

Templates and Tools

paperwork, track information, and communicate well with customers and regulators.

This section is divided into sub-sections that mirror the sub-sections of Section 3, Regulatory References, unless there are no specific tools or templates available for the sub-section. There is an additional sub-section of tools to help you communicate and educate your customers. Finally, the Maine Clean Boatyard and Marina resource guide in Section 4 also contains helpful tools, please be sure to review.

The only documents included in paper form in this manual are actual forms to be completed or educational fact sheets. Supplemental information and model plans are included on the enclosed Brightwork CD.

The documents provided in this sections will not, by themselves, ensure compliance with the associated regulations and are provided as tools only. Questions about specific documents or requirements should be directed to the regulatory contact for that issue as identified in Sections 2 and 3

This page intentionally blank

Water

Boat Pumpout Program Grant Application

Guidelines for Grant Application*

Eligible Costs*

Standard Conditions*

Vendor List*

* included on Brightwork CD



Maine Department of Environmental Protection
Attention Pamela Parker, 17 SHS
Augusta, ME 04333-0017
Tel: (207)287-7905 Fax: (207)287-7191

1. LOCATION (Town) _____
2. WATERBODY SERVED (Harbor) _____
3. FACILITY NAME _____
4. ESTIMATE OF BOATS SERVED: RESIDENT _____ TRANSIENT _____
5. FEDERAL ID NUMBER _____ or for an individual SSN _____
6. PHYSICAL LOCATION (street address) _____
7. FACILITY OPERATOR _____
8. MAILING ADDRESS _____

9. TEL NUMBER _____ CONTACT PERSON _____
10. GRANT REQUEST (75% of eligible costs): EQUIPMENT \$ _____ O&M* \$ _____
11. DATE OF SYSTEM INSTALLATION _____
12. ARE LOCAL OR STATE PERMITS REQUIRED FOR THIS INSTALLATION? ** Y / N

12. PROJECT DESCRIPTION:

- a) Type of system (stationary, caddy) _____

- b) Type of pump (diaphragm, vacuum, peristaltic) _____

- c) Manufacturer and vendor of the system _____

- d) Waste receptacle (holding tank, sewer connection) _____

- e) Operation plan for the facility (self serve, marina operated, hours of operation, any restrictions)

By signing below, I certify that the information contained in this application is accurate and that I will abide by the standard conditions for the Maine Pumpout Grant Program.

Signed _____ Owner/operator

ARE YOU INTERESTED IN A FLAG TO ADVERTISE YOUR PUMPOUT STATION? Y / N

ARE YOU INTERESTED IN DECALS FOR YOUR PUMPOUT STATION? Y / N

ARE YOU INTERESTED IN DISTRIBUTING INFORMATION PACKAGES TO BOATERS? Y / N

WOULD YOU LIKE TO PROVIDE THE DEP WITH INFORMATION AND/OR COUPONS TO BE INCLUDED IN OUR INFORMATION PACKAGES FOR BOATERS? Y / N

Additional record keeping is required to receive operations and maintenance grant money. Operation and maintenance money may only be available until 2004. See Guidelines

** Please see supplemental materials for permit required activities

DEPLW2000-16 9/15/2000

This page intentionally blank

Waste

Hazardous Waste Generator Inspection Checklist

Hazardous Waste Spill Book*

Hazardous Waste Handbook*

Solid Waste Guidance*

Universal Waste Inspection Checklist

Universal Waste Handbook*

* included on Brightwork CD

Hazardous Waste Generator Inspection Checklist

Company Name: _____
Mailing Address: _____

Physical Address: _____

Contact Person: _____
Phone Number: _____

EPA ID #: _____

Inspection Date: _____

INSPECTION PARTICIPANTS:

Maine DEP _____ Company: _____

Other: (EPA etc) _____

DEP Licenses:

<u>Type</u>	<u>License #</u>

FACILITY INFORMATION:

Generator Type: SQG SQG+ LQG

Business Hours: _____ Septic Sewer

of Employees: _____ City Water Private Well

Products/Services: _____

LQG Management Standards # of containers in Violation

- 851(8)(B)(3) Is each container/tank labeled with the words “Hazardous Waste”? YES NO
- 851(8)(B)(3) Is the accumulation start date (ASD) on each container? YES NO
- 40CFR165.173 Are all containers closed? YES NO
- 851(8)(C) Is all waste shipped off site with 90 days of the ASD? YES NO*
 *If NO has extension been requested and granted? YES NO
- 851 (13)(A) Are wastes managed to prevent/minimize risk to environment? YES NO
- 851 (13)(B)(1) Are wastes accumulated and stored on an impervious surface? YES NO
 4” concrete/asphalt no drains or other breaks.
- 851 (13)(B)(2) Does each storage area have containment and collection system? YES NO
 20% of capacity of all containers in area or 110% of largest container whichever is greater.
- 851(13)(C)(3) Are any tanks or containers rusted, bulging, or leaking? YES NO
- 851(13)(C)(4) Is waste compatible with container/tank? YES NO
- 851(13)(C)(6) Are incompatible wastes segregated? YES NO
 Must prevent contact of incompatibles under any circumstance including simultaneous discharges.
- 851(13)(C)(7) Are containers stored in a manner that allows inspection or action?
- 851(13)(C)(7)(a) Containers stacked in rows in excess of 4 wide and 2 high? YES NO
 Only applies to containers with a capacity of 10 gals or more.
- 851(13)(C)(7)(b) Is there at least 36” of aisle space between rows of HW containers? YES NO
- Rows against walls **are more than** 1 container wide and 2 high? YES NO
 Only applies to containers with a capacity of 10 gals or more.
- 851(13)(D) Daily inspections conducted during regular business days? YES NO
 Should have 1 year of inspections.
- Log book contains:
 Name of person conducting inspections? YES NO
 Date and time of inspections? YES NO
 Results of inspections? YES NO
- 40CFR264.32 Is facility equipped with:
 Internal comms or alarm system that provide emergency instruction? YES NO
- 40CFR264.34 Telephone or two-way radio at HWSA? YES NO
- Fire extinguisher, Spill control equipment, and decon equipment? YES NO
- 40CFR264.33 Is above equipment tested to assure proper operation? YES NO

- 851(13)(B)(3-5) Any HW stored in tanks? YES* NO
 *If YES,
 Can tank be fully inspected? YES NO*
 *If base is only part that is not visible:
 Is tank constructed iaw 40CFR265.193(e)(3)? YES NO
- Do uncovered tanks have at least 2 feet freeboard? YES NO
 Do tanks have automatic overflow protection? YES NO
- (851)(13)(C)(2) Have tanks and piping been tested annually? YES NO

Security for Hazardous Waste Storage Areas (HWSA)

- 851(13)(C)(7)(c)
- 40 CFR 264.14(a) Is unknowing entry prevented and unauthorized entry minimized? YES NO
 Includes persons and livestock.
- 40 CFR 264.14(b) Does facility have 24 hr surveillance for HWSA? YES NO
 or
 Does facility have an artificial barrier that surrounds HWSA? YES NO
 and
 Is there a means to control entry, at all times to the HWSA? YES NO
- 40 CFR 264.14(c) HWSA has “Dangerous-Unauthorized Personnel Keep-Out” sign? YES NO
- 40 CFR 264.17 “No Smoking” sign, if ignitable or reactive waste stored in HWSA? YES NO
- 40 CFR 265.176 Ignitable or reactive wastes stored at least 50 ft from property line? YES NO

Satellite Accumulation Areas (SAA)

- 851(8)(C) Is the SAA:
 At or near the point of generation of the waste? YES NO
 Under the control of operator of the process generating the waste? YES NO
 Is Full date on container? YES* NO*
 *IF YES, is date less than three days ago? YES NO
 *IF NO, is container Full? YES NO
- Does the SAA contain less than 55 gallons of each type of waste? YES NO
 Limited to 1 quart of each acute hazardous waste.
- 851(8)(B)(3) Is each container labeled with the words “Hazardous Waste”? YES NO
40CFR165.173 Are all containers closed? YES NO
- 851(13)(D)(1) Daily inspections conducted and written log maintained? YES NO
- 851 (13)(B)(1) Are wastes accumulated and stored on an impervious surface? YES NO
 4” concrete/asphalt no drains or other breaks.

Name and each SAA and type of HW generated there:

1	5
2	6
3	7

Personnel Training Requirements

40CFR264.16 Have facility personnel successfully completed a training program? YES NO

Does the training program meet the requirements of 40 CFR 264.16? YES NO

Trains personnel to perform their duties in a way that ensures compliance? _____

Training is directed by a person trained in HW management? _____

Includes contingency plan implementation? _____

Ensures personnel are able to respond to emergencies? _____

Familiarizes personnel with emergency equipment and systems? _____
(Including: comms, alarms, shutdown)

Initial training conducted within 6 mths of hire or transfer to new position? _____

Annual refresher training for all employees? _____

40CFR264.16((d) Are the following documents maintained at the facility? YES NO

Job title and employee name for each position associated with HW? _____

Written job descriptions for each position? _____

Written description of both introductory and continuing training? _____

Record of training given to and completed by personnel? _____

Training records for former employees kept 3 years? _____

Contingency Plan Requirements

40CFR264.51 Does facility have a contingency plan? YES NO

40CFR264.52 Does the contingency plan:

Minimize hazards to human health or environment? _____
Caused by fires, explosions, or any unplanned release of HW.

Describe the actions to be taken during above emergencies? _____

Describe arrangements made with State and Local Agencies? _____

List names, addresses and phone #(home and work) of emergency coordinators? _____

Is list of emergency coordinators up to date? _____

Include a list of all emergency equipment Including location, description & capability? _____
Including Fire extinguishing, spill control, and decon, equipment and comms/alarm systems.

Includes an evacuation plan? _____

40CFR264.53 Has the plan been submitted to all State and local agencies? _____
Annually or when changes are made to the plan.

40CFR264.54 Have revisions/changes of plan been resubmitted to local agencies? _____

40CFR264.55 Is there an emergency coordinator available 24 hrs a day? _____
Does EC have authority to commit resources needed? _____

40CFR264.37 Has Company attempted to make mutual aid agreements? YES NO

Small Quantity Generator Checklist

Less than 27 gallons generated per month and less than 55 gallons in storage.

- | | | | |
|-----------------|--|-----|----|
| 850(3)(A)(5)(d) | Is waste stored in a container no greater than 55 gallons in size? | YES | NO |
| | Is container labeled with the full date when full? | YES | NO |
| 851(8)(A) | Do containers meet the pre-transport requirements of this cite? | YES | NO |
| 851(8)(B)(3) | Is the accumulation start date on the container? | YES | NO |
| | Is the container labeled with the words "Hazardous Waste"? | YES | NO |
| 850(3)(A)(5)(d) | Is waste properly manifested iaw Chapter 857? | YES | NO |
| | Does generator use a licensed HW transporter? | YES | NO |
| | Is waste transported to an authorized facility? | YES | NO |
| | Is waste shipped off site within 180 days of the full date? | YES | NO |

Small Quantity Generator Plus Requirements

Less than 27 gallons generated per month and less than 3-55 gallon drums in storage.

- | | | | |
|-----------------|---|-----|----|
| 850(3)(A)(5)(d) | Does facility have an EPA ID#? | YES | NO |
| | Is waste stored on a firm working surface? | YES | NO |
| | Does storage area have secondary containment? | YES | NO |
| | Are containers in good condition? | YES | NO |
| | Is waste compatible with container? | YES | NO |
| | Are daily inspections conducted & log book complete ? | YES | NO |
| | Are containers closed? | YES | NO |
| | Are ignitable and reactive waste stored 50 ft from property line? | YES | NO |

Records/Manifest Review

857(5)(A)	Does the facility use a HW manifest for all shipments of HW?	YES	NO
851(7)(A)	Is a licensed HW transporter used for all shipments of HW?	YES	NO
851(7)(B)	Is HW shipped to a licensed disposal facility?	YES	NO
857(7)(A)(1-2)	Are manifests completed and signed?	YES	NO
857(7)(A)(6)	Are signed TSDF and generator copies and LDRs retained by facility? <small>(Copy 3 ME manifest) (Copy 8 ME manifest)</small>	YES	NO
857(7)(A)(6)	Are above copies kept for at least three years (five years for LDRs)?	YES	NO
857(7)(E)	Are signed TSDF copies returned to generator within 35 days? <small>(From date of shipment)</small>	YES	NO*
	*If NO does facility notify TSDF, transporter, and DEP?	YES	NO
857(7)(G)	If signed TSDF copy not received within 45 days is report submitted? <small>(Written exception report should be submitted to ME DEP)</small>	YES	NO
857(7)(H)	If waste is rejected is rejection report filed? <small>(Must be filed within 20 days of rejection)</small>	YES	NO
851(9)(E)	Does facility submit Annual reports?	YES	NO
Does facility keep:			
851(9)(A)	All test results for at least 10 years?	YES	NO
851(9)(B)	All reports filed with DEP or EPA least 10 years? Includes annual reports etc...	YES	NO
851(9)(C)	All logs for at least one year? <small>Includes HWSA and SAA inspection logs.</small>	YES	NO
857(6)(D)	Does facility Export HW? <small>*IF YES, See 40CFR262 Subparts E and F, and 40CFR263</small>	YES*	NO

License Requirements

851(12)(A)&856	Are any HW treated or disposed of?	YES*	NO
	* If YES, is facility licensed to treat each waste treated?	YES	NO
	If licensed:		
	Is license current and accurate? (For the current unit or process)	YES	NO
38MRSA 2301-2312	Does facility have a HW reduction Plan? (LQG only)	YES	NO

Universal Waste Inspection Checklist

Chapter 850(3)(A)(13)(c)

Any treatment without license Y N

Chapter 850(3)(A)(13)(e)

- (vi) Universal Waste in containers: Y N
- Evidence of breakage, leakage or spillage: Y N
- Containers Closed: Y N
- Containers Intact: Y N
- Containers Compatible: Y N
- Waste Specific Requirements (C=CRT, L=Lamps, B=Ballasts, T=Thermostats, MD=Mercury Device, MS=Mercury Switch, MV=Motor Vehicle Mercury Switch).
- (xxii-xxv)
- Adequate materials to prevent breakage (All) Y N
- Sealed when full & after incidental breakage (C/L) Y N
- Not stacked over 5 ft (C/L) Y N
- Stored Inside, in a dry area (All) Y N
- Containers marked with UW type (All) Y N
- Storage area has sign (All) Y N
- (xii) Labeled with start/full date Y N
- (x) Weekly Inspections with log: (SUWG exempt) Y N
- LUWG equals more than 200 items or 4000(MV)
- Number of UW items maintained: Y N
- (xi) Secure/lockable storage area: Y N
- (xiii) Any start dates over one year: Y N
- If Yes, is container full: Y N
- If Yes, is full date more than 90 days: Y N
- (xxvi)(f)
- Motor Vehicle Switches shipped at least every three years? Y N
- (xiv) Adequate Aisle Space:(able to see labels and dates) Y N
- (xvi) If LUWG does facility have an EPA or Maine ID #: Y N

Record Retention

- (xix) Inspection logs for one year: Y N
- Manifest/UBOL for three years*: Y N
- Certificates of Recycling for three years*: Y N
- (ix) Employee Training Records for three years*: Y N
- (Current employees and previous three years)
- *Are these items stored at consolidation facility (SUWG)? Y N
- If yes, name and address of Consolidation Facility. _____

Boxed items checked is a violation.

This page intentionally blank

Petroleum

DEP SPCC Model Plan*

*included on Brightwork CD

This page intentionally blank

NRPA, Shoreland Zoning and Stormwater

SWPPP Model Plan*

PBR Notification Form*

Stormwater Notification Forms*

*included on Brightwork CD

This page intentionally blank

Customers

Contracts and Agreements

Pumpout List*

Clean Boating Handouts*

Clean Engine Tips*

Bilge Sock Use Handout*

Fill Don't Spill Sign and Nozzle tags*

Fact Sheets*

* included on Brightwork CD

Boater Environmental Awareness Fact Sheets

Many boaters are unaware of the current state and federal regulations regarding washing, sanding, or painting boats. Ultimately, it is to the marina operator's advantage to see that customers are fully informed about procedures that prevent nonpoint source pollution.

Methods for sharing this information are numerous and can include:

Newsletters: If you provide a newsletter to your customers, perhaps you could consider a section highlighting different steps that you are taking to protect the environment. This is also a great way to advertise your new services and operations and could be distributed to boaters who are not customers.

Inserts: Billing statements provide an opportunity to bring your customers up-to-date.

Meetings: Consider hosting a meeting for your tenants and other boaters to explain your facility's services and rules. Your local harbormaster or Coast Guard Auxiliary/Power Squadron unit should be able to assist you in conducting meetings. A one-on-one demonstration of how to operate different components of the available equipment would make people more likely to use it.

Inspections: Consider offering an additional service to your customers by inspecting their existing activities and correcting any problems that may lead to improper operations. This could become another step in the winterization or spring commissioning process. The Coast Guard Auxiliary is also available to conduct free boating safety inspections, which include a check of the MSD and overboard discharge valve.

Slip leasing agreement: You can use your tenant contracts to inform boaters new rules and operations. Although marinas do not have the legal authority to enforce state laws, they can declare themselves no-discharge marinas and require tenants to use pumpout stations and ensure that boaters activities prevent incidental spills, and discharge. In most facilities with these requirements, the penalty for discharging and careless operation within the facility is expulsion.

Pamphlets and Flyers: There is a great deal of information being produced by the government and many nonprofit organizations that can be handed out at your facility, perhaps in the ship's store or at the fuel/pumpout dock. Most of the information is free and carries no copyright. Some sources for pamphlets and flyers include:

Fact Sheets: The following pages contain fact sheets describing activities that cause nonpoint pollution and suggest ways to improve the health of our waterways while enjoying boating. These fact sheets are provided as a source of educational information for the boating public. Marina operators should feel free to copy and distribute them to their customers, or post them in an prominent location.

Sample Contract #1: For Dockage/Slip Rental

Tenant Responsibilities

1. The Tenant shall at all times ensure that his boat is registered, identified, marked, equipped and maintained as required by law and safe boating practices.
2. The Tenant shall at all times keep his boat insured for complete marina coverage, including liability, at such terms and in such amounts acceptable to the Marina. The Tenant shall provide proof of their insurance policy with their initial dockage payment.
3. The Tenant shall be responsible for any and all damage, which he or his boat may cause to other boats, persons, structures and or facilities in the Marina and shall identify and hold the Marina harmless from all such damage.
4. By signing this Agreement, the Tenant and his boat become subject to the posted rules and regulations of the Marina.
5. At all times while on the property of the Marina or on any boat moored therein, the Tenant and his guests shall conduct themselves so as to create no annoyance, hazard or nuisance to the Marina and its ecosystem or to the following specific rules:
 - A. As mandated by federal law, the Tenant shall not engage in overboard discharges of marine heads, septic, oily or contaminated bilge, or any contaminated substance. This is cause for automatic loss of slip without reimbursement.
 - B. It is the Tenant's responsibility to ensure that proper fueling procedures are practiced. The tenant is responsible for any spills that may occur. The tenant shall follow all posted instructions on signs while refueling.
 - C. The Tenant must report any spills to the marina office as soon as they occur.
 - D. The Tenant is encouraged to use only cleaning products that will not degrade the environment. The Tenant shall use non-toxic detergents (no phosphate, bleach or other harsh ingredients) for cleaning boats and other equipment within the facility.
 - E. The Tenant shall place all garbage and other refuse in the dumpster or appropriate recycling bin. Trash shall not be left at the head of the ramp, in dock carts, finger piers, or in common areas.
 - F. *The Tenant is encouraged to make use of our recycling facility. The tenant may request a list of the items that may be recycled from the marine store.***
 - G. To dispose of any hazardous or questionable waste, tenant must check in at the marina office for further direction.

Accepted By: _____
(please sign, then print name)

DATE: _____

Accepted By: _____
(--- Marina/Boatyard)

Date: _____

Sample Contract #2: For Tenants and Sub-contractors

The following text is based on the Marine Trades Association of New Jersey's Best Management Pledge. The language may be incorporated into lease agreements.

FOR TENANTS:

I, _____, understand that _____
(name) (marina/boatyard)

subscribes to and enforces pollution prevention procedures. I further understand and agree that in return for the privilege of performing work on a boat at this facility such as hull cleaning, washing, sanding, polishing and/or painting; bottom cleaning, sanding, scraping, and/or painting; opening the hull for any reason, *e.g.* installation of equipment or engine work; engine or stern drive maintenance, repair, painting; etc., it is my responsibility to comply with, at a minimum, the following pollution prevention practices. I understand that this list may not be complete and pledge that I will exercise my common sense and judgment in my actions to insure that my activities will not deposit pollution residues in surface waters or elsewhere where they may be conveyed by stormwater runoff into the surface waters. I understand that failure to adopt pollution prevention procedures may result in expulsion from the marina/boatyard (*insert name of facility*) and forfeiture of rental fees. I understand that I may elect to employ the facility to perform potential pollution producing activities on my behalf in which case the responsibility for compliance with best management practices is entirely theirs.

Signed _____ Date _____

FOR SUB-CONTRACTORS ONLY:

I understand and agree to have my proposed work first authorized by this facility and that I will adhere, at a minimum, to the contents of this document. I further understand that because of the nature of my proposed work, the facility may require that I be supervised by an employee of said facility for which I will pay the normal existing rate.

Signed _____ Date _____

POLLUTION PREVENTION PRACTICES:

- 1) REPAIRS AND SERVICE (to hull and engine: painting, cleaning, washing, sanding, scraping, etc.)
 - a. Work on hulls and engines only in designated areas or use portable containment enclosures with approval of marina management.
 - b. Use tarps and vacuums to collect solid wastes produced by cleaning and repair operations-especially hull cleaning, sanding, scraping, and painting.
 - c. Conduct all spray painting within an enclosed booth or under tarps.
 - d. Use non-toxic, biodegradable solvents.
 - e. Capture and properly dispose of organic debris from bottom washing.
 - f. Use only minimal amounts of phosphate-free, non-toxic, and biodegradable cleaners.
 - g. Use drip pans for oil transfers, grease operations, and when servicing I/Os and outboard motors.
 - h. Obtain management approval before commencing any repair which will open the hull. Clean and pump bilges free of contaminated materials before and after repairs which open the hull.

i. Use spill proof oil change equipment.

2. VESSEL MAINTENANCE WASTE

- a. Non-toxic residue of sanding, scraping, and grinding: bag and dispose of in regular trash.
- b. Toxic or questionable residue of sanding, scraping, and grinding: seek specific directions from marina/yard management or dispose with licenced agency.
- c. Toxic and non-environmentally safe solvents and cleaning liquids: seek specific directions from marina management or dispose of with licensed agency.

3. FUEL OPERATIONS

- a. Install fuel/air separator on fuel tank vent line(s) to prevent overflow of fuel through vent.
- b. Keep petroleum absorbent pad(s) readily available to catch or contain minor spills and drips during fueling.

4. WASTE OIL AND FUEL

- a. Recycle used oil and antifreeze.
- b. Add a stabilizer to fuel tank in the fall or an octane booster to stale fuel in the spring. Use the fuel or bring it to a household hazardous waste collection site.
- c. Absorbent materials soaked with oil or diesel: drain liquid and dispose of in used oil recycling container; double bag absorbent material in plastic and dispose in regular trash receptacle.
- d. Absorbent materials soaked with gasoline (flammable): contact staff immediately to for directions regarding proper disposal.
- e. f. Oil filters: drain and recycle the oil; recycle the filter or double bag and put in regular trash.

5. ONBOARD PRACTICES

- a. Maintain oil absorbent pads or socks in bilge. Inspect no less than annually.
- b. Do not discharge bilge water if there is a sheen to it.
- c. Use only low-toxic antifreeze (propylene glycol). Recycle used antifreeze (even low-toxic anti-freeze will contain heavy metals once it has been used).

6. SEWAGE HANDLING

- a. Never discharge raw sewage within Maine waters.
- b. If you have an installed toilet, you must have an approved Marine Sanitation Device (MSD).
- c. Do not discharge Type I or Type II marine sanitation devices within the marina basin.
- d. Use marina restroom facilities when at slip.
- e. Do not empty port-o-potties in the restrooms. Use marina dump facility.
- f. Do not discharge holding tanks overboard; use pump-out facility.
- g. If you must use a holding tank additive, use an enzyme-based product. Avoid products that contain quaternary ammonium compounds (QACs), formaldehyde, formalin, phenal derivatives, alcohol bases, or chlorine bleach. .
- h. Liveaboards, place a dye tablet in holding tank after each pumpout. The dye will make any illegal discharges clearly visible.

7. ORGANIC WASTE

- a. Clean fish only in designated areas.
- b. Grind, compost, or double bag fish scraps (*depending on the services offered by your marina*)
- c. Walk pets in specified areas and dispose of their wastes, double bagged, in the dumpster.

8. SOLID WASTE

- a. Recycle plastic, glass, aluminum, newspaper, and used lead batteries (*tailor this section to fit your facilities practices*).
- b. Place trash in covered trash receptacles; replace covers.