

Dangerous Waste Regulations



The requirements for LQGs, MQGs, and SQGs

Now that you have designated and counted your waste, you know your generator status and can find which parts of the DW rules apply to your situation.

Quick Review

- ❖ Dangerous Waste Regulations, [Ch. 173-303 WAC](#)
- ❖ All businesses must designate their waste and apply a waste code if needed
- ❖ DW Generators must count their wastes
- ❖ Amount/month = status:
 - ❖ LQG = > 2,200 lbs (>2.2 lbs AHW)
 - ❖ MQG = >220 lbs but <2,200 lbs (<2.2 lbs AHW)
 - ❖ SQG = <220 lbs (<2.2 lbs AHW)
- ❖ Some special cases for counting



Quick Review:

- Ch. 173-303 WAC is the governing rule, the Dangerous Waste Regulations
- All generators must designate (identify) their wastes, and apply the appropriate waste code.
- Dangerous Waste generators must count that waste. That determines their generator status.
 - Large Quantity Generators produce more than 2,200 lbs/month, or have more than 2.2 lbs Acutely Hazardous Waste onsite at any time.
 - Medium Quantity Generators produce more than 220 lbs/month, but less than 2,200 lbs, and always have less than 2.2 lbs Acutely Hazardous Waste onsite at any time.)
 - Small Quantity Generators produce less than 220 lbs/month, and always have less than 2.2 lbs Acutely Hazardous Waste onsite at any time.
- There are some special cases for counting – Universal Wastes, Treatment by Generator, and wastes that, if handled properly, don't count towards generator status.

RCRA Site ID# – MQG/LQG ([WAC 173-303-060](#))

- ❖ MQGs and LQGs must notify Ecology
- ❖ Get an EPA/State ID#
- ❖ Get information about notifying at:
www.ecy.wa.gov/programs/hwtr/waste-report/notification.html
- ❖ ID# specific to the physical location, not business name
- ❖ SQGs may also notify



All generators (LQGs and MQGs) must notify Ecology of their existence and get an EPA/State ID#. You can get information about notifying and getting an ID# at this Web site.

The ID# is for the physical location, not the business name. If your business moves, you will need to cancel the existing number, and re-notify to obtain a new number for the new location.

SQGs are also welcome to notify and obtain a number, but it's not required. Sometimes waste disposal companies require their customers to have an EPA/State ID#.

Personnel Training - LQG

(WAC 173-303-330)

- ❖ Proper training helps ensure good waste management
- ❖ Must have written training plan
 - ❖ Job titles
 - ❖ Job descriptions
 - ❖ Required training for each position
 - ❖ Names of everyone in those jobs
- ❖ Relevant to the position
- ❖ Keep records



As a Large Quantity Generator of dangerous waste, one of the most important things you can do to ensure good waste management and compliance with the regulations is to set up a good training plan for you and your employees.

LQGs are required to have a written training plan in place. This plan must include:

Job titles

Job descriptions

Required training for each of those positions – what is relevant to that position

Names of everyone in those jobs.

Obviously everyone will need to be trained to respond appropriately in the event of an emergency, whether they're meant to help with spill response and cleanup or just to evacuate. Some people might just need to know how to manage a satellite accumulation area or how to handle hazardous waste manifests and reporting, while others might need to know all of the regulations because they're in charge of hazardous waste issues.

Keep records showing that this training has occurred. It can be as simple as a sign-in sheet; you don't need to do fancy certificates.

Contingency Plan - LQG

[\(WAC 173-303-350\)](#)

- ❖ Must be written
- ❖ Describe how you will respond to emergencies
- ❖ Describe arrangements with local emergency responders ([WAC 173-303-340](#))
- ❖ List your Emergency Coordinators (EC)
 - ❖ One person listed as **primary EC**
 - ❖ Names, addresses, home and work phone numbers



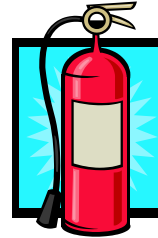
Your next step is to set up a contingency plan. When an emergency happens, you don't want to waste time figuring out what to do and who to call.

This must be in writing. Be prepared to produce it in the event of an inspection. It should include:

- A description of how you will respond to emergencies.
- A description of the arrangements you've made with local emergency responders – police, fire, hospitals, etc..
- The names, addresses, home and work phone numbers of everyone who can act as the Emergency Coordinator. One person should be listed as the primary Emergency Coordinator.

Contingency Plan – LQG (cont.)

[\(WAC 173-303-350\)](#)



- ❖ List of all emergency equipment
 - ❖ Location, description, capabilities
- ❖ Evacuation plan(s)
 - ❖ Signal; primary and secondary routes
- ❖ Keep copy onsite and send to local emergency responders
- ❖ Can be part of SPCC plan or other emergency response plan
 - ❖ Must ensure it covers all the required points.

The contingency plan must also have:

- A list of all of the emergency equipment on-site, with locations, physical descriptions, and an outline of their capabilities.
- An evacuation plan for facility personnel, including the evacuation signal and primary and secondary evacuation routes.
- A copy of the contingency plan should be kept on-site, and copies should be provided to local emergency responders.
- If you have another plan, like EPA's Spill Prevention, Containment, and Control (SPCC) plan, that covers many of these same points, you can use that as your contingency plan. Just make sure it covers all of these points.

Arrangements With Local Authorities – MQG/LQG

[\(WAC 173-303-340\)](#)

- ❖ Applies to MQGs and LQGs
- ❖ Familiarize fire, police, and emergency with the facility and wastes handled
- ❖ Familiarize local hospitals with properties of wastes handled and potential injuries
- ❖ Record any agreements for emergency response, clean-up contractors, etc.



All regulated generators must take steps to familiarize local police, fire departments, and emergency response teams with their facility and the wastes handled there. Document that this has been done, or that it was at least attempted.

Local hospitals must also be familiarized with the properties of wastes handled at the facility and any potential injuries.

Generators should also record any special arrangements they may have made with emergency response teams, clean-up contractors, etc.

Emergency Equipment - MQG/LQG **(WAC 173-303-340)**

- ❖ Internal communications or alarm system
- ❖ Telephone, radio, etc.
- ❖ Fire extinguishers (appropriate types)
- ❖ Spill control
- ❖ Decontamination
- ❖ Water at sufficient pressure to make sprinkler system work

All regulated generators should have the emergency equipment listed here, unless they're prepared to convince an inspector that they don't need it.

Emergency Communications - MQG/LQG

[\(WAC 173-303-340\)](#)

- ❖ Immediate access to a way to summon help
- ❖ Telephone, radio, cell phone, visual or voice contact with another employee



Any employee handling DW must have immediate access to a way to summon help. This can be anything from a cell phone to another person standing outside the storage area watching for trouble.

Emergency Coordinators - MQG/LQG

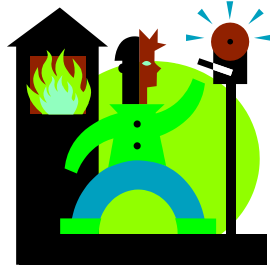
(WAC 173-303-201, -360)

- ❖ Must be **onsite or on call** and able to respond quickly
- ❖ Responsible for coordinating emergency response
- ❖ Familiar with plan, operations and layout of facility, location and properties of wastes, and records
- ❖ Different rules for MQG & LQG

All regulated generators must have an emergency coordinator on call at all times. This means that they're either on-site or able to respond quickly and in-person to an emergency. This person is responsible for coordinating the facility's emergency response. MQGs and LQGs have slightly different regulations.

Emergency Response - MQG/LQG **[\(WAC 173-303-360\)](#)**

- ❖ Emergency Coordinator must respond to emergencies
 - ❖ Assess possible hazards to human health and the environment
 - ❖ Use internal alarms/communication as appropriate



Emergency Response

[\(WAC 173-303-360\)](#)

- ❖ Notify local/state agencies if necessary
- ❖ Notify National Response Center
 - ❖ (1-800-424-8802)
- ❖ Clean up after yourself
- ❖ Record any incident that requires using your contingency plan
- ❖ Send the record to Ecology





Spill Reporting
[WAC 173-303-145](http://www.ecy.wa.gov/Program/Default.aspx?tabid=282)

- ❖ If responsible for spill into environment:
 - ❖ Control and clean up spill
 - ❖ Notify appropriate local agencies and regional office of Department of Ecology
 - ❖ Must report all spills of oil and hazardous materials (products or waste)
 - ❖ See also Ecology's [spill reporting site](http://www.ecy.wa.gov/Program/Default.aspx?tabid=282)

“Spill into the environment” means anywhere that might lead to the environment – through cracks in a concrete floor, down drains, onto the ground where it could wash into a ditch, etc.

Control the spill so it doesn't get worse. Immediately notify appropriate local agencies and your Ecology regional office (see numbers below).

Manage cleanup materials (rags, sorbent, etc.) as dangerous waste.

Report spills of oil and hazardous substances (product or waste) to:

National Response Center: 1-800-424-8802

AND

Washington Emergency Management Division: 1-800-258-5990 OR 1-800-OILS-911

AND

Appropriate Ecology regional office

Ecology Northwest Region, 1-425-649-7000

(Island, King, Kitsap, San Juan, Skagit, Snohomish, and Whatcom counties)

Ecology Southwest Region, 1-360-407-6300

(Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum counties)

Ecology Central Region, 1-509-575-2490

(Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, and Yakima counties)

Ecology Eastern Region, 1-509-329-3400

(Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman counties)

Labeling - MQG/LQG

([WAC 173-303-200](#), [-630](#))

❖ **All containers of DW must have:**

- ❖ Hazardous Waste or Dangerous Waste
- ❖ Risk label - specific to the waste

❖ **Containers in storage area**

- ❖ Must show start date

A yellow rectangular label with a black border. At the top, the text "Hazardous Waste" is written in large, bold, red letters. Below this, in smaller black text, it says "FEDERAL LAW PROHIBITS IMPROPER DISPOSAL. If found, contact the nearest police or health agency authority, and the Washington State Department of Ecology or the Environmental Protection Agency." The form contains several fields for information: "Accumulation Start Date", "Responsible Quantity (RCQ)", "Hazardous Characterization", "Emergency Response Guide #", and "Site Name (Container Number/Characterization)". On the right side, there are fields for "Generator Name", "Address", "City", "State", "Zip", and "Unit (if #)". At the bottom, there are fields for "UN3077 Shipping Name", "Hazard Class", "Class #", and "Packing Group (PG)". A small note at the very bottom reads: "In the event of a spill or release of this hazardous waste, contact the US Coast Guard National Response Center at 1-800-424-8800 for a hazardous spill assessment."

Setting up emergency response and training plans is the prep work. But what exactly do you need to train people to do?

Start with labeling. Unlabeled or improperly labeled containers of dangerous waste include could lead to mixing incompatible wastes, spending extra money on designation, etc.

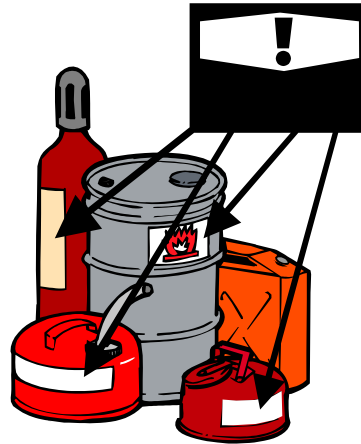
There are specific regulations for labeling of containers of DW. **All containers must:**

- Be labeled with the words **“hazardous waste”** or **“dangerous waste”**;
- Labeled with a **risk label** that makes it clear **why** the waste is dangerous; and
- Show the **start date** of accumulation.
 - A container located in a storage area must have a start date, recording the moment that waste was first put into the container.
 - A satellite container that is full must have a start date recording the moment that it became full.

There is no requirement for any specific format - you would even be within the regulations if you wrote on the container with a pen, so long as the marking doesn't wear off.

Labeling (cont.)

- ❖ Remove or obscure labels from emptied container
- ❖ Labels must be visible for inspection
- ❖ Get labels from vendor, in Ecology's Toolbox CD, or from Ecology online at: [HW Labels](#)



These labels should be removed from the container once it is emptied, unless you're going to continue to use that container to store DW. Or you can paint over or otherwise obscure them.

You should make sure you can always see the label for inspection. If there's a drum turned so that the label is facing the wall, that's not very helpful!

You can get labels from your vendor, or in Ecology's Toolbox CD, or from Ecology's Web site.

Container Management - MQG/LQG ([WAC 173-303-630](#))

❖ Closed

- ❖ except when adding or removing waste

❖ In **good condition**

- ❖ no holes, cracks, weak spots, etc.

❖ **Compatible** with the waste

❖ Handled and stored safely

❖ Complies with **International Fire Code**

❖ No mixing of incompatibles

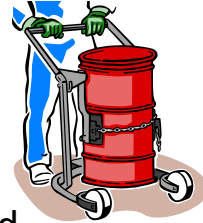


What else do you need to do to manage a container of dangerous waste within the regulations?

- Keep containers closed, except when adding or removing waste. A common sense definition of “closed” is “if the container were knocked over, would anything come out?”
- Containers should be in good condition – no holes, cracks, weak spots, etc.
- Containers should be compatible with the waste being stored.
- Containers should be handled and stored safely, which is basically a catch-all for “don’t do anything else dumb that we haven’t already mentioned.”
- Containers are specifically required to comply with the International Fire Code,
- Do not mix containers of incompatible wastes.

Satellite Accumulation Areas

[\(WAC 173-303-200\)](#)



- ❖ At or near point of generation
- ❖ Under control of operator or secured
- ❖ 55 gallons of each waste stream of DW or 1 quart of AHW
- ❖ When full, add start date; move within 3 days
- ❖ Ecology can require storage area standards (secondary containment)

Satellite accumulation areas are areas, other than the main storage area, that are set to make waste accumulation easier. They must be at or near the point of generation, and they must be under the control of the operator or somehow secured — with a lock or whatever — to prevent the improper addition of waste.

Each satellite accumulation area, or SAA, can contain 55 gallons of DW or 1 quart of AHW per waste stream. You can have more than one mostly full drum in an SAA, as long as each drum contains a different waste stream. Once the container is full, you must add a start date to the container and then move it to a primary storage area within three days.

While SAAs aren't automatically subject to the standards required of primary storage areas, such as secondary containment, Ecology can choose to require those standards.

General Inspection - MQG/LQG

[\(WAC 173-303-320\)](#)

- ❖ Must have written schedule
- ❖ Can be part of safety program or the weekly storage area inspection
- ❖ Show what's going to be looked at and how often that will be done.
- ❖ Keep a log (date, time, name/signature of inspector, observations, any spills or discharges, and remedial action taken)



So far you've learned some of the regulatory requirements you must follow. But how do you know you're meeting these requirements? How do you find out what's going on in your facility?

By inspections or self audits.

Regulated generators are required to perform a general facility inspection. This is sometimes folded into facility safety programs or in with the weekly storage area inspection. However you choose to handle it, the inspection must meet the requirements shown here.

An informal walkthrough will not meet these requirements. There must be a written schedule of what's going to be looked at, and how often it'll be done. You also have to keep a record of the inspections. On the plus side, you get to determine what that schedule looks like.

Accumulation Area Inspection MQG/LQG

[\(WAC 173-303-630\)](#)

- ❖ Inspect main storage areas **every week**
- ❖ Look for leaks, deterioration, and other factors that could lead to a release
- ❖ Keep a log – date, time, name and signature, observations, any remedial actions
- ❖ Sample log in Attachments folder



You must inspect your main storage areas at least weekly (or more frequently, if you'd like). The regulations require that you look for leaks, deterioration of containers or secondary containment, and anything else that might cause a release. You have to keep a log of these inspections.

There's a sample log in the Attachments folder, which covers the weekly inspection requirement. This can get you on the road to covering your general inspection requirement as well.

Secondary Containment

([WAC 173-303-200\(1\)\(b\)](#), [-630](#))

- ❖ Capable of collecting spills and leaks from waste containers
- ❖ Required of all storage areas built after 9/30/86
- ❖ Uncovered areas must be able to hold the additional volume from a 25-year storm that lasts 24 hours



Any storage area constructed after 9/30/86 must have a secondary containment system. If you're dealing with an uncovered, outdoor area, this containment must be able to hold the rain that would fall in a 25-year storm that lasts 24 hours. It might be easier just to cover your storage area.

If your storage area was built before that date, Ecology has probably already required you to install secondary containment.

Secondary Containment

[\(WAC 173-303-630\)](#)

- ❖ Must not leak – free of cracks or gaps
- ❖ Seal floors for built-in systems
- ❖ Must be capable of containing liquids
- ❖ Must not leave containers sitting in liquid (sloped, elevated)
- ❖ Must have positive drainage control
- ❖ Must remove waste as soon as possible



The containment system must not leak. If you're dealing with a built-in system, the floors should be sealed. It must work so that containers are not left sitting in spilled liquid. It must not drain automatically. You must remove waste as soon as possible, to prevent overflows. (Note: If waste escapes the primary container, that is considered a spill and subject to those regulations.)

Satellite areas **do not** have to have secondary containment, but we usually recommend it. There is also an exemption in -630(7) for storage areas that contain only solid, non-ignitable, non-reactive wastes.

Secondary Containment

[\(WAC 173-303-630\)](#)

- ❖ Containment system must be large enough to hold:
 - ❖ **10% of** the volume of **all** its containers; or
 - ❖ the **entire volume of** the **largest** container
 - ❖ **Whichever is greater**
- ❖ Ecology can require that a storage area be covered



The containment system must be able to hold 10% of the volume of all containers of free liquid, or the entire volume of the largest container, whichever is greater.

Ecology can require you to cover your storage area.

Storage Area (MQG/LQG)

[\(WAC 173-303-630\)](#)

- ❖ Rows must be at least 30 inches apart
- ❖ Rows must be only two containers wide
- ❖ Must separate incompatible wastes
- ❖ Must have separate secondary containment systems for incompatibles



These regulations also apply to storage areas:

- There must be a minimum of 30 inches between rows of DW containers.
- Rows can be only two containers wide.
- Containers holding incompatible wastes must be separated from each other, such as an alkaline cleaner and a spent acid.
- Incompatible wastes must have separate secondary containment, so a spill won't lead to mixing.

Tanks (MQG/LQG)

[\(WAC 173-303-200, -640\)](#)

- ❖ Design standards
- ❖ Inspections



This presentation doesn't go into the details of the tank regulations, because there are few businesses that store hazardous waste in tanks.

Tanks have required design standards. They must also be inspected. The standards for design and inspection differ according to your generator status. If you have any questions, either look in -200 and -640 or call your regional Ecology office for information.

Accumulation Time Limit - MQG/LQG

(WAC 173-303-200, -201)

- ❖ LQGs – waste onsite for **90 days**
- ❖ MQGs – waste onsite for **180 days**
- ❖ Clock starts when:
 - ❖ **First drop of waste** hits container in storage area
 - ❖ Container in **satellite** accumulation area hits **55 gallons** for DW or **1 quart** for AHW



LQGs can accumulate waste onsite for 90 days, and MQGs can accumulate for 180 days.

That doesn't mean that at 90 days you can start looking around for a hauler. It means that at 90 days the waste must be off-site!

The time clock starts either when the first drop of waste hits a container in a storage area, or when a container in a SAA hits the volume limit (either 55 gallons for DW or 1 quart for AHW).

Manifesting - MQG/LQG

(WAC 173-303-180, -210)

- ❖ Regulated generators must manifest waste sent offsite, using Uniform Hazardous Waste Manifest.
 - ❖ (Sample in Attachments folder)
- ❖ Final manifest must be returned within 35 days from day waste accepted by transporter
- ❖ If not, have 45 days from day waste accepted to file exception report:
 - ❖ Include copy of manifest
 - ❖ Cover letter explaining efforts taken to find waste and the results of those efforts

All wastes from a regulated generator must be accompanied by a manifest when sent offsite. You must use the Uniform Hazardous Waste Manifest form. (There is a sample UHW Manifest in the Attachments folder.)

Within 35 days, the generator should get back a copy signed by the destination facility, saying that the waste has been received.

If you don't get it back, you should start trying to locate the waste. If you can't get a copy of the final manifest within 45 days, you need to submit an exception report to Ecology.

The exception report should include a copy of the original manifest and a cover letter explaining what you did to try to find the waste and what you found out.

Land Disposal Restrictions - MQG/LQG

(WAC 173-303-140)

- ❖ Waste code drives Land Disposal Restriction requirements
- ❖ Treatment standards in federal regulations, at **40 CFR 268.40**.
- ❖ Determine:
 - ❖ Subcategory
 - ❖ Treatability group
 - ❖ Appropriate treatment standards

Land Disposal Restrictions ensure that the correct method of treatment is used on your wastes.

The process starts when you assign waste codes. You then look up the restrictions in the federal regulations, 40 CFR 268.40. (This information is not in the state regulations.) Use the table in 40 CFR 268.40 to determine the waste's subcategory and treatability group. This is not as complicated as it sounds.

You start by looking at the waste code. If multiple kinds of wastes are covered by that code, you look to see which one applies to your waste. Then you decide whether your waste is a wastewater or not.

Once you have that information, the table describes what has to be done to the waste before it's safe for disposal.

Land Disposal Restrictions MQG/LQG

(WAC 173-303-140)

- ❖ TSD/transporter usually provides paperwork
- ❖ Paperwork should include:
 - ❖ Waste codes
 - ❖ Available waste analysis data
 - ❖ Statement that waste is subject to LDRs
 - ❖ Constituents of concern, if necessary (some F codes)
 - ❖ Underlying hazardous constituents for characteristic wastes
 - ❖ Any other subdivision data from table

In many cases, the people who pick up your waste will provide you with the Land Disposal Restriction paperwork. It should include everything listed here. The paperwork must include the waste codes, any waste analysis data, any information about subcategories, etc., and a statement that the waste is subject to the LDRs. Underlying hazardous constituents and constituents of concern are listed on the table at 40 CFR 268.40.

Transportation

([WAC 173-303-240](#), [-250](#), [-260](#), [-270](#))

- ❖ Transporter must have:
 - ❖ Manifest
 - ❖ Proper packaging
 - ❖ Proper labeling of containers
 - ❖ Proper placarding of vehicle



Dangerous wastes being transported must be accompanied by a manifest. They must be in properly-labeled USDOT approved containers, and in a vehicle that is properly placarded.

Destination Facilities

([WAC 173-303-200](#), [-070](#))

- ❖ Regulated generators (LQG and MQG) must send waste to a permitted Treatment, Storage, Disposal, and Recycling facility
- ❖ SQGs have more options
 - ❖ MRW facility



If you are an MQG or an LQG, your waste must go to a TSD, barring the use of the exemptions for certain wastes, such as universal waste.

If you're a SQG, you have more options, including your county's Moderate Risk Waste facility.

Annual Reporting

[\(WAC 173-303-220\)](#)

- ❖ All active RCRA ID#s must submit an annual report to Ecology
- ❖ TurboWaste.net – online reporting service
<https://fortress.wa.gov/ecy/turbowaste/Login/Splash.aspx>
- ❖ Annual Reporting specialists available by phone at :
 - ❖ 1-800-874-2022 (in Washington only)
 - ❖ 360-407-6170.



Anyone with an active RCRA ID# is required to send a dangerous waste annual report to Ecology. Ecology encourages anyone who can to use TurboWaste.net, our online reporting website. We think it simplifies the process for most of you and definitely simplifies the process for us. You can also submit a paper report.

If you have any questions about annual reporting, please call an annual reporting specialist at 1-800-874-2022 (in State only) or 360-407-6170.

EPCRA

Emergency Planning and Community Right-to-Know

❖ **Must report if:**

- 1) Hazardous substances (waste and product) onsite exceed certain thresholds
- 2) Use certain amount of toxic substances

❖ **More information available at**

<http://www.ecy.wa.gov/epcra/index.html>

❖ **Call 1-800-633-7585 and press 2, or e-mail**

epcra@ecy.wa.gov

❖ **Local and state authorities need this data to best plan for and respond to emergencies**

EPCRA is the Emergency Planning and Community Right-to-Know Act. These planning and reporting regulations apply to hazardous substances you have stored on site and to releases of toxic substances.

Very briefly, under EPCRA, you must:

- Work with local and state authorities on emergency planning if you have enough of an extremely hazardous substance on site.
- Notify local and state authorities if you have a release of an extremely hazardous substance that passes a set threshold.
- Notify local and state authorities if you have certain amounts of hazardous or extremely hazardous substances onsite.
- Submit a Toxic Release Inventory (TRI) report if you use or manufacture certain amounts of toxic substances.

The EPA document called the “List of Lists” shows the specific substances and amounts that come under the EPCRA regulations. If you’ve never heard of EPCRA, or TRI, or if you’ve never done any reporting under these regulations, you need to find out whether you should be reporting.

Check the EPCRA website or contact the Community Right-to-Know Unit at Ecology’s Headquarters office by calling 1-800-633-7585 . When the recording comes on, press 2. You can also send an e-mail to: epcra@ecy.wa.gov

Pollution Prevention Plans and Waste Minimization (WAC 173-307)

- ❖ Required for facilities generating more than 2,640 lbs DW/year
- ❖ Regulated generators who generate less than 2,640 lbs DW/year must certify their waste minimization on their manifests



The Pollution Prevention section covers the pollution prevention planning requirement in more detail.

Note that if you're an MQG or LQG who isn't covered under the pollution prevention planning requirement, you still have to certify on manifests that you have tried to minimize your waste and are managing it in the best way possible.

Recordkeeping

[\(WAC 173-303-210\)](#)

- ❖ Keep on-site for at least **five years**
 - ❖ Manifests with signature of destination facility
 - ❖ Designation records
 - ❖ Annual reports
 - ❖ Exception reports
 - ❖ Inspection logs
 - ❖ Other required reports
- ❖ Keep on-site for **three years**
 - ❖ Initial copy of manifests (with exception report), unless final manifest arrives



You must keep all the records listed here onsite for at least five years.

The only exception is the initial copy of the manifest, which you keep until you receive the signed copy from the destination facility. If you don't get a signed copy, staple the initial copy to the exception report and keep both for for three years.

Regulations Specific to MQGs

(WAC 173-303-201)

- ❖ In lieu of contingency plan, post near emergency communication devices:
 - ❖ Name and telephone number of EC
 - ❖ Location of emergency equipment
 - ❖ Location of direct fire alarm, if present
 - ❖ Phone number of fire department, if no direct alarm
- ❖ In lieu of training plan, must ensure all personnel are familiar with relevant waste handling and emergency procedures

MQGs have some regulations that are specific to them.

MQGs do not have to develop a full contingency plan. But MQGs must post emergency information near emergency communication devices. If you're using cell phones or the like, you should post the information in the waste storage area.

Instead of having to develop a full training plan, MQGs must ensure that all employees are familiar with the waste handling and emergency procedures that they need to know.

Regulations Specific to SQGs

[\(WAC 173-303-070\)](#)



- ❖ Designate waste
- ❖ Manage waste safely
- ❖ Send waste to TSDR, an MRW facility, or a municipal landfill
- ❖ Respond to and report spills (See Ecology's [spill reporting site](#))
- ❖ Submit an annual report if have an active ID#

SQGs have the easiest set of regulations.

SQGs must:

- Designate their waste,
- Manage their waste safely,
- Send it to an appropriate location,
- Respond to spills, and report them appropriately (see below), and
- Submit an annual report if they have an active ID#.

Report spills of oil and hazardous substances (product or waste) to:

National Response Center: 1-800-424-8802

AND

Washington Emergency Management Division: 1-800-258-5990 OR 1-800-OILS-911

AND

Appropriate Ecology regional office

Ecology Northwest Region, 1-425-649-7000

(Island, King, Kitsap, San Juan, Skagit, Snohomish, and Whatcom counties)

Ecology Southwest Region, 1-360-407-6300

(Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum counties)

Ecology Central Region, 1-509-575-2490

(Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, and Yakima counties)

Ecology Eastern Region, 1-509-329-3400

(Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman counties)