



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 90-02	DATE: 7/6/90
REVISIONS:	
ISSUED BY: City Manager	SIGNED <i>10/11/90 - J. Campbell</i>

SUBJECT: WASTE DISPOSAL

PURPOSE: To guide all City employees in the proper disposal of waste products in order to insure compliance with federal, state, and local laws, ordinances, and regulations.

POLICY:

I. Scope of This Policy

- A. This policy applies to all employees and contractors generating waste from work performed for the City.
- B. This policy serves as a guide for City employees.

It is not intended to supplant or supersede any applicable law, ordinance or regulation. Whenever this policy is in conflict with any applicable law, ordinance or regulation, (e.g. new or changed regulations) the applicable law, ordinance, or regulation will supersede this policy.

II. Implementation

- A. This policy becomes effective August 1, 1990.
- B. Each Department Head is responsible for:
 - 1. Advising all supervisors, employees, and contractors working for his or her department about this policy.
 - 2. Monitoring the activities of all supervisors, employees, and contractors working for his/her department to insure compliance with this policy.

3. In addition, the City Engineer is responsible for advising contractors of the requirements of this policy and monitoring their activities to insure compliance with this policy, on work for which the City Engineer's Office is providing inspection services.

III. Classification of Waste Materials and Acceptable Disposal Methods.

A. Non-Hazardous Materials

Non-hazardous materials are classified as either inert, combustible, or non-combustible.

1. Inert Materials

a. Definition

"Inert Material" means a substance that will not decompose, dissolve, or in any other way form a contaminated leachate upon contact with surface or groundwater.

- ###### b. Examples:
- broken concrete, bricks, masonry, pavement, uncontaminated soil, rocks.

c. Acceptable Disposal Methods:

- (1) Fill: Inert materials may be deposited on City property or private property with permission of the landowner if all necessary permits are obtained so long as the site of the deposit does not: affect the flow of ground or surface water; create erosion problems; create a health or safety hazard; or appear objectionable to neighboring residents.

Further, such site may not be a designated wetland unless a permit to deposit fill at this site has been obtained from the Michigan Department of Natural Resources. The size and location of any site intended to receive more than 1,000 cubic yards of inert material shall be reported to the Kent County Health Department.

- (2) Landfill: Inert materials may also be taken to any licensed landfill.

- (3) Recycling and Recovery. Inert materials such as concrete and asphalt may be recycled or recovered by acceptable methods.

2. Combustible Solid Waste:

a. Definition:

"Combustible Solid Waste" is defined by Chapter 25 of the City Code.

b. Examples: Combustible Solid Waste includes cardboard, cartons, wood, boxes, rugs, cloth, bedding, leather, grass, leaves and brush, yard trimmings, tree limbs, timber, logs, stumps six (6) inches in diameter or less, carpeting, combustible construction demolition debris, rejected food wastes.

c. Acceptable Disposal Method

All combustible waste generated within the City limits, other than site or source separated materials, shall be delivered to the mass-burn energy-generating incinerator. Combustible materials generated outside of the City limits may be disposed by any method authorized by local laws and ordinances.

3. Non-Combustible Solid Waste

a. Definition:

Rubbish and garbage that is not combustible solid waste, inert material, or hazardous waste.

b. Examples: Ashes, animal waste, pathological and biological waste, appliances, non-combustible construction and demolition debris, glass, metal containers.

c. Acceptable Disposal Methods:

(1) Disposal areas approved by the City Manager which may include type II sanitary landfills or other locations acceptable under the Act. 641 plan.

B. Hazardous Materials

Waste materials are considered "hazardous" because they appear on a list of hazardous materials published by federal or state authorities, or because they have certain hazardous characteristics.

1. Listed Hazardous Wastes

a. Definition:

Listed hazardous wastes are those materials that are considered hazardous because they are on a list of hazardous materials promulgated by federal or state authorities. Copies of these lists are available in the Risk Management Office.

b. Examples include: Benzene, Ethanol, Naphtha, 1,1,1-Trichloroethane, 1,1,2-Trichloroethane, PCE (Perchloroethylene), Toluene, TCE (Trichloroethylene), Lead, Mercury, Silver, Xylene, Chlordane, DDT, Creosote, etc.

2. Characteristic Hazardous Waste

a. Definition:

Characteristic hazardous waste includes those materials that have one or more of the following characteristics:

- (1) Ignitable materials that are easily combustible or flammable. Examples include: paint wastes, degreasers, and other solvents. (e.g. liquids with a flashpoint below 140 F).
- (2) Corrosive materials that dissolve metals or other materials or burn the skin. Examples include: rust removers, waste acid, alkaline cleaning fluids, waste battery acid. (e.g. liquids with a pH <2.0 or > 12.5).
- (3) Reactive materials that are unstable or undergo rapid or violent chemical reaction with water or other material. Examples include: waste bleaches and other waste oxidizers.
- (4) Toxic materials that are poisonous to humans and other organisms. Wastes are toxic if, through laboratory extraction procedures, they are found to contain concentrations of the following chemicals in excess of the amounts allowed by law: arsenic; Barium; Cadmium-Chromium; Lead; Mercury; Selenium; Silver, Endrin, Ludane; Methoxychlor; Toxaphene; 2,4-D; 2,4,5 TP Silvex; Copper; Zinc.

3. Acceptable Disposal Methods for Hazardous Waste

Acceptable methods for disposal of hazardous waste are determined by the quantity of hazardous waste generated at a site during any one calendar month.

a. Conditionally Exempt Small Quantity Generator

- (1) Definition: If in a calendar month you generate less than 100 kilograms (220 lbs. is less than half of a 55 gallon drum) and you never accumulate (store) 1000 kilograms (2200 lbs.) or more, then you are a Conditionally Exempt Small Quantity Generator (CESQG).
- (2) Requirements for CESQG sites:
 - (a) Evaluate your waste and keep records of your waste evaluations.
 - (b) Use the correct U.S. Department of Transportation (DOT) shipping name and number in your evaluations (available from Risk Management Office).

- (c) Follow Michigan liquid industrial waste regulations (copies available from Risk Management Office).
- (d) Send waste to a licensed facility for solid waste, hazardous waste, or wastewater. A hazardous waste facility is not required. Before discharging any liquid containing hazardous material into the sewer system call the wastewater treatment plant industrial pre-treatment program coordinator (456-3633).

b. Small Quantity Generator (SQG)

- (1) Definition: A generator producing greater than 100 kilograms (220 lbs.) but less than 1000 kilograms (2200 lbs or about 5 drums) of hazardous waste in a calendar month.
- (2) Requirements for SQG's

The requirements for the SQG's are as set forth in the Small Quantity Generator Requirements. Copies are available from the Risk Management Office.

c. Generator

- (1) Definition: If in one month you generate 1000 kilograms (2200 lbs, about 4-5 full drums) or if you accumulate 6000 kilograms or more, then you are considered a generator.
- (2) All City departments are expressly prohibited from engaging in operations which would fall within the "Generator" limits set forth above without the express written consent of the City Manager.

C. Acutely Hazardous and Severely Toxic Waste Generators

- 1. Definition: Sites that generate in a calendar month 1 kilogram (2.2 lbs) or more of an acutely hazardous or severely toxic waste as listed in federal (RCRA) or state Hazardous Waste Management Act regulations. Copies are available from the Risk Management Office.
- 2. Examples: Pesticides such as Aldicarb, Aldrin, Arsenic Pentoxide, Arsenic Trioxide, Copper Cyanides, Dieldrin, Dinitrocresol, Dinoseb, Disulfoton, Endosulfan, Endrin, Famphur, Heptachlor, Methyl Parathion, Nicotine, Parathion, Phorate, Strychnine, Thallium Sulfate and Toxaphene.
- 3. All City Departments

All City departments are expressly prohibited from using such materials without the written consent of the City Manager.

D. Special Categories

1. Asbestos Containing Materials (ACMs)

- a. Small Quantities (2 lbs or less) of ACMs that are not readily crumbled and are not brittle (non-friable) shall be disposed of by depositing in a tightly sealed container or refuse bag, marking the bag as containing "asbestos," and sending it to the Kent County Landfill.
- b. ACMs that are readily crumbled or brittle so that fibers could be released into the air are subject to special handling. Contact Risk Management for specific guidance.
- c. Large Quantities: ACM Removal projects. The removal of large quantities of ACMs is subject to state regulations. Contact Risk Management for specific details.

2. Lead-Acid Batteries

Used lead-acid batteries that are recycled are not included in the calculation of hazardous waste generator limits and do not require a hazardous waste manifest for disposal offsite.

3. Waste Oil

Waste oil which is recycled or recovered is exempt from hazardous waste regulation.

E. Management Practices

1. Waste reduction and substitution of non-hazardous materials for hazardous materials is encouraged. For example, detergent degreasers may be substituted for petroleum based products and solvent based paints may be replaced with water-based paints.
2. Waste Segregation and Housekeeping Practices
 - Different types of hazardous wastes should be segregated from each other.
 - Place waste containers on paved, diked, and impervious surfaces where possible.
 - Triple rinse empty pesticide containers and place in regular trash.

3. Recovery and Reuse

Where possible the recovery and reuse of hazardous waste is encouraged. For example: some solvents and oils could be carefully collected and reused rather than discarded.

4. The purchase and use of recycled materials is encouraged where it is economical and feasible to do so. Where documents are printed on recycled paper departments are encouraged to put the phrase "Printed on Recycled Paper" on the document.

IV. Compliance, Enforcement & Reporting

- A. Spills & Discharges Reporting. The accidental spill or discharge of any hazardous waste into the environment shall be reported immediately to the City's Fire Department by calling 911. The Fire Department will immediately report the spill to the appropriate federal, state, and local authorities when the quantity or specific product requires that such notification be made. In addition, the Department Head in charge of the area shall be contacted immediately and with the assistance of the Risk Manager will coordinate any required clean-up activities.

B. Violations

This policy has been gleaned from federal, state, and local laws, ordinances and regulations. Many of these laws, etc. contain provisions for civil or criminal penalties including fines and possible jail terms.

All City employees are encouraged to follow this policy and all the laws, ordinances and regulations upon which it is based in order to avoid these sanctions.