause significant environmental damage, which can undermine much of the benefits gained from recycling and reuse.

Well operated and maintained auto recycling facilities use "everyday" practices to ensure that automotive materials and wastes are properly managed and that pollutants are appropriately contained. By following environmentally safe practices, auto recyclers can enhance their public image while minimizing the risk of a spill or release, and thereby avoid the potentially expensive remediation costs that can result.

It is with this in mind that the Department has developed this guide to assist you in managing your facility in compliance with environmental regulations. Included throughout this guide are numerous compliance tips and best management practices designed to enhance compliance and prevent pollution.

The guide is organized by the following subject areas:

- **Management Of Stormwater**
  Includes sample forms and templates that will assist you in complying with requirements of the stormwater general permit which are applicable to auto and auto parts recycling facilities.

- **Management Of Hazardous Waste**
  Includes guidance and information on performing hazardous waste determinations, determining the appropriate generator status and the associated requirements, including manifesting and container management. A sample inspection schedule and log is also provided.

- **Waste Handling And Disposal Requirements**
  Includes guidance for specific waste streams.

- **Other Environmental Requirements**
  Includes guidance pertaining to storage tanks, spill response, wastewater discharges, and operation of facility equipment (e.g. vehicle crushers).

Do's and Don'ts

- DO clean up spills right away.
- DO sweep up absorbent material and properly dispose of it at least daily.
- DO know where your drains go.
- DO plug any floor drains that would let a spill run into septic systems or storm drains.
- DO confine draining and dismantling of vehicles to one area.
- DO drain all vehicle fluids before crushing.
- DO crush vehicles on an impervious surface.
- DO use drip pans in all areas where fluids are drained.
- DO keep hoods down on stored vehicles.
- DO cover outdoor tire piles to prevent standing water.
- DO protect tires from sources of ignition.
- DO keep waste containers closed when not actively adding or removing waste.
- DO keep absorbent material in areas where fluids are generated, managed or stored.
- DO maintain all waste disposal records for a minimum of three years.
- DO maintain facility equipment such as forklifts to prevent fluid release.
- DO make sure employees are trained. You are liable for their actions.

- DON'T use vehicle fluids for dust or weed control
- DON'T mix your used oil with solvents, brake cleaner or antifreeze.
- DON'T pour fluids into a storm drain, septic system, dry well, on the ground or in the trash.
- DON'T wash spills into storm drains.
- DON'T burn trash, tires, pallets, shop rags, etc. on-site.
- DON'T throw undrained used oil filters in the trash.
- DON'T allow refrigerants to be vented to the air.
- DON'T dispose of spent absorbent in drains, on the ground, in the trash or in vehicles to be crushed.
- DON'T mix hazardous spent absorbent with non-hazardous spent absorbent.
- DON'T store wastes in containers that are unmarked or in poor condition.
- DON'T send your hazardous waste to an unpermitted facility.
- DON'T ship any hazardous waste off-site without using a manifest.
- DON'T store hazardous waste within 50 feet of your property line or near rivers, streams or storm drains.

Stormwater Management

Stormwater Management

Many activities at your yard can add pollutants to stormwater runoff which, in turn, pollutes the waters of the state. Stormwater can become contaminated with pollutants from engines, transmissions, radiators, batteries, brake and power steering systems, and gears that contain fluids. Improper collection and storage of fluids, used parts, solid wastes, tires, oil contaminated scrap parts and incoming wrecked vehicles can cause significant stormwater pollution. The Department has issued a general permit for the discharge of stormwater associated with industrial activity to assure that stormwater runoff from industrial facilities, such as auto recycling, is managed properly.

Do I Need to Register for the Stormwater General Permit?

If you are engaged in auto recycling activities such as dismantling motor vehicles to recover, use or sell auto parts or scrap metal, and stormwater discharges from your site via a storm drain, catch basin, pipe, channel, swale or other conveyance, then you need to register for the general permit. This includes businesses with SIC codes of 5015 (primarily engaged in dismantling motor vehicles for the purpose of selling parts) or 5093 (primarily engaged in dismantling motor vehicles for scrap).

How Do I Register for the Stormwater General Permit?

To obtain coverage under the General Permit for the Discharge of Stormwater Associated with Industrial Activity, you must complete and submit a registration form with the required $500 fee. A copy of the general permit can be obtained from the CT-DEP website at http://www.dep.state.ct.us/pao/download.htm#WasteGP or by contacting the Bureau of Water Management at (860) 424-3018.

What Are the Requirements of the General Permit?

You must develop and follow a stormwater pollution prevention plan for your site. You must also perform site inspections and annual stormwater monitoring. If your business operations consist strictly of auto recycling, you may use the attached model stormwater pollution prevention plan.

A stormwater pollution prevention plan or SWPPP is a document that you must develop for your site and have certified by a professional engineer. You may also be required to submit your SWPPP for formal review if requested by the Department. The SWPPP must describe your facility and its operations, identify potential sources of stormwater pollution at your site, and establish measures and controls (also termed Stormwater Best Management Practices ("BMPs")) to prevent or reduce the discharge of these pollutants. You must periodically review and update your SWPPP to: reflect changes at your site or in your operations, identify new potential sources of stormwater pollution, record any spills that may have occurred, and add new or modified BMPs necessary to protect against pollution. The main reason for following your SWPPP and keeping it up-to-date is to minimize the opportunity for pollutants at your site to reach rivers, streams or other surface waters.

See Appendix 1 for forms and templates that will assist you in complying with the stormwater general permit requirements.

Incoming Vehicles

Inspect all incoming vehicles as they enter your facility. Any leaks that you identify should be promptly contained with drip pans or absorbent materials. First, before any vehicle is placed in the yard for long-term storage or crushing, and before fluid-containing parts are dismantled, drain all fuel, brake fluid, motor oil, antifreeze, transmission oil, power steering fluid, windshield washer fluid, and Freon™ from the vehicle in the order that best fits your operation. Draining these fluids before placing the vehicle in the yard reduces the possibility of spills when parts are removed later, and time and cost to your business of cleaning up leaks and spills.

Draining gasoline from vehicle into storage tank.

Fluid Draining and Vehicle Dismantling Area

Your fluid draining and vehicle dismantling areas have more potential to contaminate stormwater than any other areas of your facility. Ideally, these activities should be conducted in the same area, which should be covered with a roof. Properly covering this area can eliminate contact with rainfall and is a great way to prevent stormwater pollution. Rain or snow can carry harmful materials like oil or gasoline into the soil and nearby streams, rivers, and lakes. Roofs not only keep out rain and snow, but also make the work area more comfortable for your workers.

You should also have a sealed concrete pad in the draining and dismantling area, and you should drain all vehicles on this surface. Draining over concrete makes spills and leaks easier to clean up and minimizes the chance of environmental harm. Use appropriate fluid removal and handling equipment, such as suction systems, drain racks, and/or funnels and stoppers for the containers. In addition to overhead cover, possible options include installing intercept trenches, berming the perimeter of the area, or using channels, swales, or grade breaks to divert the flow of stormwater around these areas.

Fluid Storage

Storing fluids properly helps cut down on the amount of contaminants that end up in stormwater. When fluids are removed, they should be transferred to the proper container. Fluid storage should be confined to designated areas that are covered and have adequate secondary containment. Keep drums containing fluids away from storm drains. Maintain good integrity of all storage containers. Do not leave open drain pans that contain fluids around the shop.

Spill Cleanup

It is important to clean up spills promptly and thoroughly. Keep appropriately sized and stocked spill kits available in the areas where you conduct the following activities:

- Dismantling and fluid removal
- Fluid storage
- Equipment maintenance
- Fueling
- Battery and parts storage
- Vehicle crushing

What should be in my spill kit?

- √ ***Absorbent socks or booms***
- √ ***Absorbent pillows and pads***
- √ ***Oil dry***
- √ ***Broom and shovel***
- √ ***Disposable bags or other containers***
- √ ***Safety goggles***
- √ ***Plastic gloves***

Parts Storage

Store engines, transmissions, and other oily parts (resale, core, or scrap) in a way that avoids exposure to rain or snowfall. This can include storing parts indoors, under a permanent roof on an impervious surface or in weather-proof, leak-proof containers. You may also place parts in vehicle bodies or provide temporary cover (like tarps) for parts as an interim measure.

Clean-up spills right away-no matter how small.

Lead acid battery components are toxic and corrosive and can contaminate the soil and water if handled improperly. Store batteries inside a building or outside in covered, non-leaking containers. Separate batteries from other wastes like paper, rags, garbage and flammable or hazardous chemicals. Monitor your battery storage area for leaks or deterioration, and take quick action to address any spills or leaks. Lime can be used to neutralize spilled battery acid. Never pour battery acid on the ground or into a storm drain!

Radiators removed from vehicles should be stored under a roof, tarp, or other cover, and raised up off the ground such that there is no contact with rainfall and surface drainage.

Vehicle Storage

If engines or fluid-containing parts remain in the vehicle when it is placed in the yard, a hood or other cover, such as a well-secured tarp, should be placed over the vehicle engine. Use drip pans under stored vehicles with leaks. Don't place vehicles on the ground where there is a heavy stormwater flow or close to an on-site storm drain. After vehicles are moved, scrape up dirt or gravel that was stained from leaks and drips. Manage the contaminated material in accordance with applicable regulations.

Equipment Maintenance

Schedule and perform periodic inspections and maintenance of equipment. Regular maintenance of equipment such as forklifts reduces the risk of breakdown and fluid release. Check equipment for leaks and spills and for malfunctioning, worn or corroded parts. Whenever possible, equipment maintenance should be done indoors and on an impervious surface. If equipment maintenance cannot be done under cover, use adequate spill control and/or cleanup measures.

Housekeeping

Routine housekeeping is important. Sweep and clean paved surfaces daily to reduce sediment and contaminant buildup. Clean out drain inlets periodically, especially before, during and after the wet season. Catchments, inlets, oil-water separators, oil booms, veils, waddles, tarps, and other pollutant-collecting materials need to be maintained regularly or they can become ineffective.

Do not leave pails or containers where they can be knocked over or forgotten.

Inspection

Visually inspect your site regularly to ensure that preventive maintenance, good housekeeping practices and other stormwater BMPs are properly implemented. Maintain a written log of these inspections, and increase the frequency of visual inspections during the wet season. Inspect oil containers, fueling areas and piping systems for leaks. If evidence of a leak is found, promptly repair or replace damaged parts to prevent future leaks. Conduct comprehensive site compliance evaluations in accordance with your stormwater pollution prevention plan; areas evaluated should include all auto, automotive fluids and auto parts handling, dismantling, storage and crushing areas. Inspections should be made during rainfall events whenever possible.

Training

Employee training is critical! Train appropriate employees on relevant stormwater management procedures, especially during the wet season and prior to rain or snow events. All employees must be trained upon their initial hire and at least once per year thereafter. Be sure to document all employee training.

Hazardous Waste Management

Hazardous Waste Determination

What is a Hazardous Waste Determination?

A hazardous waste determination is a procedure used to determine whether a waste is hazardous. All wastes generated from a business must be evaluated to determine if that waste is a hazardous waste.

What is a Hazardous Waste?

A hazardous waste is a solid, liquid or gaseous material that you no longer use, and either recycle, discard, or store until you have enough to dispose of properly. Hazardous wastes have certain properties that may cause serious injury or death or may pollute the land, air, groundwaters and surface waters of the state if not properly handled.

A waste may be hazardous either because it is specifically listed in the regulations (40 CFR 261 Subpart D) or because it exhibits certain characteristics. These characteristics are as follows:

Characteristic	Waste Code	Waste Streams that may Exhibit one or more Characteristics
Ignitability: a liquid waste that has a flash point lower than 140°F, ignitable solids, ignitable compressed gases and oxidizers	D001	Spent solvents, spent still bottoms, mineral spirits, oil-based paints, waste gasoline, old signal flares
Corrosivity: a waste that has a pH less than or equal to 2.0 or greater than or equal to 12.5	D002	Acid from lead-acid batteries, certain cleaners
Reactivity: a waste that is unstable, reacts violently, explodes or emits toxic fumes when mixed with water or is capable of exploding at room temperature and pressure	D003	Sodium azide in undeployed airbags
Toxicity: a waste that contains certain toxic organic chemicals or certain heavy metals such as cadmium, chromium, lead or mercury	D004-D043	Sludges, waste gasoline, contaminated oils, lead-acid batteries, mercury switches, lead wheel weights, certain pesticides and herbicides

How Do I Conduct a Hazardous Waste Determination?

A hazardous waste determination may be conducted either by having the waste tested by a state certified laboratory or by applying knowledge of the waste and its hazard characteristics. If applying knowledge, you must be able to clearly demonstrate how the knowledge was correctly applied in making the determination. For a current list of state certified laboratories go to www.dph.state.ct.us/BRS/Environmental_lab/InstateLabList.htm.

Hazardous Waste Determination

You may assume a waste is hazardous based on its characteristics or on past laboratory analysis provided there is no change in how the waste was generated. In some cases, you may use your knowledge of a waste to make a determination as to whether the waste is a characteristic hazardous waste. If you use such information to classify a waste as non-hazardous, you must maintain documentation supporting this determination. If you are not sure, have the waste tested. Keep in mind that a non-hazardous waste may become hazardous if contaminated or mixed with other materials and re-testing would be required.

You must review your waste streams on an annual basis to assure they are properly classified and re-test any waste streams that may have changed.

What Records am I Required to Keep?

You are required to keep all records of laboratory analysis, knowledge of process demonstrations and disposal records for a minimum of three years from the date the waste is shipped off-site.

Determining Your Generator Status

Once you have determined which of your wastes are hazardous, you must then determine how much hazardous waste you generate each month. Generators of hazardous waste are subject to different requirements, depending on the amount of waste they generate and store on-site. There are three types of hazardous waste generators:

1. Conditionally Exempt Small Quantity Generators (CESQG): facilities generating less than 220 pounds (100 kilograms or about 26 gallons) per month and accumulating no more than 2,200 pounds (1,000 kilograms or about 260 gallons) of hazardous waste on-site at any one time and that generate less than 2.2 pounds (1 kilogram) per month of acutely hazardous waste.*

2. Small Quantity Generators (SQG): facilities generating between 220 and 2,200 pounds (about 26 to 260 gallons) per month and accumulating no more than 2,200 pounds on-site of hazardous waste at any one time and that generate less than 2.2 pounds per month of acutely hazardous waste.*

3. Large Quantity Generators (LQG): facilities generating more than 2,200 pounds per month or accumulating more than 2,200 pounds on-site at any one time of hazardous waste, or that generate more than 2.2 pounds per month of acutely hazardous waste.*

*Acutely hazardous wastes are a subset of hazardous wastes that are particularly hazardous, and are therefore regulated in much smaller amounts than regular hazardous wastes.

Parts stored for resale.

Conditionally Exempt Small Quantity Generator

Many auto recycling facilities will qualify as CESQGs, which have the fewest requirements of the three hazardous waste generators. The requirements and best management practices (BMPs) for CESQGs are listed below.

Requirements for CESQGs:

- Ensure that your hazardous waste is disposed of at a permitted hazardous waste treatment or disposal facility, or at a household hazardous waste facility (or one-day collection event) that is permitted to take CESQG waste.

- If you hire a waste hauler to take away your hazardous waste, be sure that hauler has a valid EPA Identification number and transporter's permit to haul waste in Connecticut.

  To check on the status of a transporter or disposal facility, contact the Waste Engineering Enforcement Division (WEED) at 860/424-3023.

- Perform a hazardous waste determination on all the wastes you generate, and keep records of all test results and other information used to make these determinations for at least three years from the date that the waste was last sent off-site for disposal.
- Comply with Universal Waste requirements for any Universal Wastes that you generate. Universal Wastes are wastes that are subject to a special, reduced set of requirements in 22a-449(c)-113 of the Regulations of Connecticut State Agencies ("RCSA") incorporating 40 CFR 273, and include batteries, recalled pesticides, mercury thermostats, used electronics, and fluorescent lamps. (For more information on Universal Wastes, contact CT-DEP at (860) 424-3032 and request the fact sheet entitled "Universal Waste Rule.")
- Remember: if at any time your waste generation or storage amounts increase beyond CESQG levels, you must comply with the requirements for the higher generator category.

Best Management Practices for CESQGs:

- Look for ways to reduce or eliminate the generation of hazardous waste. If possible, completely eliminate the generation of hazardous waste and, thereby, avoid having to comply with hazardous waste requirements altogether.
- If you store waste in containers, keep them in an area that has an impervious base and secondary containment to capture any leaks or spills. Use containers that are compatible with the waste being stored, and keep waste containers away from other wastes or raw materials with which they may be incompatible. In addition, ensure that the containers are kept closed and in good condition. Immediately replace or over-pack any damaged or leaking containers. Do not store hazardous waste within 50 feet of the facility property line, or immediately adjacent to rivers, streams, or shorelines.

- If you store waste in tanks, provide the tank with an impervious base and secondary containment to capture any leaks or spills (or, as an alternative, use double-walled tanks). Maintain the tanks to ensure they remain in good condition. Ensure that the fill opening for the tank is properly equipped so as to prevent spillage down the outside of the tank, and keep this opening closed at all times except when filling the tank. Be sure that the waste(s) that you place in the tank are compatible with the tank, and do not store wastes that are incompatible with one another in the same tank.

- Inspect all waste storage areas on a regular basis (e.g., weekly), looking for leaks, spills, damaged containers, and other hazardous conditions. Correct any problems as quickly as possible. Document your inspections in a written inspection log. (A sample inspection schedule and log are provided in Appendix 2).

- If you discontinue the use of a tank or container storage area, remove all waste, thoroughly clean and decontaminate the area, and perform post-decontamination testing to confirm that no waste residues remain.

- Develop written emergency procedures to respond to leaks, spills, fires, storms, floods, etc.

- Provide training for all personnel involved in waste management. Include, at a minimum, training in proper waste handling and emergency response procedures. Keep a written record of all training that is provided.

Small Quantity Generator

Some auto recycling facilities will qualify as SQGs, which have more requirements than CESQGs, but fewer than LQGs. The requirements and best management practices for SQGs are listed below.

Requirements for SQGs:

- If you have not done so already, apply for and obtain an EPA Identification Number. To do this, you will need to contact CT-DEP and request EPA Form 8700-12, Notification of Hazardous Waste Activity. Once you have filled out this form and sent it to CT-DEP, you will be provided with the EPA ID Number.
- Be sure your waste hauler has a valid EPA Identification number and transporter's permit to haul waste in Connecticut.
- Ensure that your hazardous waste is disposed of at a permitted hazardous waste treatment or disposal facility (TSDF).

  To obtain EPA Form 8700-12 or to check on the status of a transporter or disposal facility, contact WEED at 860/424-3023.
- Perform annual hazardous waste determinations on all the wastes you generate, and keep records of all test results and other information used to make these determinations for at least three years from the date that the waste was last sent off-site for disposal.
- Prepare a hazardous waste manifest for each shipment of hazardous waste off-site, and retain a copy of the manifest for each shipment. Ensure that the required Land Disposal Restriction ("LDR") Notice (which may be obtained from the receiving facility) accompanies the initial manifested shipment, and retain copies of these notices on-site. (Note: The LDR notice is a one-time notification requirement, however, it must be updated when there is a change in the waste stream or the receiving facility).
- Ensure that you do not store hazardous waste on-site for more than 180 days.
- If you store hazardous waste in containers, mark each container with the words "hazardous waste", a description of the contents, such as the chemical name, and the date of initial accumulation. Store containers in an area that has an impervious base, and secondary containment that is capable of containing the volume of the largest container stored in the area, or ten percent of the total volume of waste stored in the area (whichever is greater). Use only containers that are compatible with the waste you are storing, and keep waste containers away from other wastes or raw materials with which they may be incompatible. In addition, ensure that containers are kept closed and in good condition, and immediately replace or over-pack any damaged or leaking containers. When shipping containers of hazardous waste off-site, ensure that they are properly packaged, marked and labeled in accordance with U.S. DOT shipping requirements for hazardous materials.
- If you store hazardous waste in tanks, mark each tank with the words "hazardous waste" and a description of the contents, such as the chemical name. Ensure that the waste is compatible with the tank (e.g., don't put corrosive waste in an unlined steel tank) and do not store wastes that are incompatible with one another in the same tank. Do not use uncovered tanks. Ensure that ignitable and reactive wastes that are stored in tanks are separated from sources of ignition or reaction (e.g., open flames, smoking, welding, sparks).

- If you discontinue the use of a tank or container storage area, remove all waste, thoroughly clean and decontaminate the area, and perform post-decontamination testing to confirm that no waste residues remain.
- Develop a written inspection schedule that lists the areas of the facility to be inspected and describes procedures to be followed during inspections. Perform inspections of all hazardous waste storage areas (weekly for containers, daily for tanks), looking for leaks, spills, damaged containers, and other hazardous conditions. Inspect emergency and safety equipment on a monthly basis. Correct any problems as quickly as possible. Document your inspections (and any corrective actions taken to address noted problems) in a written inspection log, and keep these records on-site for at least three years.
- Designate an emergency coordinator and post the name and telephone number of this coordinator next to the on-site telephones, along with the locations of fire extinguishers and spill control material, the fire alarm (if you have one), and the telephone number of the local fire department (i.e., 911). Make arrangements with local emergency response authorities to coordinate emergency services in the event of an emergency.
- Ensure that whenever hazardous waste is being handled, personnel have access to an internal alarm or emergency communication device.
- Train all personnel involved in hazardous waste management in proper waste handling and emergency procedures relevant to their specific job duties.
- Comply with Universal Waste requirements for any Universal Wastes that you generate. Universal Wastes are wastes that are subject to a special, reduced set of requirements in 22a-449(c)-113 of RCSA incorporating 40 CFR 273, and include batteries, recalled pesticides, mercury thermostats, used electronics, and fluorescent lamps. (For more information on Universal Wastes, contact CT-DEP at (860) 424-3032 and request the fact sheet entitled “Universal Waste Rule.”)

Remember: if at any time your hazardous waste generation or storage amounts increase beyond SQG levels, you must comply with Large Quantity Generator Requirements.

Best Management Practices for SQGs:

- Look for ways to reduce or eliminate the generation of hazardous waste. For some SQGs, eliminating even a small amount of waste generation will be enough to allow them to reduce to CESQG status.
- Do not store hazardous waste within 50 feet of the facility property line, or immediately adjacent to rivers, streams, or shorelines.
- If you store waste in tanks, provide the tank with an impervious base and secondary containment to capture any leaks or spills (or, as an alternative, use double-walled tanks). Ensure that the fill opening for the tank is properly equipped so as to prevent spillage down the outside of the tank.
- Develop written emergency procedures to respond to leaks, spills, fires, storms, floods, etc.
- Document the hazardous waste training that you provide to your employees.

Large Quantity Generator

Few auto recycling facilities are likely to fall into this generation category. However, for those that do, the applicable requirements for LQGs are listed below.

In general, LQGs must comply with the requirements for Small Quantity Generators, as well as the following, additional requirements:

- LQGs may not store hazardous wastes for more than 90 days.
- LQGs may not store containers of hazardous waste within 50 feet of the facility property line.
- LQGs that store hazardous waste in tanks must comply with numerous additional requirements. In particular, these tanks must be designed in accordance with special design and installation requirements, and must be tested for tightness prior to use. LQG tanks must also be provided with special secondary containment and leak detection systems, and spill prevention and overfill controls. LQGs are subject to special requirements in the event of a spill or leak, or if the tank becomes unfit for use. When LQGs permanently cease using a tank, they must perform special cleanup and decontamination activities, and, if the former tank storage area cannot be fully cleaned up, then the area must be closed in accordance with requirements for hazardous waste landfills. LQGs must have their tanks inspected by an independent, registered, professional engineer, and certified as to their integrity and compliance with the above requirements.
- LQGs must comply with special air emission standards for their on-site equipment (i.e., 40 CFR Subparts AA (process vents), BB (leaks from pumps, compressors, valves, pipes, etc.), and CC (containers and tanks).
- LQGs must have a written contingency plan that includes emergency procedures in the event of a fire, explosion, spill, or other emergency. This plan must include the names, addresses, and telephone numbers of all persons qualified to act as emergency coordinator, a list of all emergency equipment at the facility (including the locations and brief descriptions of each item on the list), and a facility evacuation plan. The plan must also describe arrangements with local emergency authorities to coordinate emergency services. A copy must be sent to local authorities including police and fire departments, area hospitals and emergency response teams.
- LQGs must have a formal personnel training program that provides both initial training and annual refresher training. The training program must include a written description of the training, a list of names, job titles and descriptions for all personnel involved in hazardous waste management, and records documenting that all required training has been provided. These records must be retained until closure of the facility (or for at least three years after an employee last worked at the facility).
- LQGs must submit biennial hazardous waste reports to CT-DEP, and keep copies of these reports for at least three years.

Hazardous Waste Category Summary of Requirements

	Conditionally Exempt SQGs	Small Quantity Generators	Large Quantity Generators
Hazardous Waste Generation Rate (per calendar month)	Less than 220 lbs of hazardous waste AND Less than 2.2 lbs of acute hazardous waste.	More than 220 lbs but less than 2200 lbs of hazardous waste AND less than 2.2 lbs of acute hazardous waste	More than 2200 lbs of hazardous waste OR more than 2.2 lbs of acute hazardous waste.
Max amount of Hazardous Waste on-site	2200 lbs.	2200 lbs.	No limit
Max. storage time	No limit	180 days	90 days
Waste Determination Required?	Yes	Yes	Yes
Generator EPA ID Number Required?	No	Yes	Yes
Manifest required for shipment off-site?	No	Yes	Yes
Permitted transporter required?	Yes	Yes	Yes
Allowed disposal facilities	Permitted hazardous waste treatment, storage, or disposal facilities; authorized household hazardous waste collection facilities.	Permitted hazardous waste treatment, storage, or disposal facilities	Permitted hazardous waste treatment, storage, or disposal facilities
Storage requirements	None. However, see BMPs for CESQGs.	See requirements for SQGs.	See requirements for LQGs.
Emergency Procedures/Plans	None. However, see BMPs for CESQGs.	Emergency coordinator and post information near on-site telephone.	Full written contingency plan.
Inspection requirements	None, However, see BMPs for CESQGs.	Written inspection schedule and log.	Written inspection schedule and log.
Personnel training requirements	None. However, see BMPs for CESQGs.	Employees must be familiar with waste handling & emergency procedures.	Written training plan and formal classroom training.
Record keeping requirements	Records of waste determinations (w/ test results)	Must retain manifests, waste determinations (w/ test results), and inspection logs.	Must retain manifests, biennial reports, waste determinations (w/ test results), inspection logs, and records of incidents requiring implementation of the contingency plan.
Biennial report?	No	No	Yes

Hazardous Waste Manifest

A hazardous waste manifest is a shipping document used to track hazardous waste. Hazardous wastes may not be shipped off-site without a manifest. The manifest serves as an immediate identifier for waste characteristics, potential incompatibilities, quantities, etc. in the event of a serious accident involving the shipment.

When is a Manifest Used?

A manifest is used when a generator offers hazardous waste for transportation to off-site waste facilities. A manifest may also be used to transport non-hazardous wastes in some special cases. Most states have their own version of a manifest. A single manifest typically consists of 8 copies, each designated for specific destinations.

Manifests may be obtained from the waste hauler who usually supplies the manifest for waste shipments. For waste shipments of hazardous waste destined for states other than Connecticut, special manifests may be needed. *For questions regarding manifests, call 860/424-3375.*

What Do I Do With All the Copies?

After filling out the informational sections of the manifest and after obtaining the appropriate signatures, you must distribute copies as follows:

As the generator, you must retain copies 6, 7, and 8 and a signed copy of the land disposal restriction (LDR) notification/certification prior to the transporter leaving your site. Copy 6 must be mailed to the state regulatory agency where the waste is being disposed and copy 7 must be mailed to the Connecticut DEP within 5 days of shipment. Copy 8, and copy 3 once received from the TSDF must be retained by the generator on-site. If the TSDF does not return a signed copy (copy 3) of a manifest to the generator within 45 days indicating that the waste was accepted at the facility, the generator is required to submit an exception report to the DEP.

Typically attached to hazardous waste manifests are LDR notification/certification forms. LDR forms indicate to the TSDF that the waste either meets or exceeds certain technical treatment standards. The LDR notice is a one-time notification requirement, however, it must be updated when there is a change in the waste stream or receiving facility.

What Information Goes on a Manifest?

The information to be entered on the manifest includes facility description (i.e. EPA ID number, address, phone number, contact person), proper DOT shipping name, hazard class and UN/NA number for the hazardous waste, hazardous waste code, type and quantity of container(s), additional descriptions and emergency information.

Record Keeping

Copies of manifests, exception reports, and LDR notification/certification forms are required to be maintained on-site for three years from the date of the shipment.

Container Management

Containers are **portable** devices used for collecting, storing, treating and transporting hazardous waste. They can be of any size which, generally, can be easily moved. Some common examples include: five-gallon safety cans, 55-gallon drums and 30-cubic yard roll offs.

How Long Can I Keep Containers On-site?

Allowable storage limits vary depending on your category of waste generation (i.e. LQG, SQG). If you are an LQG, you have 90 days to ship that waste off site. If you are an SQG, you have 180 days (or 270 days if you ship the waste greater than 200 miles). A CESQG has no time limit for storage of hazardous waste as long as the amount of waste does not exceed 2, 200 lbs(1,000 kilograms or about 260 gallons).

When Does the Time Limit Begin?

The time limit begins when the first drop of hazardous waste is placed in a container. If waste is collected in a **satellite accumulation container**, the time frame starts after the satellite container becomes full.

What is a Satellite Container?

A satellite container is a container placed at or near the process that generates the waste. It is used for the routine/repetitive collection of hazardous waste from a specific process, such as a vehicle dismantling area where waste fluids are continually generated, and is subject to reduced requirements .

What are the Reduced Satellite Container Requirements?

Satellite containers must be located where hazardous wastes are generated and under control of a process operator. Each container must be labeled with the words “hazardous waste” and a description of the waste, such as the chemical name. Containers must remain closed except when adding or removing waste. Satellite storage containers cannot exceed 55 gallons, or one quart of acutely hazardous waste listed in 40 CFR 261.33(e). Once full, the container must be moved to a container storage area within 72 hours. The full containers are subject to all container management requirements.

What are the Container Management Requirements? (The following requirements apply to LQGs and SQGs and are recommended for CESQGs).

Hazardous waste containers must be labeled with the words “hazardous waste”, a description of the waste, such as the chemical name, and the date of accumulation. For satellite containers, the date of accumulation begins when the satellite container (55-gallon or one-quart for acutely hazardous waste) becomes full. For all other containers, the date of accumulation is the date that waste was first placed in the container. If the material in the container is unknown, it must be managed as a hazardous waste until laboratory analysis provides the information necessary for proper hazardous waste determination. The label should identify that the material is unknown and that laboratory analysis is pending.

Do not stack barrels or other waste fluid containers.

Container Management

All containers used for the storage of hazardous waste must be in good condition. If a container begins to leak, transfer the contents to another container. Containers must be closed, except when adding or removing waste.

Container storage areas must be inspected for signs of leakage, corrosion, deterioration, etc. Inspections must be conducted at least weekly and each time waste is added to, or removed from the area. For LQGs, reactive and ignitable waste must be stored at least 50 feet from the property line.

Containers must be compatible with the waste, and cannot contain residue that might be incompatible with the waste being stored. Examples of compatible containers for some waste types are nitric acid in stainless steel, and flammable liquids in steel containers.

Do not place containers near incompatible materials or wastes unless they are separated by a berm, dike, wall or other suitable device.

What are the Requirements for Areas Where Containers are Stored?

Hazardous waste must be stored in areas that provide secondary containment to prevent runoff of accumulated liquids. The base of the area must be impervious to the type of waste stored and free from cracks, gaps, chips, etc. Secondary containment systems must be able to contain the volume of the largest container or 10% of the volume of all containers in storage, whichever is greater.

The area must be designed to prevent liquids from coming in contact with the containers. Sloping the base to drain liquids away from the containers, or placing the containers on raised platforms (pallets) may accomplish this. Liquid in the containment system must be removed as soon as possible and tested to determine if it is hazardous. It is recommended that outdoor storage areas be covered (roofed) to prevent rain accumulation.


Container storage area with containment.

Storage areas must be designed to prevent run on (rain water, flooding, etc), or have excess containment capacity to contain the run on, in excess of the containment volume noted above.

Adequate aisle space must be maintained around the containers to allow unobstructed movement of personnel and emergency response equipment. A minimum of 30-inch aisle space is recommended.

Emergency response equipment which is suited to the types of waste generated must be maintained, in good working condition. Some examples include fire extinguishers, absorbents, non sparking shovels, overpack containers and personal protective equipment. There must be a communications system nearby which can be used to summon help in the event of an emergency. This could be a telephone, radio, alarm system, etc.

Waste Specific Fact Sheets

Potential Waste Streams

Waste Stream	Recommended Handling Method
Absorbents	Disposal is dependent the waste absorbed. Handle as hazardous waste if absorbed material is hazardous or conduct hazardous waste determination if unknown.
Air Bag Cartridges	Undeployed airbags can be sold for reuse or disposed of at a permitted hazardous waste facility by a permitted transporter.
Antifreeze	Can be reused. Recycle with on-site equipment, on-site mobile service or off-site at a permitted recycling facility.
Brake Fluid	May be mixed with used oil if not contaminated by a hazardous waste.
Degreasers	Conduct a hazardous waste determination and recycle through service provider. If determined to be hazardous, dispose of at a permitted hazardous waste facility by a permitted transporter.
Gasoline/Diesel	Use in facility vehicles. If not fit for use, dispose as hazardous waste or send for fuel blending.
Gear Oil	May be mixed with used oil if not contaminated by a hazardous waste.
Hydraulic Fluid	May be mixed with used oil if not contaminated by a hazardous waste.
Lead Acid Batteries	Must be recycled; avoid storing for more than 6 months.
Mercury Switches/lamps	Contract with a permitted hazardous waste transporter to haul to a permitted recycling or disposal facility.
Power Steering Fluid	May be mixed with used oil if not contaminated by a hazardous waste.
Rags	Conduct hazardous waste determination. If hazardous, manage as a hazardous waste by sending to an industrial laundry service or disposing of at a permitted disposal facility.
Refrigerants/CFCs	Recover using EPA approved equipment; do not release to the air.
Scrap Metal	Recycle.
Tires	Recycle, sell or dispose of properly; do not accumulate over 10 cubic yards of tires (approximately 70 to 80 tires).
Transmission fluid/filters	Recycle fluid with used oil, drain filter and recycle.
Used Oil	Ship off-site for recycling or burn on-site in space heater provided certain conditions are met.
Used Oil Filters	Drain oil, recycle filter.

Absorbents

Absorbents are materials used in the containment and absorption of spilled liquids such as used oil, solvents or other hazardous materials. Material as simple as kitty litter or speedi-dri to specialized foam as well as absorbent socks or booms can be used to absorb spills. Whether the absorbent is considered a hazardous waste after use depends on the type of material the absorbent was used to clean-up. As with any other waste it is up to the generator to determine the regulatory status of each waste generated and manage it appropriately. Even if used absorbents are not a hazardous waste they can still be a risk to workers and the environment if not managed properly.

How Should I Manage Used Absorbents?

Used absorbents destined for disposal are considered a hazardous waste if they contain any residue that is a hazardous waste such as many solvents and must be managed in the same manner as that hazardous waste. At the minimum, used absorbents must be managed as a Connecticut Regulated Waste with the designation CR05. Connecticut regulated wastes may only be treated or disposed of at a facility permitted to receive that type of waste.

Do not put spent absorbent in vehicles to be crushed or shredded, in drains, on the ground, or in the regular trash.

- Soak up leaks and spills as soon as they occur and remove them in a timely manner.
- Maintain absorbent material in areas where fluids are generated, managed or stored.
- Store the used absorbent material in a covered and labeled container.
- Be prepared before a spill. Purchase pre-made spill kits and place them in readily accessible areas of your shop or make your own spill kits.
- Manage absorbent that comes in contact with hazardous waste as a hazardous waste.
- Do not mix spent non-hazardous absorbent with spent hazardous absorbent.
- Maintain records of waste determinations and disposal receipts for at least 3 years.

Used Oil Absorbents

- Absorbents that are dripping with used oil should be managed in the same manner as used oil. (See used oil section, page 44)
- Avoid mixing used oil absorbents with other absorbents that you have used to clean up materials such as gasoline, battery acid, antifreeze, and solvents.

Aerosol Spray Cans

Auto recycling facilities use aerosol spray cans that contain paints, hydrocarbon lubricants and cleaners. Partially empty aerosol spray cans may be regulated as hazardous waste if discarded. Even an aerosol spray can that is empty of product may still contain propellant which would be a hazardous waste until completely discharged due to its reactivity.

How Do I Manage Aerosol Spray Cans?

- Completely use up a spray can before starting another.
- Do not spray the contents into the air just to use it up to avoid proper disposal.
- If a spray can malfunctions, discard as a hazardous waste or return to supplier.
- Spray cans that are completely empty and that contain no propellant must be recycled as scrap metal.

If the aerosol spray can is not completely empty, you have two options: (1) collect the cans and dispose of as a hazardous waste (the waste would be classified as reactive (D003) and by the characteristics of the material in the can); or (2) purchase an aerosol can puncturing system to puncture the cans, collect the residual liquid, dispose of the cans as scrap metal and manage the residual liquid as hazardous waste.

Aerosol Can Puncturing Device

Aerosol cans can be punctured with an approved device (one that can safely puncture the can, contain the residual contents and filter excess propellant) and sold as scrap metal. Prior to puncturing a can it must be determined if the residual propellant is compatible with the residual from other cans. The process of puncturing and emptying the aerosol can is part of a recycling process that is exempt from RCRA regulations. Aerosol cans must be (1) punctured so that most or any liquid remaining in the can may flow from the can and (2) drained so as not to contain any significant liquids. This process releases residual propellant from the can making it safe for disposal as a solid waste or sold as scrap.

Example of a can puncturing device.

Any of the liquid or contained gases removed from the aerosol cans would be subject to regulation as hazardous wastes if they are listed in Subpart D of 40 CFR 261 or if they exhibit any characteristics of hazardous waste as described in Subpart C 40 CFR Part 261. Also, any filters or treatment equipment that contains residues from the cans must be managed as a solid waste and would be subject to hazardous waste determinations.

Air Bags

Air bag cartridges contain an explosive chemical, sodium azide. If the air bag has not been deployed, the material is dangerous to handle. It can explode, cause burns if it gets on unprotected skin, and severely irritate the lungs if inhaled.

How Do I Manage Air Bags?

Undeployed air bags should never go through a crusher. Many vehicles now contain multiple air bags. Be sure to remove all undeployed airbags prior to crushing.

Air bag cartridges that have not been deployed are a hazardous waste unless they are reclaimed. If you plan to dispose of air bag cartridges, they must be managed as a hazardous waste.

If the air bags have been deployed, the material is no longer dangerous, and you will not have to take special precautions. If a vehicle contains a deployed air bag, the air bag does not need to be removed prior to crushing.

Store undeployed air bags indoors, protected from the weather, until they can be resold.

If airbags are being sold for reuse, maintain the shipping papers on-site that indicate the name of the reclaimer, the date of transfer, and the quantity of air bags/cartridges shipped for at least three years.

Antifreeze

Antifreeze can pollute groundwater, surface water and drinking water supplies if dumped, spilled or leaked, and is a serious health hazard to humans or animals if ingested. While in an engine, antifreeze can become contaminated with lead or fuel to the point where it must be managed as a hazardous waste. There are two types of antifreeze: Antifreeze with ethylene glycol, a greenish-yellow, odorless, sweet-tasting chemical which poses a serious health hazard to humans and animals if ingested, and antifreeze with propylene glycol which is less toxic.

How Do I Manage Antifreeze?

- Antifreeze drained from vehicles may be reused in on-site vehicles. If not re-used on-site, antifreeze should be recycled.
- You must conduct a hazardous waste determination to see if your waste antifreeze is a hazardous or non-hazardous waste.
- Store waste antifreeze in a separate container. Label the container "Waste Antifreeze." If the waste antifreeze is a hazardous waste, the words "Hazardous Waste" must also appear on the label. Do not mix with other wastes and chemicals.
- If recycling different types of antifreeze, make sure to store them in separate containers.
- Use drip pans and funnels when transferring antifreeze to minimize spills.
- Wear eye protection, clothing that covers exposed skin and rubber gloves when transferring antifreeze. Pour slowly and carefully to avoid splashing.
- Provide containment to prevent any spills from entering ground water or stormwater.
- Do not discharge antifreeze to the ground, storm drains, septic systems or sanitary sewers or to surface waters.
- Keep antifreeze storage containers closed at all times.
- Recycling options for antifreeze include:

    1. Purchase on-site recycling equipment and recycle at your facility. Conduct a hazardous waste determination (i.e., test the residue or filter cartridge) at least one time to determine if the waste is hazardous. If determined hazardous, the residue or filter cartridge must be managed as a hazardous waste. Keep a copy of the test results and manifests for off-site disposal in your files. If you are recycling antifreeze that is hazardous, you are required to file a recycling registration with the CT-DEP. Contact WEED at 860/424-3023 to determine if a registration is required for your recycling process.
    2. Contract with an on-site mobile recycling service that is permitted by CT-DEP to recycle antifreeze.
    3. Contract with a hauler that recycles the antifreeze off-site. If recycling off-site, use a CT-DEP permitted hauler for transportation to a permitted facility for recycling, treatment, storage or disposal.

        A list of permitted recyclers and transporters can be obtained from the CT-DEP by calling 860/424-4193.

Non-RCRA-Hazardous "Connecticut-Regulated" Wastes

If a waste is neither characteristically hazardous nor listed, then it is not subject to Connecticut's hazardous waste requirements. However, under separate state law [CGS Section 22a-454], certain wastes may not be disposed of at regular solid waste (i.e., trash) disposal facilities, but must instead be sent to specially-permitted facilities that are equipped to handle industrial wastes. In general, the kinds of non-hazardous wastes that are subject to these special requirements include waste oils, petroleum or chemical liquids, and chemical solids (generally referred to collectively as "Connecticut-Regulated Wastes").

Some examples of CT-Regulated Waste that might be generated at auto recycling facilities may include:

- Non-hazardous paint-related wastes (e.g., sandblasting grit, sanding dust, paints, solvents, cleanup residues, etc.)
- Non-hazardous rags/wipers contaminated with oil, grease, cleaners, paints, solvents, etc.
- Non-hazardous antifreeze
- Non-hazardous waste diesel fuel
- Used oil

These wastes cannot be placed in an on-site trash dumpster, but must instead be segregated and picked up by a hauler that is permitted to transport Connecticut-Regulated Wastes.

However, there is an exemption from transporter permit requirements for "waste chemical solids" (e.g., dried latex paint or paint chips). Such wastes do not have to be hauled by a permitted transporter, but they must still be sent to a permitted storage treatment or disposal facility. If sent to a facility in Connecticut for treatment or disposal, this facility must be permitted to take Connecticut-Regulated Wastes. There are no requirements for generators of these materials, other than that they ensure that they are properly disposed.

Best Management Practices

- Store these materials in manner similar to that for hazardous waste (i.e., in secure, closed containers, in a storage area with an impervious base and secondary containment, etc.).
- When the material is shipped, the law does not require that the generator prepare a waste manifest. However, as a practical matter, generators will often find that their haulers will ask for one (either for their recordkeeping purposes, or because it is required under the receiving facility's operating permit).

Gasoline or Diesel Fuel

Waste fuel is contaminated gasoline or diesel that cannot be used in vehicles. Under most circumstances, waste gasoline is a hazardous waste because it is ignitable and must be managed as a hazardous waste, and waste diesel fuel is a Connecticut Regulated Waste. You must send waste fuel to a permitted disposal facility or a permitted fuel blending facility.

If fuel is reusable, it should be stored in appropriate containers and clearly labeled "Reusable Gasoline" or "Reusable Diesel." Reusable fuel may be used in facility or employee vehicles.

How Do I Manage Waste Fuel?

Waste fuel must be stored in containers meeting DOT specifications and must be in good condition. This means no visible leaks, severe rusting, bulging or major dents.

Waste fuel storage containers must be located within your property limits, at least 50 feet from your property boundaries. Do not accumulate waste fuel on-site for longer than 180 days. Do not mix waste fuel with any other waste streams without written permission from your waste hauler.

Labeling. Containers must be labeled with the words "hazardous waste" and other words that describe the contents such as "waste fuel" or "waste gasoline".

Verify that all shipments of waste fuel are removed from your property by a state permitted transporter and taken to a state approved disposal facility. You can check on your transporter's and disposal facility's permits by contacting DEP.

Spill Control. If a spill occurs, you must perform the following cleanup steps:

1. Stop the release;
2. Contain the released waste fuel;
3. Clean up and properly manage the released waste fuel and other materials; and
4. If necessary, repair or replace any leaking waste fuel storage containers or tanks prior to returning them to service.

If you store waste fuel outdoors, the storage area must be addressed in your Spill Prevention Control and Countermeasure (SPCC) Plan. (To obtain a copy of the CT-DEP Fact Sheet entitled "Spill Prevention Control and Countermeasure Plans" contact CT-DEP at 860/424-3297).

Record Keeping. Keep all records related to the storage and disposal of waste fuel on-site for at least three years.

Lead Acid Batteries

If handled improperly, lead acid batteries removed from vehicles pose certain hazards. Battery components are toxic and corrosive, and can also be a fire and explosion hazard. Lead and sulfuric acid can contaminate the air, soil and water. Direct contact with sulfuric acid can burn the skin and eyes. Exposure to lead in the environment can pose a serious health hazard to children. Lead is also very toxic to aquatic life.

How Should I Manage Lead Acid Batteries?

- Spent lead acid batteries must be recycled in Connecticut, and cannot be disposed of with other solid wastes.
- There are **two options** for managing spent lead acid batteries prior to sending them for off-site reclamation. Batteries can be managed according to the (1) Universal Waste Rule or (2) lead-acid battery recycling rules.

Batteries stored improperly.

1. Universal Waste Rule requirements. Facilities that store less than 5,000 kilograms (11,000 pounds) of spent lead-acid batteries would be classified as "Small Quantity Handlers" under these rules. Such handlers are required to:

- Mark all batteries (or containers holding such batteries) with the words "Universal Waste - Batteries," "Waste Batteries," or "Used Batteries."
- Store batteries for no more than one year before sending them off-site for recycling.
- Place any battery that shows signs of leakage, spillage, or damage in a container that is kept closed, structurally sound, and compatible with the contents of the battery.

Store lead acid batteries in fiberglass or plastic containers made especially for battery storage.

- Immediately contain any releases of batteries or electrolyte.
- Before shipping batteries off-site, ensure that they are packaged, marked, labeled, and placarded in accordance with U.S. DOT rules for hazardous materials.
- Ship the batteries to another Universal Waste handler, or to an authorized destination facility for recycling. Prior to shipment, ensure that the receiving facility agrees to receive the shipment. Any shipments that are rejected must be taken back or directed to another handler or destination facility.
- If you transport batteries from one site to another, you must comply with Universal Waste transporter requirements [40 CFR 273 Subpart D].

2. **Lead acid battery recycling rules**. Persons managing their lead acid batteries under this set of rules must:

Batteries stored on a containment pallet and covered.

- Segregate batteries from paper, rags, garbage, flammables, scrap metal or hazardous chemicals by means of a dike, berm, wall or other physical barrier.
- Store spent lead acid batteries on an impervious surface and inspect spent lead acid batteries weekly for leaks and deterioration.
- Open, handle or store spent lead acid batteries so that the battery case does not rupture, leak, or produce short circuits.

Regardless of which set of rules lead-acid batteries are managed under, a hazardous waste determination must be conducted on spilled acid and broken lead acid batteries, and on any materials used to clean a spill, to establish whether or not their disposal is subject to hazardous waste regulations.

What Else Can I Do?

- Avoid long-term storage of lead acid batteries by sending accumulated batteries to a reclaimer within six months of receipt. Limit accumulation of large quantities of spent batteries. If necessary, ship more frequently.
- Store spent lead acid batteries upright in a secure location, protected from the elements.
- Never stack batteries directly on top of each other. Store on acid-resistant racks or shelving, or layer with wood.
- Never drain batteries or crack the casings.
- Place cracked or leaking batteries in a sturdy, acid-resistant, leak-proof, sealed container (e.g., a sealable 5-gallon plastic pail). The container should be kept closed within the battery storage area.
- Strap batteries to pallets or wrap batteries and pallet in plastic during transport.
- Keep written records of weekly inspections of spent lead acid batteries.

Leave lead battery cable ends attached to scrap batteries for recycling.

Mercury Switches

Mercury is released into the environment when mercury switches are not removed prior to compacting or shredding vehicles. Mercury is highly toxic to humans and the environment. It accumulates in the tissues of fish and other organisms in mercury-containing water and may be carried up the food chain to humans.

Where Is Mercury Found on a Vehicle?

Vehicle trunk and hood light switches can contain mercury. A mercury switch is probably being used if the light goes on when the hood is partway up, or you can see that the bulb housing is deliberately mounted at an angle to the hood. Most cars containing mercury switches are American makes and models.

In addition to the mercury switches in convenience lighting, some relays may contain mercury switches to activate airbags, anti-lock brakes (primarily found in four-wheel drive vehicles), some seat belt systems, and some automatically adjusting suspension systems. Some agricultural equipment, military vehicles, mass transit vehicles, and fire hook and ladder equipment also contain mercury switches.

How Are the Switches Removed and Managed?

- Remove the mercury switches before the vehicle is crushed. This can be done at the same time as removal of vehicle fluids, batteries, refrigerants and non-deployed airbags.
- Cut the power supply wire attached to the base of the light fixture

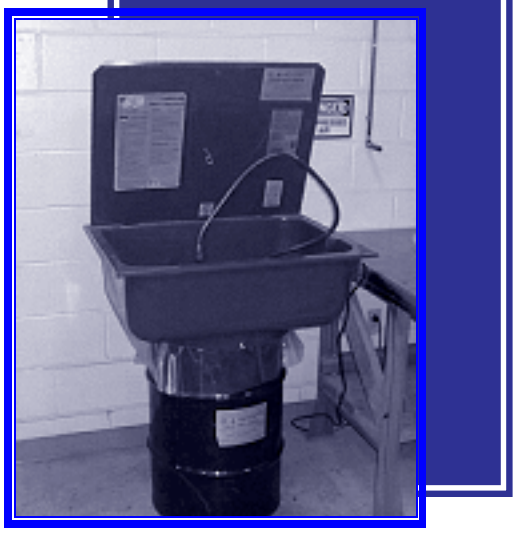
Proper mercury switch disposal container.

- Remove any fasteners in order to separate the entire fixture from the vehicle.
- Carefully remove the mercury switch from the fixture. If the switch cannot easily be removed, put the entire fixture in the collection container. Removing the switch from the fixture will save storage space and may also save on disposal costs.
- If the switch or the assembly looks damaged or corroded, place the fixture in a separate plastic container, like a yogurt tub, to prevent leakage.
- Place switches in a covered, heavy plastic labeled container with secondary containment. Do not use tin or aluminum containers because mercury may combine with these metals and leak through the seams. Mercury is classified as a hazardous waste with waste code D009.

Parts Washers/Degreasers

Degreasers used to clean metal parts may be organic solvents (chlorinated or non-chlorinated) or aqueous (water-based) cleaners. Organic solvents usually contain volatile organic compounds (VOCs), which can evaporate quickly. Many VOCs combine with combustion emissions to form ground level ozone, a major component of "smog." Ozone damages lungs and degrades many materials. When solvents are released and reach water, even in very small quantities, they may render the water unfit for human consumption and uninhabitable for aquatic life. Many organic solvents are also combustible, which may pose a fire hazard.

How Should I Manage My Parts Washer?



Solvent parts washer

- A hazardous waste determination must be conducted to establish whether or not disposal of waste solvents and parts washer solutions is subject to hazardous waste regulations.
- Any parts washer that uses VOCs at room temperature must follow these equipment design and operating procedures:
  1. The cover must be easily operated with one hand and closed whenever the parts washer is not being used for 2 minutes or more.
  2. Parts must be covered during draining.
  3. Waste solvent must be stored in covered containers.
  4. Cleaned parts must be drained for at least 15 seconds, or until dripping ceases, whichever is longer.
  5. Degreasing solvent must be sprayed as a compact fluid stream (not a fine, atomized, or shower type) and at a pressure which does not exceed 10 psi.
  6. Operation must cease at the occurrence of any visible solvent leaks.
  7. Post labels on or near each unit summarizing the applicable operating requirements.
  8. Keep monthly records on the amount of solvent added to each unit and maintain on-site for at least three years.

What Else Can I Do?

- Use aqueous (water-based) cleaners containing no VOCs. Toxic degreasing solvents and those containing VOCs may be subject to more stringent regulatory requirements. Don't use a toxic or flammable organic solvent if you don't have to. Aqueous spray cabinets and ultrasonic units can clean even difficult-to-clean parts such as wheel bearings.

Parts Washers/Degreasers

- Use oil skimming and filtration to extend aqueous solution life. Skimmed oil can be recycled along with used oil. Spent filters can sometimes be recycled along with used oil filters.
- Very heavily soiled parts should be pre-cleaned by wiping with a rag.
- Do not contaminate cleaning solution with other degreasers such as aerosol solvents. Chlorinated organic solvents and other hazardous chemicals may be included in such products as carburetor cleaners, engine degreasers, and brake cleaners. Always check for hazardous ingredients on the Material Safety Data Sheets (MSDS) provided by the vendor.

Using an aqueous-based parts washer.

- Before purchasing or leasing an aqueous parts washer - 1) check with other facilities to learn about the unit's performance and 2) ask vendors for a trial period to test out the unit at your facility.
- Never discard any degreasers into sinks, floor drains or onto the ground.

Rags

Contaminated rags (also called wipes, wipers, and shop towels) that are improperly managed may pose fire, health and environmental risks.

How Do I Manage Used Rags?

Keep oily rags separate from other rags that have been contaminated with hazardous materials such as solvents.

How used rags are managed depends on what they are contaminated with. If the used rag is:

- Dripping with used oil, manage as used oil (see Used Oil Fact Sheet).
- Contaminated with used oil, but not dripping, test for hazardous waste then properly manage.
- Contaminated with paints or solvents, or other hazardous materials, manage as hazardous waste.

Remove excess solvent from rags by wringing or pressing excess into a coverable container, or store rags in a double-bottomed drum that allows the solvent to drip where it can be collected and recycled or managed appropriately.

- Contaminated with non-hazardous materials such as waxes, polishing compounds, etc., manage as solid waste if only a small number are generated (1 or 2 per dumpster). If significant numbers of these rags are generated, however, they must be segregated and managed as Connecticut-regulated waste.
- Contaminated with other material (or only with mild cleaners or soaps), dispose of in regular trash.

If you lease rags and have them laundered, and they are contaminated with hazardous waste, you must manage them as hazardous waste until they are picked up for laundering. However, they do not require a hazardous waste manifest.

Store ignitable rags in NFPA approved, labeled containers until they are picked up for laundering or disposal.

Contract with a permitted industrial laundry service that delivers clean cloth rags and will pick up the soiled rags on a regular basis. The laundry service may require you to limit the solvent and other chemical content of the soiled rags because of the limits on their permit to discharge wastewater into the sanitary sewer.

All laundries in Connecticut that handle industrial rags must have a wastewater discharge permit from the CT-DEP. Have your laundry service certify that they hold the appropriate permits and they are in compliance with the permit conditions. For a list of facilities that have valid discharge permits and their compliance status with the permit conditions, call the CT-DEP at 860/424-3018 and ask for the "engineer of the day".

Proper storage of used rags

Refrigerants (CFCs)

Refrigerants (often referred to as CFCs or Freon™) are the chemicals used in vehicle air conditioning. When released into the air, they rise into the upper atmosphere where they damage the protective ozone layer in the stratosphere. The ozone layer absorbs the sun's harmful ultraviolet (UV) radiation, and as it is damaged, living things on the earth become exposed to harmful UV radiation which can lead to skin cancer and cataracts.

How Do I Manage Refrigerants (CFCs)?

It is illegal to vent any refrigerant to the environment during recycling or disposal. Refrigerants must be removed from a motor vehicle air conditioner (MVAC) using EPA-approved recycling/recovery equipment. The recovered refrigerant may be sent to a reclaiming facility or MVAC service center.

Do not conduct any activity that will release refrigerant into the air such as cutting lines, disconnecting hoses, or crushing vehicles before removing refrigerant.

- If the refrigerant is sent off-site to a reclamation facility, then refrigerant must be recovered using EPA approved equipment that reduces the system pressure to 102 mm (4 inches) of mercury vacuum. There is no restriction on who performs the recovery, however you must certify to EPA that you have acquired and are using the required equipment.

- If the refrigerant will be sent to an MVAC service facility for charging or recharging into an MVAC or MVAC-like appliance without prior reclamation, then the same rule applies, but there is a further restriction. Prior to such charging or recharging, the refrigerant must be recovered using approved refrigerant recycling equipment dedicated for use with MVACs and MVAC-like appliances. The recovery process must be performed either by a certified technician, or by an employee, owner, or operator of, or contractor to, the auto recycling facility.

What Records Do I Need to Keep?

If you recover refrigerant from MVACs for purposes of disposal you must certify to EPA on the form provided in Appendix 3 that your equipment meets the required standards.

Anyone who sells or distributes any ozone-depleting refrigerant must retain invoices that indicate the name of the purchaser, the date of sale, and the quantity of refrigerant purchased.

For more information on refrigerants, training and certifications, contact the EPA at (800) 821-1237 or (617) 918-1858, or the National CFC Hotline at (800) 296-1996, between 10:00 a.m. to 4:00 p.m. Monday through Friday, or the CT-DEP's Bureau of Air Management at (860) 424-3027.

Scrap Metal and Scrap Catalytic Converters

Scrap metal is defined as bits and pieces of metal parts (e.g., rods, bolts, wheel weights) or metal pieces that may be combined together with bolts or solder (e.g., radiators, scrap automobiles) which when worn or unneeded, can be recycled. Some scrap parts contain lead — a well-known toxic substance and potential pollutant. Scrap catalytic converters contain platinum — a valuable, recyclable metal. Managing scrap safely will prevent contamination at your site.

How Do I Manage Lead Scrap?

Lead wheel (tire) weights and battery cable ends are common sources of lead. Lead is also found in radiators, heater cores, steering columns, soldered parts (such as circuit boards) and electronic components. Before removing parts such as radiators or heater cores, drain fluids carefully to prevent spills and manage them appropriately. If you need to use a cutting torch, wear respiratory protection, such as a respirator with appropriate filters, to reduce the risk of breathing airborne lead that could be released by heating lead scrap.

Store scrap items containing lead in a covered container that is capable of handling the excessive weight of the lead. Marking the container "Lead Scrap" will help ensure non-lead scrap is not mixed with it. Large scrap items, such as radiators that cannot be stored in a covered container, should be stored in such a way that will prevent contact with rain, snow and stormwater runoff. Battery cable ends can be left attached to the battery and recycled along with the battery. Recycle lead parts with a metals or battery recycler.

After working with lead scrap, always wash well before eating or smoking to avoid ingesting lead.

Maintain receipts for all scrap metal shipped off-site (including vehicles for shredding) for at least 3 years.

How Do I Manage Scrap Catalytic Converters?

Catalytic converters, which contain platinum, a valuable, recyclable metal, are seldom resold as parts by facilities. Most facilities recycle catalytic converters by selling them to core buyers or scrap recyclers.

- Store waste catalytic converters in a marked container to prevent mixing with other scrap.
- Remove catalytic converters from vehicles as soon as possible after vehicles enter the facility.
- Recycle catalytic converters at a catalytic converter collection center.
- Test catalytic converters with federally approved testing equipment if the converters are to be resold at the facility.

Note: Catalytic converters that have not been tested and approved in this manner cannot be sold to the public. Catalytic converters are important pollution prevention devices designed for use with specific makes and models of cars. Untested and unapproved catalytic converters may not protect the environment from air pollution.

Tires

Scrap tires are defined as a "special waste" in Connecticut rather than municipal solid waste because they require special handling. When stockpiled, large piles of tires are excellent breeding grounds for mosquitoes and vermin. Although tires by themselves are not hazardous, fires in tire piles are very hard to extinguish and produce both toxic smoke and runoff.

How Should I Manage Waste Tires?

- Minimize on-site tire piles.
- Transport stored waste tires off-site regularly to prevent large accumulations.
- Be sure tire piles are accessible to fire and emergency vehicles.
- If waste tires cannot be processed in a timely manner, leave waste tires on the rims to avoid problems with mosquitoes until the waste tires can be managed properly.
- Maintain disposal/recycling receipts for at least 3 years.

Outdoor tire piles can create health and fire hazards.

What Does Connecticut Require for Storage and Disposal?

Store less than 10 cubic yards of waste tires at any one time. Under Connecticut Solid Waste Regulations, if you store more than 10 cubic yards of tires you are required to obtain a permit per Section 22a-209-7 of the Connecticut Solid Waste Regulations. 10 cubic yards is an area 30' long x 3' wide by 3' high or approximately 70-80 tires stacked neatly.

Connecticut does not permit the landfilling of waste tires either whole or in pieces. Most waste tires in Connecticut are burned to create energy at the tire-to-energy facility, Exeter Energy Limited, in Sterling. Connecticut also has three volume reduction facilities that process tires. They include: 1) Lakin Tire East, Inc. in West Haven, CT., (203) 932-5801; 2) Meridian, Inc. in Plainfield, CT., (860) 289-9004; and 3) Don Stevens Tire Co. in Southington, (860) 621-3256. Also, there is a tire recycler, F&B Enterprises, Inc., located in New Bedford, MA, (508) 999-4124.

Used Oil

Used oil is insoluble, persistent and may contain toxic chemicals and heavy metals. If spilled on the ground, poured down storm drains or disposed of with trash, it can pollute surface water or groundwater.

- Used oil includes crankcase (engine) oil, brake fluid, automatic transmission fluid, power steering fluid, liquid and semi-solid gear, chain, and ball bearing lubricants, and hydraulic fluid. Used oils can be mixed and managed together.

- Materials that contain or are contaminated with used oil can also fall under the definition of used oil, such as used oil filters, oily rags, used absorbents, and oily wastewater.

- Used oil is a regulated waste in Connecticut [RCSA Section 22a-449(c)-119 and 40 CFR 279], and must be recycled (includes burning for energy recovery) [RCSA Section 22a-241b-2(1)(I)].

- Used oil is not considered hazardous waste unless it is mixed with a hazardous waste such as a chlorinated solvent.

What Are the Disposal Options for Used Oil?

1. Collect and store used oil in a secure collection tank or drum, separate from other wastes (proper storage described below).
2. Test the used oil for total halogen content. (See testing instructions below) Maintain records on site.

If the used oil tests positive for hazardous constituents by exceeding the regulatory level for total halogen content, it must be managed as hazardous waste.

If the used oil does not test positive for hazardous waste, the options for management are:

- Ship off-site for recycling:

  Contract with a permitted waste oil transporter to haul oil to a permitted recycling or disposal facility. Commercial haulers of such used oil must be permitted to transport used oil in Connecticut. Contact CT-DEP's Waste Bureau at (860) 424-4193 for a list of permitted commercial transporters; or

- Burn on-site in space heater:

  Burn the used oil in space heaters for energy recovery, i.e., to heat your shop, providing the heater burns only used oil generated on-site or received from "do-it- yourself" oil changers.

NOTE: Used oil heaters must be designed for such purpose and:

a.. have a maximum design capacity of not more than 0.5 million BTU's per hour; and

b. vent combustion gases outside the building; and

c. burn only used oil that you generate or that you have collected from your do-it-yourself oil changers.

How Do I Test Used Oil?

When testing used oil for hazardous constituents, four steps must be taken in this order:

1) determine if it is mixed with any listed hazardous waste (if so, it must be handled as a hazardous waste);
2) determine if it has been mixed with any characteristic hazardous waste (if so, if must be tested to determine if it is still characteristically hazardous);
3) test for total halogens (if the oil contains total halogens of greater than 1,000 parts per million (ppm), it must be managed as hazardous waste);
4) if the oil tested is over 1,000 ppm, you can rebut the presumption of mixing by having the oil tested for the presence of chlorinated solvents. If no listed hazardous waste solvent is present over 100 ppm, the oil does not have to be managed as hazardous waste.

Used oil testing can be conducted in a laboratory, or facility personnel can test for total halogens using inexpensive, EPA-approved total halogen field testing kits. These total halogen test kits are available from numerous sources, including industrial supply or health and safety supply companies.

How Should I Manage Used Oil?

- Any storage tank or container for used oil must be on an impervious base (used oil will not leak or penetrate through it). The area should be free of cracks, gaps or bare earth, away from any floor drains or catch basins and cannot be damaged or degraded by contact with used oil. If the tank or container is outdoors, you must provide for secondary containment equal in volume to the capacity of the storage tank.
- Do not mix used oil with anything else, such as chlorinated solvents, or expose oil to electrical contact cleaner or carburetor cleaner which can contaminate used oil while in an engine. Doing so will result in the need to perform a hazardous waste determination on the used oil mixture to establish whether or not the mixture must be managed as a hazardous waste.
- Label the tank or container “Used Oil”.
- Lock the tank or container’s fill spout when not in use.
- Use a licensed waste oil transporter to haul the oil to a treatment facility for processing.
- Keep results of used oil testing.
- Prepare a Spill Prevention, Control, and Countermeasure (SPCC) Plan if you store more than 1,320 gallons of used (or new) oil. Containers of less than 55 gallons are exempt.
- Visually inspect the tank or container on a regular basis for leaks or malfunctions. Maintain written inspection records.
- Instruct all employees who handle used oil on the proper operation and management of the oil storage area. Assign one person the responsibility for monitoring oil storage and make sure a back-up person is assigned.

Do not use oil to control dust or weeds.

- If only used oil generated on-site is stored in the tank or container, no state permits are needed to install an above ground collection tank, however, check with your municipality because local permits may be needed.

Improper used oil storage.

How Should Used Oil Absorbent Material be Managed?

- Materials that contain or are contaminated with used oil can also fall under the definition of used oil. The most common of these materials are used oil absorbent pads, rags and wipers, and absorbents (such as kitty litter, speedi-dri, and absorbent pigs).

- Absorbents that contain free-draining used oil must be tested in accordance with the four-step used oil testing procedure outlined on the previous page. Absorbents that do not contain free-draining used oil and that are not going to be burned for energy recovery are not regulated as used oils. These materials must instead have a hazardous waste determination and be disposed of as hazardous or Connecticut-regulated wastes depending on the results of the determination. For more information see section on absorbents on page 28.

List of Connecticut Regulated Wastes (Non-RCRA Hazardous)

Waste Code	Waste Name	Waste Description
CR01	Waste PCBs	Any waste material containing or contaminated by PCBs in concentrations at or above 50 parts per million.
CR02	Waste/Used Oil	Oil or petroleum that is not suitable for use due to impurities or the loss of original properties and that does not mix with water. This may include crude oil, fuel oil, lubricating oil, kerosene, diesel fuel, motor oil an oils recovered from oil separators or spills.
CR03	Waste Water Soluble Oil	Oil or petroleum that is not suitable for use due to impurities or the loss of original properties and that mixes with water. This may include cutting oil emulsions or coolants.
CR04	Waste Chemical Liquids	Any waste that is liquid, free flowing and/or contains free draining liquids and is toxic, hazardous to handle and/or may cause contamination of ground or surface waters if improperly managed. This may include latex and solvent paint wastes, grinding wastes, waste sludges, antifreeze wastes and glycol solutions.
CR05	Waste Chemical Solids	Any chemical solid or semi-solid from a commercial or industrial activity. This may include grinding dusts, tumbling sludges, scrap plastic and rubber flash.

Used Oil Filters

Used oil filters are recyclable because they're made of steel and may be managed as non-hazardous solid waste provided certain criteria are met: the filters must not be terne plated; must not be mixed with other hazardous waste; and must be gravity hot-drained. These criteria are further explained below.

Non-terne Plated: Terne is an alloy of tin and lead formerly used to cover the interior of oil filters. The lead content may cause terne-plated filters to exhibit a hazardous characteristic.

Mixture Rule: Used oil filters mixed with hazardous waste are classified as hazardous waste.

Gravity Hot-Draining: Used oil filters must be gravity hot-drained by puncturing the anti-drain back valve or dome end; crushing; dismantling; or using any method that will remove oil.

How Do I Manage Used Oil Filters?

- Remove the filter from the engine while warm and immediately drain free-flowing oil.
- Put the drained oil in your used oil drum or tank.
- Puncture the filter dome. Place the filter on a rack to drain into a used oil drum or tank at above 60 degrees Fahrenheit for 12 hours or hot drain and crush the filter.
- Store the used filter in a separate, closed metal container that is labeled "Used Oil Filters."
- Recycle with a local collection center or used oil filter transportation/recycling service.

Do not throw used oil filters in the trash.

Recycling of Filters

You should recycle used oil filters. Contact recycling facilities to ensure drainage techniques and handling methods are compatible with the recycling facility's requirements. For example, filters being recycled at smelters or steel plants should be crushed. However, if components such as gasket or filter paper are to be recycled separately or must be removed, puncturing or dismantling would be a more appropriate drainage method.

The purchase of an oil filter crusher may be beneficial to your facility. A crusher will compress the filters into pucks approximately 1 inch high prior to transport to a recycling facility. This can both reduce the volume of the filters and storage and disposal costs, and increase the amount of oil recovered from the filter, which can be sold for recycling or disposed as a CT Regulated Waste.

Vehicle Fluids

Brake fluid, gear oil, hydraulic fluid, power steering fluid and transmission fluid may contain toxic chemicals and heavy metals. If spilled on the ground, poured down storm drains or disposed of with trash, they can pollute surface water or groundwater. All vehicle fluids must be drained from vehicles prior to crushing.

How Do I Manage Used Brake Fluid, Gear Oil, Hydraulic Fluid, Power Steering Fluid and Transmission Fluid?

- Brake fluid, gear oil, hydraulic fluid, power steering fluid and transmission fluid should be recycled. If they are not recycled, they should be tested and managed accordingly.
- These crude-based petroleum products can be managed like or with your used oil **ONLY IF they have not been mixed with or contaminated by hazardous wastes** such as solvents, brake cleaner or carburetor cleaner.
- Do not discharge used fluids to the ground, sewers, drainage ditches, septic tanks, or streams.
- Do not dispose of used fluids in the dumpster or mix used fluids with wastes that will be disposed of in landfills.

Vacuum-type drain system

- Do not mix used fluids with gasoline or cleaning solvents. The resulting mixture may be a hazardous waste.
- Do not use used fluids for road oiling, dust control, weed control or for similar purposes.
- Used brake fluid, gear oil, hydraulic fluid, power steering fluid and transmission fluid must be stored in tanks or containers that are in good condition that have no visible leaks, severe rusting, bulging or major dents.
- All used fluid containers and aboveground tanks and fill pipes for underground tanks must be clearly labeled.
- When you send used brake fluid, gear oil, hydraulic fluid, power steering fluid and transmission fluid offsite, it must be transported by a state permitted transporter.

General Operations

Spills (Oil, Gas, Chemical)

In Connecticut, any oil or petroleum product, chemical or waste that is released in any manner constitutes a spill [CGS Section 22a-452c]. Spills also include leaks from underground and above ground tanks.

What Immediate Actions Should be Taken?

In case of a spill, stop the flow, contain the spill, call 911 or the local emergency response, report the spill to CT-DEP (see below), then report to the National Response Center if necessary (see below).

When Should a Spill be Reported to the Connecticut Department of Environmental Protection?

In Connecticut, any size spill of oil or petroleum product, any chemical, or waste, must be reported to the CT-DEP. The party causing the spill or pollution and the property owner are responsible for:

- Immediately reporting the spill to the CT-DEP's Oil and Chemical Spill Response Division at **(860) 424-3338**, and beginning the appropriate containment and cleanup efforts. The telephone number is staffed 24-hours/seven days a week. If the spill is large you should contact a licensed clean-up contractor. *See Appendix 4 for a list of licensed spill clean-up contractors.*
- Completing a written "Report of Petroleum or Chemical Product Discharge, Spillage, Seepage, Filtration" and mailing it to CT-DEP within 24 hours. *See Appendix 4 for the reporting form.*

Connecticut law establishes what is called "strict liability" for spills of most pollutants into the environment. This means that the person or business causing the spill and the owner of the property where the pollution occurred are financially responsible for clean up, regardless of fault. All spills must be reported and dealt with quickly.

When Should an Oil Spill be Reported to the Federal Government?

Section 311 of the Clean Water Act disallows the discharge of oil into or upon the navigable waters of the United States, their adjoining shorelines, or where natural resources may be affected [33 USC 1321, 40 CFR 110].

You must report an oil spill to the National Response Center at (800) 424-8802 if:

1. the spill is to navigable waters or the adjoining shoreline, or
2. water quality standards could be violated, or
3. the spill causes a sheen or discoloration, or
4. the spill causes a sludge or emulsion.

When you call the National Response Center to report an oil spill or release, the staff person will ask you the following questions:

1. Name, location and telephone number
2. Name and address of the party responsible for the incident
3. Date and time of the incident
4. Location of the incident
5. Source and cause of the release or spill
6. Types of materials released or spilled
7. Quantity of material released or spilled
8. Danger or threat posed by the release or spill
9. Number and type of injuries (if any)
10. Weather conditions at the incident location
11. Any other information that may help emergency personnel respond to the incident.

When Should a Hazardous Chemical Spill be Reported to the Federal Government?

You must report a hazardous chemical spill to the National Response Center at (800) 424-8802 if the release could threaten human health off the property. When you call the National Response Center to report a hazardous chemical spill, the staff person will ask you the following questions:

1. The chemical name
2. An indication of whether the substance is extremely hazardous
3. An estimate of the quantity released into the environment
4. The time and duration of the release
5. Whether the release occurred into air, water, and/or land
6. Any known or anticipated acute or chronic health risks associated with the emergency, and where necessary, advice regarding medical attention for exposed individuals
7. Proper precautions, such as evacuation or sheltering in place
8. Name and telephone number of contact person

The facility owner or operator is also required to provide a written follow-up emergency notice as soon as practicable after the release. The follow-up notice or notices must:

- update information included in the initial notice, and
- provide information on actual response actions taken and advice regarding medical attention necessary for exposed individuals.

Tanks

Storage tanks have the potential to leak into the environment. A leak of one gallon of gasoline can contaminate the water supply for 50,000 people. Leaking tanks can threaten human safety by causing fires or explosions from ignitable vapors collecting in places such as basements or sewers.

Underground Storage Tanks

Storage tanks with ten percent or more of total volume below grade (including the volume of connected underground pipes) are considered Underground Storage Tanks (USTs). Regulated tanks can include gasoline, diesel fuel, kerosene, and used oil USTs of any size and heating oil USTs with a capacity of 2100 gallons or greater. Oil/water separators are not subject to UST requirements but must be in compliance with all applicable standards for the management of wastewater.

What Are the Requirements for USTs?

- The tank and piping must be constructed of fiberglass-reinforced plastic or steel with manufacturer applied anti-corrosive coating and cathodic protection. Both types of UST systems must be installed according to manufacturer's specifications.
- You must use an approved method of leak detection that includes the maintenance of all activity records for 5 years.
- All UST systems equipped with cathodic protection shall be tested within 6 months of installation and at least annually thereafter.

Remove debris (e.g., leaf litter, sand) regularly from the spill bucket surrounding the fill pipe. If liquid petroleum does spill from the hose into the bucket during delivery or removal, a clean spill bucket will allow for the material to be drained back into the tank.

- Fill-pipes on tanks must have means to collect spills from delivery hoses.
- The tanks must have overfill protection, such as automatic shutoff devices which activate at 90% UST capacity and restrict flow during deliveries.
- The tank must be registered with the Department (on the *Underground Storage Facility Notification Form,* EPHM-6).
- Release detection methodologies that use a dipstick are not allowable unless the UST system is less than 10 years old. However, manual tank gauging may continue to be used for tanks with a capacity of 550 gallons or less.

Tanks not meeting these requirements must be properly closed in accordance with the regulations. Failure to properly close non-upgraded USTs can result in monetary fines.

- If your facility stores 10,000 pounds or more of gasoline, diesel fuel, and/or fuel oil, either aboveground or underground for dispensing or for on-site use, you must report storage of that substance under the Emergency Planning and Community Right-to-Know Act of 1986.

What Records Do I Need to Submit or Keep on Site for USTs?

You must submit the following information to the Department:

1. Copies of all Notification Forms;
2. Reports of all suspected releases and corrective actions; and
3. Notification before permanent closure or change-in-service. Sampling under the tank, lines and dispensers is required at time of closure. If contamination is discovered, it must be reported immediately to the CT-DEP and corrective action reports must be submitted.

You must keep and maintain the following records at the UST site and make them immediately available for inspection by the Department:

1. Copies of all Notification Forms;
2. Documentation of annual tests of corrosion protection equipment;
3. Documentation of UST system repairs;
4. Documentation of compliance with release detection requirements; and
5. Results of the site investigation conducted at permanent closure.

These records must be maintained at the UST site for at least five years beyond the operational life of the UST system. Records, if greater than 5 years old, or with written approval by the Commissioner, may be kept at a readily available, alternative site, but must be made immediately available to Department inspectors upon request.

Aboveground Storage Tanks

If your facility stores oil (includes any kind or form, including gasoline) in aboveground tank(s) with a total aggregate volume of over 1,320 gallons (containers of less than 55 gallons are exempt) it may require a Spill Prevention Control and Countermeasure Plan ("SPCC") [40 CFR 112.1]. The SPCC Plan outlines a facility's oil containment systems and procedures to prevent spills and contingency plans in case of spills. The aboveground storage tank should be located within a dike or over an impervious storage area with containment volumes equal to 110% of the capacity of the storage tank.

Aboveground tank storage of vehicle fluids.

Vehicle Crushers

The main environmental concern from vehicle crushing operations is that fluids remaining in the vehicle can run off to surrounding soils or waterways. If fluids are allowed to drain into the soil, or to get into a storm drain, surrounding soils or surface water could become contaminated. And even if the fluids are contained in the crushing area, you need to be sure stormwater won't wash them away. If the fluids are hazardous waste, special handling and disposal rules will apply to them. Allowing vehicle fluids to be drained to the soil or carried away by stormwater is prohibited.

An additional environmental concern is the potential air emissions from vehicle crushers. If the crusher is powered by a fuel burning engine, either to generate electricity or power hydraulic systems, an air permit may be needed or additional regulatory requirements may apply.

How Should I Manage my Vehicle Crusher?

- Vehicles should be adequately drained prior to crushing in order to minimize the volume of waste fluids to manage. Fluids such as fuel, used oil, antifreeze, etc. should be stored in separate containers that are clearly labeled.

Prevent polluted rain and melting snow run-off by regularly removing dirt and debris from crushing area.

- Vehicle crushers should be situated on a bermed or self-contained impervious surface, preferably under a roof and protected from the weather. The floor surface should be sloped to contain fluids. Crushers should be positioned toward the center of the surface or concrete pad rather than along the edge.

- If you have a stationary crusher, you may need stormwater, wastewater discharge or air pollution control permits. Contact the Bureau of Water Management at 860/424-3018 to see if water permits are required for your site and contact the Bureau of Air Management at 860/424-3027 to see if a permit is required for the emissions at your site.

- Mobile crushers should always be situated on an impervious surface or heavy-duty plastic sheeting. Use containers that can be fitted to the crusher to help capture fluids.

- Fluids collected during oil crushing operations should be managed as hazardous waste unless a hazardous waste determination has been made that proves that the fluids are non-hazardous.

- Maintain disposal receipts for all wastes generated and transported off-site for disposal.

Pails, placed under draining troughs can be used tocollect fluids.

Wastewater Discharges

An auto recycling business may generate process wastewater from equipment cleaning, car washing, paint spray booths or other sources. Wastewater is rarely pure and may contain contaminants, such as chemical residue from cleaners, oil and dirt. If not managed and disposed of properly, wastewater and its contaminants can impact surface and ground waters — the same waters used for drinking. Therefore, proper management and disposal of wastewater is essential to protect public health and Connecticut's water quality.

Wastewater from auto recycling facilities can be subdivided into two main types:

- "Sanitary wastewater" includes wastewater coming from normal use of lavatories/washrooms, showers, drinking fountains, etc.
- "Industrial wastewater" includes wastewater going into floor drains in areas such as dismantling, discharges from aqueous cleaning, water from steam cleaning or equipment wash down, water used for floor cleanup in dismantling areas (e.g., mop water), or water from any other sources where it comes into contact with dismantled parts or equipment.

Sanitary wastewater can be discharged to a city sewer system or an approved septic tank system. Industrial wastewater is regulated differently than sanitary wastewater. If you combine sanitary and industrial wastewater, then the mixed wastewater is regulated like industrial wastewater. All industrial wastewater discharges are regulated by federal and state regulations.

What Are my Options for Discharging Wastewaters?

There are three primary options for disposing of industrial wastewater from auto recycling facilities:

1. Collect the wastewater and haul it to an approved treatment facility. Before you haul wastewater you must perform a hazardous waste determination. This may involve getting it tested by a laboratory. If the wastewater is "hazardous" you must manage it as a hazardous waste. If the wastewater is non-hazardous, it must still be managed properly and you should maintain test records that support your determination.
2. Discharge it to a sanitary sewer system. You will first need to obtain an individual permit or register under a General Permit to discharge to your local sewer system.
3. Discharge it to a stream, pond, lake, wetland or other water source. This is an option, but only if you first obtain a NPDES permit (National Pollutant Discharge Elimination System).

To meet the discharge requirements of the permits, you may need to install treatment equipment such as an oil/water separator to prevent oil and sludge from being discharged to the sewer. This is referred to as "pretreatment". The oil and sludge collected by pretreatment equipment will have to be periodically removed and disposed of, possibly as a hazardous waste.

It is important to remember that discharging industrial wastewater to a septic tank is not a viable option and could cause contamination of your property.

How Can I Minimize Wastewater Discharges?

- Limit water use and the volume of water discharged through conservation methods and by reusing water whenever possible.
- Don't use water for cleaning floors and equipment unless absolutely necessary. Use dry cleanup methods for spills. Do not hose down the shop floor if water will run into a storm drain or off the property.
- Post signs at all floor drains and sinks in industrial areas of your facility to discourage employees from using the drains to dispose of oil, other vehicle fluids, solvent, paint or similar liquids. Review these rules with your employees.
- Check your floor drains and make certain you know where they discharge. Automotive fluids can contaminate drinking water if they end up in drains that discharge to soil.
- Setup and use a maintenance schedule for inspection and cleaning of floor drains, oil/water separators, traps, etc.
- If you have floor drains at your facility that are not in use, consider having them capped or plugged to prevent accidental discharges.

It is also important to remember that storm drains that carry rain and snow runoff from auto recycling yards, roof downspouts, parking lots, and other surfaces typically go directly to open waterways, and must **never** be used as a discharge location for industrial wastewater.

Appendix 1

Model Stormwater

Pollution Prevention Plan

For Auto Recycling Facilities

MODEL STORMWATER POLLUTION PREVENTION PLAN
[FOR USE BY AUTO RECYCLING FACILITIES]

Facility Name:_____

Facility Address:_____

Name/Title of Preparer: _____

I. POLLUTION PREVENTION TEAM
(Reference: §5(b)(6)(A) of the industrial stormwater general permit)

The Pollution Prevention Team is responsible for developing and implementing the Stormwater Pollution Prevention Plan ("SWPPP"), and for keeping it up-to-date. Describe in the table below, the Pollution Prevention Team, which consists of the team leader and each employee(s) responsible for:

- *Completing & periodically updating the stormwater pollution prevention plan.*
- *Performing annual stormwater discharge monitoring.*
- *Performing quarterly stormwater inspections.*
- *Developing & implementing the preventive maintenance program & good housekeeping practices.*
- *Developing & implementing spill prevention & response procedures.*
- *Developing & implementing runoff management measures & sediment and erosion controls.*
- *Performing annual employee training.*
- *Maintaining records of discharge monitoring, inspections, training, and spills & releases.*

Employee Name and Title	Phone#	Description of Responsibilities

II. DESCRIPTION OF POTENTIAL POLLUTANT SOURCES
(Reference: §5(b)(6)(B) of the industrial stormwater general permit)

A. Narrative Summary of Potential Pollutant Sources

Provide a written description using Table 1 (attached) of potential stormwater pollutants at your facility that may originate from the following activities: loading/unloading operations, material & waste collection/storage/disposal, auto & auto parts processing, vehicle crushing, equipment & facility maintenance, and any other processing activity that may be a source of stormwater pollution at your site.

Table 1 is a written summary of potential pollution sources and their associated pollutants.

B. Inventory Of Materials Exposed to Stormwater

Develop a written inventory using Table 2 (attached) of all materials exposed to stormwater at your facility. Complete the table for each material listed, and use the notation "N.A." if a listed material is not present at your facility. In addition, include in Table 2 any other materials at your facility that may be exposed to stormwater.

Table 2 is an inventory of exposed materials at this facility.

C. Site Map (Attach as Figure 1)

Create a site map of your facility (see site map provided on Sample Figure 1 attached). The site map must include the following:

- □ *Property lines, adjacent streets, and directional arrow pointing "North."*
- □ *Outline of all buildings, sheds and other structures, and of permanent features such as concrete pads or paved areas.*
- □ *Direction of stormwater flow.*
- □ *Location of on-site or adjacent wetlands, streams, ponds, and stormwater detention structures.*
- □ *Location of each stormwater discharge pipe, channel, swale, storm drain and catch basin, and of any stormwater treatment system or control.*
- □ *Name of the receiving waterbody (if named).*
- □ *Location of all auto and auto parts loading, unloading and storage areas.*
- □ *Location of all areas used for auto and auto parts dismantling, automotive fluids draining/collecting, and automobile crushing.*
- □ *Location of all waste storage areas (including drums, totes, bins, dumpsters, underground tanks, above ground tanks, and other storage devices).*
- □ *Location of materials exposed to stormwater (refer to inventory listed in Table 2).*
- □ *Location of any erosion controls, such as silt fence, and potential areas of erosion.*

Figure 1 is a site map of the facility, which shows stormwater discharge points and potential pollutant sources.

D. List of Spills and Leaks

Provide a written summary using Table 3 (attached) of all spills and leaks of five (5) gallons or more of toxic or hazardous substances that have occurred in the prior twelve (12) months. Your evaluation of past spills and leaks should consider, at a minimum, the following substances: gasoline, diesel fuel, motor oils, lubricating oils & greases, antifreeze, solvents, cleaning chemicals, battery acid, brake fluids, transmission fluids and other hydraulic fluids.

Table 3 is a list of recent significant (> 5 gallons) spills and leaks. The table will be updated if there are future spills or leaks.

III. STORMWATER MANAGEMENT MEASURES AND CONTROLS
(Reference: §5(b)(6)(C) of the industrial stormwater general permit)

Using Table 4 (attached), provide a description of all stormwater management measures & controls implemented at your site to prevent or minimize potential sources of stormwater pollution.

Table 4 describes the stormwater management measures and controls implemented at the site.

IV. MONITORING PROGRAM
(Reference: §5(c) of the industrial stormwater general permit)

Develop a written stormwater monitoring program for your site using Table 5 (attached). You must implement the monitoring program and keep it up-to-date for your site.

Table 5 describes the stormwater monitoring program for the site. Stormwater monitoring will be performed annually, and all monitoring data will be recorded on a Stormwater Monitoring Report ("SMR") form and submitted to CT DEP. A copy of each SMR will be kept with the stormwater pollution prevention plan for a minimum of five years.

V. SITE INSPECTIONS AND COMPREHENSIVE SITE COMPLIANCE EVALUATIONS
(Reference: §5(b)(6)(C)(x) and §5(b)(6)(D) of the industrial stormwater general permit)

Site inspections/evaluations shall be performed quarterly by knowledgeable personnel using the checklist in Attachment 1.

VI. NON-STORMWATER DISCHARGE CERTIFICATION

You must certify that your facility has no unpermitted discharges to the sanitary sewer, storm sewer, underground system such as septic or drywell, or to the ground. If you are maintaining discharges (other than stormwater) they must be eliminated unless you have a wastewater discharge permit from the department issued under §22a-430 or §22a-430b of the Connecticut General Statutes. In order to effectively evaluate your site for the presence of non-stormwater discharges, the following table should be completed. In addition, the Non-Stormwater Discharge Certification at the end of this section must be completed and signed by a professional engineer licensed to practice in Connecticut.

INVESTIGATION OF POTENTIAL NON-STORMWATER DISCHARGES	
Investigative Action *(Perform the these actions to identify potential non-stormwater discharges.)*	**Findings and Corrective Actions Taken** *(Record all findings and corrective actions below. Attach additional pages if necessary.)*
Review Facility Plans and Records *(Identify all potential discharge & drainage points, and evaluate existing stormwater monitoring data for evidence of potential nonstormwater discharges.)*	
Perform Site/Facility Inspection *(Evaluate existing drainage points and potential discharge points such as floor drains & crushing operations; describe any testing or evaluation used, e.g., dye testing or wastewater analytical results.)*	
Observe Dry Weather Conditions *(Evaluate site during dry weather for presence of non-stormwater discharges such as wastewater flowing into a catch basin or from a stormwater pipe.)*	
Other Actions *(describe)*	

Based on the above, it has been determined that the discharge from the site consists solely of (check applicable box):

- ☐ Stormwater possibly combined with groundwater.
- ☐ Wastewater discharges permitted under §22a-430 and §22a-430b of the Connecticut General Statutes, and stormwater possibly combined with groundwater.

NON-STORMWATER DISCHARGE CERTIFICATION

(The certification below MUST be signed by a professional engineer licensed to practice in Connecticut. If there are non-stormwater discharges (e.g., floordrains) connected to the stormdrain system at the time of the certification, the following addendum should be completed.)

Professional Engineer Non-Stormwater Discharge Certification

"I certify that in my professional judgement, the discharge from the site consists only of stormwater, or of stormwater combined only with groundwater seepage and/or wastewater covered by an effective permit issued under Section 22a-430 or Section 22a-430b of the Connecticut General Statutes. This certification is based on testing and evaluation of the stormwater discharge from the site. I further certify that all potential sources of non-stormwater at the site, a description of the results of any test and/or evaluation, and the on-site drainage points that were directly observed during the test have been described in detail in the stormwater pollution prevention plan prepared for the site. I further certify that no interior building floor drains exist which are connected to any storm drainage system or which may otherwise direct interior floor drainage to exterior surfaces, unless such floor drain connection has been approved and permitted by the Commissioner. I am aware that there may be significant penalties for false statements in this certification, including the possibility of fine and imprisonment for knowingly making false statements."

☐ This certification is hereby modified by the addendum immediately following my signature.

_____	_____	_____
Profession Engineer Signature	Date	P.E. Number and Seal

_____

Professional Engineer Name *(Print)*

Addendum to PE Non-Stormwater Discharge Certification

(Complete the following addendum if there are still unpermitted discharges, such as floordrains connected to the stormdrain system, at the time of certification.)

Description & Location of Floordrain or Other Discharge	Expected Date of Elimination	Location of Redirection or Method of Elimination

VII. CERTIFICATION OF STORMWATER POLLUTION PREVENTION PLAN

The following certification must be signed by a professional engineer licensed to practice in the State of Connecticut.

STORMWATER POLLUTION PREVENTION PLAN CERTIFICATION

Professional Engineer Certification

"I certify that I have thoroughly and completely reviewed the stormwater pollution prevention plan prepared for this site. I further certify based on such review and on my professional judgement that the stormwater pollution prevention plan meets the criteria set forth in the General Permit for the Discharge of Stormwater Associated with Industrial Activity Issued on October 1, 1997. I am aware that there are significant penalties for false statements in this certification, including the possibility of fine and imprisonment for knowingly making false statements."

_____ _____

Profession Engineer Signature Date

_____

Professional Engineer Name *(Print)*

_____

P.E. Number and Seal

A-Z Auto Salvage
21 West St Hfd, CT

(SAMPLE)
FIGURE #1

SITE MAP

FIGURE #1 SITE MAP

TABLE 1—NARRATIVE SUMMARY OF POTENTIAL POLLUTANT SOURCES

(Reference: §5(b)(6)(B)(ii) of the industrial stormwater general permit)

INSTRUCTIONS: Describe each potential source of stormwater pollution resulting from the following activities. In addition, add any other processing activities that are not listed but may be a source of stormwater pollution at your site.

TABLE 1- POTENTIAL POLLUTION SOURCES		
ACTIVITY	**POTENTIAL POLLUTANTS** *(✓ all applicable and list other pollutants.)*	**MANAGEMENT AND CONTROL MEASURES** *(Briefly describe how you prevent or minimize potential pollutants from coming into contact with stormwater.)*
LOADING AND UNLOADING OPERATIONS	☑ Automotive Fluids ☑ Oil & Grease ☑ Suspended Solids	
MATERIAL & WASTE COLLECTION, STORAGE & DISPOSAL	☑ Good & Bad Gasoline ☑ Diesel Fuel ☑ Motor Oil ☑ Brake Fluid ☑ Transmission Fluid ☑ Wiper Fluid ☑ Radiator Coolant ☑ Batteries (acid & cores) ☑ Auto Cores, Scrap, Motor Parts, Body Parts ☑ Solvent ☑ Heating Fuel	

(Cont.) TABLE 1- POTENTIAL POLLUTION SOURCES

ACTIVITY	POTENTIAL POLLUTANTS	NARRATIVE DESCRIPTION OF POLLUTANT SOURCE *(Briefly describe the activity and how you minimize or prevent potential pollutants from coming into contact with stormwater.)*
AUTO & AUTO PARTS PROCESSING	☑ Automotive Fluids ☑ Hydraulic Fluids ☑ Oil & Grease ☑ Metals ☑ Solvents	
ON-SITE VEHICLE CRUSHING	☑ Automotive Fluids ☑ Hydraulic Fluids	
EQUIPMENT & FACILITY MAINTENANCE (Includes Pressure Washing)	☐ Lubricating Oil & Grease ☐ Assorted Fluids ☐ Metals ☐ Solvents ☐ Detergents ☐ Suspended Solids	

TABLE 2—INVENTORY OF MATERIALS EXPOSED TO STORMWATER

(Reference: §5(b)(6)(B)(ii) of the industrial stormwater general permit)

INSTRUCTIONS: Provide a written inventory of each material that could be exposed to stormwater at your facility. Already included in the table is a list of materials that are commonly found at auto recycling facilities; use the notation "N.A." if a listed material is not present at your facility. Add to this table any other materials at your facility that may be exposed to stormwater.

TABLE 2--INVENTORY OF EXPOSED MATERIALS		
MATERIAL	**STORAGE METHOD, LOCATION & QUANTITY STORED** *(e.g., volume of drums, tanks, etc.)*	**METHOD OF DISPOSAL OR REUSE**
GASOLINE		
DIESEL FUEL		
MOTOR OIL		

(Cont.) TABLE 2--INVENTORY OF EXPOSED MATERIALS

MATERIAL	STORAGE METHOD, LOCATION & QUANTITY STORED	METHOD OF DISPOSAL OR REUSE
BRAKE FLUID		
TRANSMISSION FLUID		
RADIATOR COOLANT		
ENGINES		
TRANSMISSIONS		

(Cont.) TABLE 2--INVENTORY OF EXPOSED MATERIALS		
MATERIAL	STORAGE METHOD, LOCATION & QUANTITY STORED	METHOD OF DISPOSAL OR REUSE
BODY PARTS		
BATTERIES		
TIRES		

(Cont.) TABLE 2--INVENTORY OF EXPOSED MATERIALS

MATERIAL	STORAGE METHOD, LOCATION & QUANTITY STORED	METHOD OF DISPOSAL OR REUSE

TABLE 3—LIST OF SPILLS & LEAKS

(Reference: §5(b)(6)(B)(iii) of the industrial stormwater general permit)

INSTRUCTIONS: Provide a written summary in Table 3 of all spills and leaks of five (5) gallons or more that occurred in the past 12 months. Your evaluation of past spills and leaks should consider, at minimum, the following substances: gasoline, diesel fuel, motor oils, lubricating oils & greases, antifreeze, solvents, cleaning chemicals, battery acid, brake fluids, transmission fluids and other hydraulic fluids. Table 3 must be updated to include future spills or leaks.

The following is a summary of significant (>5 gallons) spills and leaks.

TABLE 3--SIGNIFICANT SPILLS & LEAKS			
Date of Spill or Leak:		**Spill Location:**	
Description of Spill or Leak:	*(Include volume and type of substance.)*		
Description of Remedial Action:	*(Include estimated volume recovered.)*		
Measures to Prevent Reoccurrence:			

(cont.) TABLE 3--SIGNIFICANT SPILLS & LEAKS			
Date of Spill or Leak:		**Spill Location:**	
Description of Spill or Leak:	*(Include volume and type of substance.)*		
Description of Remedial Action:	*(Include estimated volume recovered.)*		
Measures to Prevent Reoccurrence:			

TABLE 4—STORMWATER MANAGEMENT MEASURES & CONTROLS

(Reference: §5(b)(6)(C) of the industrial stormwater general permit)

INSTRUCTIONS: Provide a written description of all stormwater management measures & controls implemented at your site to protect against stormwater pollution.

TABLE 4. STORMWATER MANAGEMENT MEASURES & CONTROLS

CATEGORY	DESCRIPTION OF MEASURE/CONTROL *(Attach additional pages if needed.)*
GOOD HOUSEKEEPING	*(√ all applicable.)* ☑ All automobile, auto parts, and other material handling and storage areas are visually inspected and cleaned daily. ☑ Washing of equipment, vehicles or vehicle parts to the stormdrain, ground, or a surface waterbody is prohibited. ☑ Automobile fluids are promptly removed and placed in appropriate waste containers. ☑ Small spills (e.g., oil drippage) are immediately cleaned up with an absorbent in accordance with Spill Prevention and Response Procedures. ☐ Other Measures/Controls *(please describe below)*: ☐ Oily wastes are kept separate from other wastes, especially solvents. ☐ Dirty rags are stored in a covered container. ☐ No drums (empty or full, open or closed) are stored outdoors or without an adequate cover. ☐ Hydraulic equipment is kept in good repair and drips are cleaned up promptly. ☐ Auto crushing activities are conducted in a contained area.

(Cont.) TABLE 4. STORMWATER MANAGEMENT MEASURES & CONTROLS

CATEGORY	DESCRIPTION OF MEASURE/CONTROL *(Attach additional pages if needed.)*
SPILL PREVENTION AND RESPONSE PROCEDURES	*(√ all applicable, and attach a copy of any Spill Prevention Control and Countermeasure Plan or other spill plan that you may have for tanks, fuel pumps, hazardous materials or Connecticut regulated materials.)* ☐ All dumpsters have covers and intact drain plugs. ☑ Automotive fluids, solvents, and other waste materials or chemicals are stored in an impermeable containment area and are properly disposed. ☑ Spill cleanup equipment is kept *(describe location:)* _____ and includes *(list items, e.g., speedi-dri, booms, etc.)*_____, and all personnel are kept informed of its location and proper use. ☑ The pollution prevention team leader or the spill coordinator will be advised immediately of all spills of hazardous or Connecticut regulated materials, regardless of quantity. ☑ All spills and other releases of gasoline, diesel fuel, motor oils, lubricating oils & greases, antifreeze, solvents, cleaning chemicals, battery acid, brake fluids, transmission fluids and other hydraulic fluids will be quickly cleaned up. All spills or other releases of these substances or of other chemicals or regulated wastes will be properly reported (See "Spills" Fact Sheet). In the case of a spill or other release, actions will be immediately taken to contain the release as close to the source as possible, and to quickly remediate the release. Where needed, dikes or berms will be used to prevent all or part of a release from entering surface waters or stormwater collection systems, such as catch basins.

(Cont.) TABLE 4. STORMWATER MANAGEMENT MEASURES & CONTROLS

CATEGORY	DESCRIPTION OF MEASURE/CONTROL *(Attach additional pages if needed.)*	
PREVENTIVE MAINTENANCE	*(√ all applicable.)* ☐ Catch basins and sediment chambers are inspected weekly and cleaned as needed, but not less than annually (i.e., each April). Materials removed during cleaning are disposed of appropriately. ☐ Drainage swales are inspected weekly and cleared of any debris. ☐ Underground storage tank pumping/filling areas are inspected weekly for signs of leakage. Above-ground storage areas and tanks are inspected weekly for signs of corrosion or leaks. ☐ Transfers to and from storage tanks are observed by qualified personnel trained in spill response procedures.	☐ Drum and storage tank containment areas are checked daily for signs of leaks. ☐ Containment areas are not equipped with drains or valves, and will be covered or, if necessary, pumped out for proper disposal. ☐ Hydraulic equipment is kept in good repair to prevent leaks. ☐ Other measures/controls *(Attach description.)*
MANAGEMENT OF RUNOFF	*List any stormwater management or treatment measures used to reduce pollutants in stormwater discharges from the site. Examples of such measures include: vegetative swales or buffer strips, oil/water separators, stormwater detention basins, and snow management activities.*	

(Cont.) TABLE 4. STORMWATER MANAGEMENT MEASURES & CONTROLS	
CATEGORY	**DESCRIPTION OF MEASURE/CONTROL** ***(Attach additional pages if needed.)***
SEDIMENT AND EROSION CONTROL	*Identify all areas that, due to topography, business activities or other factors, have a potential for soil erosion. Describe the measures & controls that have been or will be used to limit erosion; e.g., seeding of hills, filling muddy lots with gravel, etc. If there are currently no potential erosion problems at your site, state that fact below.*
INSPECTIONS	☑ Comprehensive Site Compliance Evaluations will be conducted at least quarterly using the form in Attachment 1. A copy of the completed evaluation form, signed by the permittee, shall be retained as part of the Stormwater Pollution Prevention Plan for at least five years.

(Cont.) TABLE 4. STORMWATER MANAGEMENT MEASURES & CONTROLS

CATEGORY	DESCRIPTION OF MEASURE/CONTROL *(Attach additional pages if needed.)*
EMPLOYEE TRAINING	Training on the following topics will be conducted for all employees at least once per year. New employees will be given such training within 30 days after the date of employment. All training shall be recorded using the form in Attachment 2. ☑ The purpose and requirements of the Stormwater Pollution Prevention Plan. ☑ The Pollution Prevention Team members & responsibilities. ☑ Facility site plan and location of all stormwater outfalls (including catch basins and drainage swales or channels). ☑ Proper waste collection and disposal procedures, including proper management of lead-acid batteries, automotive fluids, & solvents. ☑ Spill prevention & response procedures and equipment. ☑ Good housekeeping practices & preventive maintenance. ☑ Other Stormwater Measures & Controls listed in this table. ☑ Stormwater monitoring & reporting procedures.

TABLE 5—STORMWATER MONITORING & REPORTING

(Reference: §5(b)(6)(C) & (D) of the industrial stormwater general permit)

INSTRUCTIONS: Develop & implement a stormwater monitoring program for your site. Each stormwater discharge point, also referred to as an "outfall," must be numbered and appear on your site map (i.e., Figure 1). Stormwater monitoring must be performed annually.

TABLE 5—STORMWATER MONITORING PROGRAM

[Description Of Discharge And Sampling Points]

1. Total number of stormwater discharge points ("outfalls"):
(Stormwater discharge points or "outfalls" mean discharge pipes, channels, swales, yard drains, and catch basins that discharge to surface waters either directly or via a storm sewer.)

☐ **Stormwater Outfalls**

2. Total number of stormwater sampling locations:
(Choose a representative sample location for each stormwater outfall. A single sample location may be used for as many as 5 outfalls if the stormwater discharges come from substantially similar drainage areas.)

☐ **Sampling Locations**

3. List of stormwater sampling locations and outfalls:
(Complete the following section for each stormwater sampling location referenced above.)

➢ **Sampling Location:** *(Number each sample location/outfall using "SW-1," "SW-2," and so forth.)* **SW-1**

Outfall(s) Represented: *(Include SW-1 plus any other outfalls represented by the sample.)* **SW-1,_____ _____**

Outfall Type: ☐ Pipe ☐ Swale ☐ Catch Basin ☐ Other (*describe*)_____

Outfall Location: *(e.g., "Pipe* outlet *in northeast corner of Smith St. parking lot")*

➢ **Sampling Location:** **SW-___**

Outfall(s) Represented: **SW-_____**

Outfall Type: ☐ Pipe ☐ Swale ☐ Catch Basin ☐ Other *(describe)*_____

Outfall Location:

➢ **Sampling Location:** **SW-___**

Outfall(s) Represented: **SW-_____**

Outfall Type: ☐ Pipe ☐ Swale ☐ Catch Basin ☐ Other *(describe)*_____

Outfall Location:

(Cont.) TABLE 5 -- STORMWATER MONITORING PROGRAM

[Stormwater Monitoring Requirements]

1. Representative samples of each outfall will be collected annually, and analyzed by a State certified laboratory.

2. Stormwater samples will be obtained within the first thirty (30) minutes after runoff begins. Samples must not contain any snow or ice.

3. Stormwater discharge samples will be analyzed for the following parameters.

POLLUTANT PARAMETER	*MAXIMUM LEVEL	POLLUTANT PARAMETER	*MAXIMUM LEVEL
Total Oil and Grease	5 mg/l	Nitrate as Nitrogen	1.5 mg/l
pH	--	Total Copper	0.100 mg/l
Chemical Oxygen Demand	75 mg/l	Total Zinc	0.500 mg/l
Total Suspended Solids	100 mg/l	Total Lead	0.050 mg/l
Total Phosphorous	0.5 mg/l	Aquatic Toxicity [24 Hr. LC50; 48 Hr. LC50]	LC_{50} ≥50%
Total Kjeldahl Nitrogen	2.5 mg/l		

*An exceedance of any of these levels means that improved stormwater management measures may be necessary.

4. The following information will also be collected during each stormwater monitoring event:

   - Name and title of person collecting the sample
   - Sampling Location *(for example, "SW-1")*
   - Date and time of sample collection
   - Storm magnitude (total amount of rain in inches)
   - Storm duration (total length of storm in hours)
   - Date of previous storm event (which must be at least 72 hours previous, and may be obtained at http://www.erh.noaa.gov/box/dailystns.shtml.

5. All stormwater monitoring data for each sampling event will be recorded on an attached Stormwater Monitoring Report Form ("SMR"). Each SMR will be completed and submitted to CT DEP. A copy of each SMR will be kept with the stormwater pollution prevention plan until at least five (5) years after the expiration date of the general permit.

STORMWATER MONITORING REPORT FORM

GENERAL PERMIT FOR THE DISCHARGE OF STORMWATER ASSOCIATED WITH INDUSTRIAL ACTIVITY

AUTO RECYCLING FACILITY INFORMATION

Facility Name (Owner, Operator):_____

Mailing Address: _____

Business Phone # _____ FAX # _____

Contact Person: _____ Title: _____

Site Address: _____

Receiving Water: (Name) _____ (Basin) _____

General Permit # GSI _____ ☐ √ this box if you employ 25 or fewer people.

SAMPLING INFORMATION

Sample Location: _____

Person Collecting Sample: _____

Sample Date/Time : _____ Rainfall pH: _____SU

Magnitude of Storm: _____inches	Duration of Storm: _____hrs	Date of Previous Storm Event: _____

MONITORING RESULTS [Attach Copy of Laboratory Analytical Report(s)]

Parameter	Results (w/Units)	Parameter	Results (w/Units)
Total Oil & Grease		NO_3-N	
pH		Total Copper	
COD		Total Zinc	
TSS		Total Lead	
Total Phosphorus		24 Hr. LC50	
TKN		48 Hr. LC50	

STATEMENT OF ACKNOWLEDGMENT

I certify that the data reported in this document were prepared under my direction or supervision in accordance with the general permit. The information submitted is, to the best of my knowledge and belief, true, accurate and complete.

Authorized Official Name/Title: _____

Signature: _____ Date:_____

CT DEP--STORMWATER ACUTE TOXICITY TEST DATA SHEET

Sample Source:	
Date/Time Begin:	**Date/Time End:**
Sample Hardness:	**Sample Conductivity:**
Test Species: *Daphnia pulex* < 24 hrs old	**Dilution Water Hardness:**

Effluent Dilution	Number of Organisms Surviving			Dissolved Oxygen (mg/L)			Temperature (°C)			pH (SU)		
Hour	00	24	48	00	24	48	00	24	48	00	24	48
CONTROL 1												
CONTROL 2												
CONTROL 3												
CONTROL 4												
6.25% A												
6.25% B												
6.25% C												
6.25% D												
12.5% A												
12.5% B												
12.5% C												
12.5% D												
25% A												
25% B												
25% C												
25% D												
50% A												
50% B												
50% C												
50% D												
100% A												
100% B												
100% C												
100% D												

REFERENCE TOXICANT RESULTS

Test Species	Date	Reference Toxicant	Source	LC50
Daphnia pulex				

Please send completed form to: WATER TOXICS PROGRAM COORDINATOR, BUREAU OF WATER MANAGEMENT, 79 ELM STREET, HARTFORD, CT 06106-5127

ATTACHMENT 1
QUARTERLY COMPREHENSIVE SITE COMPLIANCE EVALUATION CHECKLIST

Inspection Date: _____

Inspected By: _____ Title: _____

AREA OR ACTIVITY INSPECTED	WHAT DID YOU OBSERVE?	CORRECTIVE ACTION(S) TAKEN?
General Spill Prevention/Control:		
Have there been any spills or leaks of five (5) gallons or more of toxic or hazardous substances since the last site evaluation? Have all such spills or leaks been properly reported and cleaned up?		
Is Table 3 ("List of Spills and Leaks") currently up to date?		
Vehicle Holding/Storage Area:		
Are vehicles stored in an accessible, organized manner?		
Inspect area for leaks, clutter, engine hoods down.		

(Cont.) ATTACHMENT 1
QUARTERLY COMPREHENSIVE SITE COMPLIANCE EVALUATION CHECKLIST

Inspection Date: _____

AREA OR ACTIVITY INSPECTED	WHAT DID YOU OBSERVE?	CORRECTIVE ACTION(S) TAKEN?
Dismantling Area:		
Is dismantling only performed in designated area(s)?		
Are automotive fluids promptly drained from vehicles after they are received?		
Are automotive fluids that are capable of being recycled or reused being collected/handled appropriately?		
Are there any leaks, spills or fluid staining present in or around the dismantling area?		
Fluid & Waste Storage Area(s):		
Check all fluid and waste storage containers and tanks for leaks, fluid levels, and labeling.		
Are storage methods adequate to prevent contact with stormwater and contain an accidental release?		
Inside Parts Storage Area:		
Are drip pans in place where necessary?		
Is there evidence of leaks or spills?		
Are parts stored on racks or pallets?		

(Cont.) ATTACHMENT 1
QUARTERLY COMPREHENSIVE SITE COMPLIANCE EVALUATION CHECKLIST

Inspection Date: _____

AREA OR ACTIVITY INSPECTED	WHAT DID YOU OBSERVE?	CORRECTIVE ACTION(S) TAKEN?
Outside Parts Storage Area:		
Are parts completely drained before storage?		
Are all batteries removed from vehicles?		
Are engine hoods being kept down?		
Are vehicles stored in an accessible, organized manner?		
Parts & Equipment Washing: (Includes any Pressure Washing)	**NOTE: ALL DISCHARGES OF WASH WATER MUST BE COVERED BY A SEPARATE WASTEWATER DISCHARGE PERMIT.**	
Is any wash water directed to or contacting the ground, a drain, or a septic system?		
Is all washing equipment in good working order?		
Is solvent sink regularly serviced? Is spent solvent properly disposed of? By whom?		
Vehicle Core/Scrap Storage Areas:		
Are cores completely drained before storage?		
Are cores and scrap stored under cover and over an impervious surface?		

(Cont.) ATTACHMENT 1
QUARTERLY COMPREHENSIVE SITE COMPLIANCE EVALUATION CHECKLIST

Inspection Date: _____

AREA OR ACTIVITY INSPECTED	WHAT DID YOU OBSERVE?	CORRECTIVE ACTION(S) TAKEN?
Crushing Area:		
Are fluids and batteries removed from the vehicles prior to crushing?		
Inspect crusher and crushing area for leaks and spills.		
Equipment Maintenance:		
Inspect each piece of equipment for leaks.		
Are repairs made promptly to hydraulic lines, hoses, cylinders, etc.?		
Is all equipment washed either indoors or offsite?		
Stormwater Outfall(s)/Monitoring:		
Is stormwater monitoring being conducted? Are monitoring records kept with the Plan?		
Is each sampling point accessible and clean?		
Is equipment, waste or other material accumulating or stored near the stormwater sampling point(s) or outfall(s)?		
Is litter, oil, or oily residue present in drainage areas or on vegetation?		

(Cont.) ATTACHMENT 1
QUARTERLY COMPREHENSIVE SITE COMPLIANCE EVALUATION CHECKLIST

Inspection Date: _____

AREA OR ACTIVITY INSPECTED	WHAT DID YOU OBSERVE?	CORRECTIVE ACTION(S) TAKEN?
Stormwater Training:		
Are all appropriate employees aware of the Stormwater Pollution Prevention Plan and its goals?		
Have all appropriate staff received annual training on: ➢ Spill response procedures, ➢ Good housekeeping practices, and ➢ Proper materials management practices?		
Management of Runoff:		
Are all of the runoff management & treatment measures described in Table 5 properly maintained and in working order? Are they adequate?		
Sediment & Erosion Control:		
Are all of the sediment & erosion controls described in Table 5 properly maintained and in working order? Are they adequate?		

(Cont.) ATTACHMENT 1
QUARTERLY COMPREHENSIVE SITE COMPLIANCE EVALUATION CHECKLIST

Inspection Date: _____

Briefly describe any changes or updates to the Pollution Prevention Plan that are needed in response to the above evaluation:

_____

_____

_____

_____

_____

_____

ATTACHMENT 2
STORMWATER POLLUTION PREVENTION TRAINING LOG

Facility Name:_____

Site Location:_____

Trainer Name/Title:_____

Training Date:_____

Topics Covered: *(√ all applicable.)*

☐ Purpose and requirements of the Stormwater Pollution Prevention Plan.	☐ Spill prevention & response procedures and equipment.
☐ Pollution Prevention Team members & responsibilities.	☐ Good housekeeping practices & preventive maintenance.
☐ Facility site plan and location of all stormwater outfalls (including catch basins and drainage swales or channels).	☐ Stormwater monitoring & reporting procedures.
☐ Proper waste collection and disposal procedures, including proper management of lead-acid batteries, automotive fluids, & solvents.	☐ Other stormwater measures & controls *(describe in comments section below)*

Employees in Attendance:

PRINT NAME	SIGN NAME

COMMENTS:

Appendix 2

Hazardous Waste Inspection Schedule & Log

Hazardous Waste Inspection Schedule

You are required to develop and follow a written inspection schedule for hazardous waste inspections to be conducted at your site. The schedule must identify the types of problems which are to be looked for at your site during the inspection. In addition, it must specify the areas and the items that will be inspected. You are required to inspect all hazardous waste containers and storage areas, containment systems, safety and emergency equipment, loading and unloading areas and monitoring and security equipment.

The following items are to be inspected on a **daily** basis *(check those that apply to your site and fill in site specific information)*:

☐ **loading and unloading areas***(describe)*:

_____
_____
_____

Areas will be inspected to ensure that any spillage is cleaned up on a daily basis.

☐ **hazardous waste tanks***(describe)*:

_____
_____
_____

Items to be checked include waste level, containment, correct labeling, accumulation date, tanks material and seams for leaks or corrosion.

The following items are to be inspected on a **weekly** basis *(check those that apply to your site and fill in site specific information)*:

☐ **hazardous waste containers***(describe)*:

_____
_____
_____

Containers will be inspected to ensure they are in good condition, closed when not in use, marked visibly with the words "Hazardous Waste" and a description of the contents and the accumulation date. Contents will be reviewed to assure incompatible wastes are separated.

☐ **hazardous waste storage area(s)***(describe)*:

_____
_____
_____

Area will be inspected to ensure it is free of cracks or gaps and that there are no leaks. If there are multiple containers, the area will be inspected to ensure there is adequate aisle space to access all containers. If ignitable wastes are present, the area will be inspected to assure there are no sources of ignition nearby.

The following safety and emergency items are to be inspected on a **monthly** basis to ensure they are present and in working order *(check those that apply to your site and fill in site specific information)*:

☐ **Protective clothing**
☐ **Fire extinguishers**
☐ **Intercom/radio/public address system**
☐ **Absorbents**
☐ **First Aid Equipment**
☐ **Portable pumps/hoses**
☐ **Containment booms/pads**
☐ **Protective glasses/shields**
☐ **Other:**_____
_____

Month/Year:_____

Hazardous Waste Weekly Inspection Log

Results of weekly inspections of hazardous waste containers and container storage areas must be recorded in this log. If any observation results in a "**N**" response, you must describe what corrective action was taken to correct the deficiency. Prompt and immediate action must be taken to correct any deficiencies. The date and nature of all corrective actions must be recorded on this log.

Complete a new log for each month. Inspections should be done on the same day of each week and more often if necessary. The completed logs must be maintained on-site for at least 3 years from the date of the inspection. You will be asked for these logs if a hazardous waste inspector comes to your site.

Date/Time					
Name					
Containers Closed?	Y N	Y N	Y N	Y N	Y N
Containers in good condition?	Y N	Y N	Y N	Y N	Y N
Do containers have the words "Hazardous Waste", contents described and accumulations dates?	Y N	Y N	Y N	Y N	Y N
Labels visible?	Y N	Y N	Y N	Y N	Y N
Adequate aisle space?	Y N	Y N	Y N	Y N	Y N
Storage time limits okay?	Y N	Y N	Y N	Y N	Y N
Ignitable wastes away from sources of ignition?	Y N	Y N	Y N	Y N	Y N
Spills or leaks?	Y N	Y N	Y N	Y N	Y N
Incompatible wastes separated?	Y N	Y N	Y N	Y N	Y N
Cracks, gaps in floor or containment system?	Y N	Y N	Y N	Y N	Y N
If stored outside: Area secure?	Y N	Y N	Y N	Y N	Y N
--------Inspections of emergency and safety equipment must be conducted monthly--------					
Is emergency and safety equipment available on-site and in working order?					Y N
Date and description of corrective action:					

Appendix 3

EPA Refrigerant Recovery or Recycling Device

Acquisition Certification Form

OMB # 2060-0256
Expiration Date: 07/31/2003

THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA)
REFRIGERANT RECOVERY OR RECYCLING DEVICE
ACQUISITION CERTIFICATION FORM

EPA regulations require establishments that service or dispose of refrigeration or air-conditioning equipment to certify by August 12, 1993 that they have acquired recovery or recycling devices that meet EPA standards for such devices. To certify that you have acquired equipment, please complete this form according to the instructions and **mail it to the appropriate EPA Regional Office. BOTH THE INSTRUCTIONS AND MAILING ADDRESSES CAN BE FOUND ON THE REVERSE SIDE OF THIS FORM.**

PART 1: ESTABLISHMENT INFORMATION

Name of Establishment

Street

(Area Code) Telephone Number

City State Zip Code

Number of Service Vehicles Based at Establishment

County

PART 2: REGULATORY CLASSIFICATION

Identify the type of work performed by the establishment**. Check all boxes that apply.**

□ Type A - Service small appliances
□ Type B - Service refrigeration or air-conditioning equipment other that small appliances
□ Type C- Dispose of small appliances
□ Type D - Dispose of refrigeration or air-conditioning equipment other than small appliances

PART 3: DEVICE IDENTIFICATION

	Name of Device(s) Manufacturer	Model Number	Year	Serial Number (if any)	Check Box if Self-Contained
1.					**G**
2.					**G**
3.					**G**
4.					**G**
5.					**G**

PART 4: CERTIFICATION SIGNATURE

I certify that the establishment in Part 1 has acquired the refrigerant recovery or recycling device(s) listed in Part 2, that the establishment is complying with Section 608 regulations, and that the information gives is true and correct.

Signature of Owner/Responsible Officer | Date | Name (Please Print) | Title

Instructions

Part 1: Please provide the name, address, and telephone number of the establishment where the refrigerant recovery or recycling device(s) is (are) located. Please complete one form for each location. State the number of vehicles based at this location that are used to transport technicians and equipment to and from service sites.

Part 2: Check the appropriate boxes for the type of work performed by technicians who are employees of the establishment. The term "small appliance" refers to any of the following products tat are fully manufactured, charged, and hermetically sealed in a factory with five pounds or less of refrigerant: refrigerators, and freezers designed for home use, room air conditioners (including window air conditioners and packaged terminal air conditioners), packaged terminal heat pumps, dehumidifiers, under-the-counter ice makers, vending machines, and drinking water coolers.

Part 3: For each recovery or recycling device acquired, please list the name of the manufacturer of the device, and (if applicable) its model number and serial number.

If more that seven devices have been acquired, please fill out an additional form and attach it to this one. Recovery devices that are self-contained should be listed first and should be identified by checking the box in the last column on the right. Self-contained recovery equipment means refrigerant recovery or recycling equipment that is capable of removing te refrigerant from an appliance without the assistance of components contained in the appliance. On the other hand, system-dependent recovery equipment means refrigerant recovery equipment that requires the assistance of components contained in an appliance to remove the refrigerant from the appliance.

If the establishment has been listed as Type B and/or Type D in Part 2, then the first device listed in Part # must be a self-contained device and identifies as such by checking the box in the last column on the right.

If any of the devices are homemade, they should be identified by writing "homemade" in the column provided for listing the name of the device manufacturer. Type A or Type B establishments can use homemade devices manufactured before November 15, 1993. Type C or Type D establishments can use homemade manufactured anytime. IF, however, a Type C or Type D establishment is using homemade equipment manufactured after November 15, 1993, then it must not use these devices for service jobs.

Part 4: This form must be signed by either the owner of the establishment or another responsible officer. The person who signs is certifying that the establishment has acquired the equipment, that the establishment is complying with Section 608 regulations, and that the information provided is true and accurate.

EPA Regional Offices

Send your form to the EPA office listed under the state or territory in which the establishment is located.

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

CAA 608 Enforcement Contact: EPA Region I; Mail Code SEA; JFK Federal Building; One Congress Street, Suite 1100; Boston, MA 02114-2023

New York, New Jersey, Puerto Rico, Virgin Islands

CAA 608 Enforcement Contact: EPA Region II; Mail Code 2DECA-AC; 290 Broadway; New York, NY 10007-1866

Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

CAA 608 Enforcement Contact: EPA Region III-Wheeling Office; Mail Code 3AP12; 303 Methodist Building; 11th and Chapline Streets; Wheeling, WV 26003

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

CAA 608 Enforcement Contact: EPA Region IV; Mail Code APT-AE; 61 Forsyth Street, SW; Atlanta, GA 30303-8960

Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

CAA 608 Enforcement Contact: EPA Region V; Mail Code AE-17J; 77 West Jackson Blvd.; Chicago, IL 60604

Arkansas, Louisiana, New Mexico, Oklahoma, Texas

CAA 608 Enforcement Contact: EPA Region VI; Mail Code 6EN-AA; 1445 Ross Ave., Suite 1200; Dallas, TX 75202

Iowa, Kansas, Missouri, Nebraska

CAA 608 Enforcement Contact: EPA Region VII; Mail Code APCOARTD; 901 North Fifth Street; Kansas City, KS 66101

Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

CAA 608 Enforcement Contact: EPA Region VIII; Mail Code 8ENF-T; 999 18th Street, Suite 500; Denver, CO 80202

American Samoa, Arizona, California, Guam, Hawaii, Nevada

CAA 608 Enforcement Contact: EPA Region IX; Mail Code AIR-5; 75 Hawthorne Street; San Francisco, CA 94105

Alaska, Idaho, Oregon, Washington

CAA 608 Enforcement Contact: EPA Region X; Mail Code OAQ-107; 1200 Sixth Ave.; Seattle, WA 98101

Appendix 4

Spill Reporting Form

Licensed Spill Clean-up Contractors

Connecticut Department of Environmental Protection
Oil and Chemical Spill Response Division
Report of Petroleum or Chemical Product Discharge, Spillage or Release

1. When did the incident occur? Date___/___/___ Time
month/day/year

2. Where did the incident occur?

_____

_____

3. How did the incident occur? (describe the cause)

_____

_____

4. Under whose control was the hazardous material at the time of the incident?

Name: _____

Mailing & Street Address: _____

Town:_____State: _____ Zip:_____Phone:_____

5. Who is the owner of the property onto which the spill occurred?

_____

If this is a corporate property or jointly owned property, who represents the owner?

Corporate Property ☐ Jointly-owned property ☐

Name:_____

Mailing & Street address_____

Town:_____ State:____ Zip:_____ Phone:_____

6. When was the incident verbally reported to the Department of Environmental Protection?

Date____/____/____ Time ____:____
Month/day/year

7. Who reported the incident and whom were they representing?

Name:_____

Mailing & Street Address:_____

Town:_____State: ____ Zip:_____Phone:_____

8. What were the chemicals or petroleum products, etc. released, spilled or discharged? Give an exact description of each of the materials involved in the incident, including chemical names, percent concentrations, trade names, etc.

   If the chemicals are Extremely Hazardous substances or CERCLA hazardous substances they must be identified as such and include the reportable quantity (RQ). Please attach a Material Safety Data Sheet (MSDS) for each chemical involved.

   What were the quantities of hazardous materials that were released, spilled or discharged to each environmental medium (air, surface water, soil, and/or ground water)? [NOTE: Connecticut General Statutes requires the reporting of any amount of any substance or material released to the environment].

9. Did any of these hazardous materials travel beyond the property line? [NOTE: Materials that enter the ground water are considered to have gone beyond the property line.]

10. What actions were taken to respond to and contain the release, spill or discharge?

11. What actions are being taken to prevent reoccurrence of an incident of this type? (Attach additional sheets if necessary.)

_____
_____
_____

12. Were there any injuries as a result of the incident? If so, list the names of injured individuals, their addresses, phone numbers and describe their injuries. (Attach additional sheets if necessary)

Name:_____

Mailing & Street Address:_____

Town:_____State:_____Zip:_____Telephone:_____

13. What is the appropriate advice regarding medical attention necessary for exposed individuals?

_____
_____
_____

14. Are there any known or anticipated health risks, acute or chronic, associated with the release of these hazardous materials or medical advice that should be communicated?

_____
_____
_____

15. Was the incident completely cleaned up by the time this report was submitted? If not, what are the anticipated remedial actions and their duration?

_____
_____
_____

16. CERTIFICATION: I hereby affirm that the foregoing statement is true to the best of my knowledge.

_____

Signature Title Date

_____

Print Name Telephone

_____

Street Address/P.O. Box City/Town State & Zip

This form may be reproduced as long as it contains all of the information requested and is on an 81/2 X 11 sheet of white paper, black type format. For serious incidents the questions may be answered in narrative format which must include the preparer's affidavit.

Mail to:

State of Connecticut
Department of Environmental Protection
Bureau of Waste Management
Oil and Chemical Response Division
79 Elm Street
Hartford, CT 06106-5127
www.dep.state.ct.us

Phone: Routine calls (860) 424-3024
Emergency 24 hrs (860) 424-3338

Appendix 5

Glossary of Acronyms

Acronyms	
BMP	Best Management Practice
CESQG	Conditionally Exempt Small Quantity Generator
CFCs	Chlorofluorocarbons
CFR	Code of Federal Regulations
CGS	General Statutes of Connecticut
CT-DEP, CTDEP, DEP, Department	Connecticut Department of Environmental Protection
DOT	United States Department of Transportation
EPA	United States Environmental Protection Agency
LDR	Land Disposal Restriction
LQG	Large Quantity Generator
MVAC	Motor Vehicle Air Conditioner
NFPA	National Fire Protection Association
NPDES	National Pollutant Discharge Elimination System
RCRA	Resource Conservation and Recovery Act
RCSA	Regulations of Connecticut State Agencies
SPCC	Spill Prevention, Control and Countermeasures
SQG	Small Quantity Generator
SWPPP	Stormwater Pollution Prevention Plan
TSDF	Treatment, Storage or Disposal Facility
UST	Underground Storage Tank
VOCs	Volatile Organic Compounds
WEED	Waste Engineering Enforcement Division