

SCOTT'S VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2304
	SECTION: 2300	BUILDINGS, GROUNDS, AND FACILITIES
	SUBJECT: MONITOR HAZARDOUS MATERIALS/WASTES & MITIGATION OF RECORDABLE RELEASES	

Purpose: To meet state requirements for monitoring hazardous materials waste storage areas and to mitigate recordable releases of hazardous materials/wastes

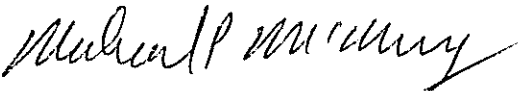
Scope: It is the responsibility of the station captain to assure this SOP is adhered to.

Procedure:

1. Each Sunday, station maintenance day, the hazardous materials/waste storage areas shall be inspected for spillage and leakage. Upon completion of inspection, the inspection log shall be filled in. The station captain shall sign as "safety manager". *See attached Weekly Safety Inspection Form.*
Note: *Weekly inspection forms shall be kept for 5 years in the Facility Inspection Binder located in the Captains office.*


2. The Oil and Antifreeze waste containers shall have a *Hazardous Waste Label* on them with all relevant information filled out. The Accumulation Start Date shall be filled out when the containers reach half full. After 90 days from the Accumulation Start Date, they shall be emptied. *All records shall be kept for 5 years in the Fuel Delivery Binder located in the Admin office.*

3. The Oil Filter collection container shall have a *Hazardous Waste Label or a Waste Hauler Label* on it with all relevant information filled out. The Accumulation Start Date shall be filled out after the first filter is placed into the container. The container shall be emptied One Year from the Accumulation Start Date. *All records shall be kept for 3 years in the Fuel Delivery Binder located in the Admin office.*
Note: *All filters shall drain for a minimum of 24 hrs before being placed into the container.*

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4. In the event of a spill or leak, appropriate action shall be taken to mitigate the situation (i.e., apply an absorbent, stop the leak, or transfer the contents to another container). Afterwards, fill in the *Weekly Inspection and Correction Log*. The station captain shall sign as "safety manager".

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