

Romic Environmental Technologies Corp.

AZD 009015389

Chandler, Arizona

TSD Facility

Section I

Management Practices

January 2005

CONTENTS

<u>Section</u>		<u>Page</u>
I	MANAGEMENT PRACTICES	I-1
I1	MANIFEST RECEIVING PROCEDURES.....	I-1
I1.1	SIGNIFICANT DISCREPANCIES	I-1
I1.2	MANIFEST COPIES	I-2
I1.3	WASTE RECEIVED FROM OUTSIDE OF ARIZONA	I-2
I1.4	WASTE RECEIVED FROM OUTSIDE USA.....	I-3
I2	ON-SITE WASTE TRACKING.....	I-3
I3	OUTGOING SHIPMENT OF WASTES	I-3
I3.1	PRE-TRANSPORT REQUIREMENTS	I-4
I3.2	EXCEPTION REPORTING - FOR WASTES SHIPPED OFF SITE BY THE FACILITY.....	I-5
I3.3	WASTES SHIPPED OUT OF THE USA.....	I-5
I4	OPERATING RECORD	I-6
I5	ANNUAL REPORT	I-8
I6	ADDITIONAL REPORTS	I-8
I7	RETENTION OF RECORDS	I-9

I MANAGEMENT PRACTICES

The purpose of this section is to describe operational practices to ensure appropriate control of hazardous waste at the facility. This section describes: waste manifest receiving procedures; on-site waste tracking; outgoing shipments of hazardous wastes; facility operating records; and reporting and recordkeeping requirements.

II MANIFEST RECEIVING PROCEDURES

All shipments of hazardous waste received by the facility must be accompanied by hazardous waste manifests. The driver of each vehicle transporting hazardous waste to the facility will provide facility personnel with copies of the manifest(s) associated with the waste(s) being delivered. Prior to unloading the vehicle, facility staff will review the manifests with respect to completeness and accuracy regarding:

- Generator phone and mailing address;
- Generator EPA ID No.;
- Transporter Name and ID No.;
- TSD information;
- DOT shipping descriptions;
- EPA Waste Code Numbers;
- Special handling instructions; and
- Signatures of the generator and transporter(s), including dates of signatures;

In addition to the review of the manifest, wastes will be inspected and samples may be collected for analysis as provided in Section C of this application. The Operations Manager or his designee will sign and date all copies of the accepted manifest.

II.1 SIGNIFICANT DISCREPANCIES

Any significant discrepancy will be noted in the "Discrepancies" space on the manifest. Discrepancies mean differences between the quantity or type on the manifest or shipping paper and the quantity or type actually received.

Significant discrepancies in quantity are:

- For bulk waste, variations greater than 10% in weight.
- For batch waste, any variation in piece count such as a discrepancy of one drum in a truckload.

Significant discrepancies in type are:

- Obvious differences which can be discovered by inspection or waste analysis such as waste solvent substituted for waste acid.
- Toxic constituents not reported on the manifest.

Upon discovering a significant discrepancy, the facility will attempt to reconcile the discrepancy with the generator or transporter. If the waste is still in the same container in which it was originally shipped, (i.e., a drum shipment), the facility may elect to reject the shipment or a portion thereof and return it to the generator. The reason for the rejection and the date which the drum is shipped back to the generator will be designated in Box 19 on the original manifest which was used to ship the waste to the facility. A copy of the original manifest will be used as the shipping paper which will accompany the shipment returned to the generator.

If the discrepancy cannot be resolved within 15 days after receiving the waste, the facility will submit a letter to Region IX EPA and the Gila River Department of Environmental Quality describing the discrepancy and attempts to reconcile the discrepancy. A copy of the manifest will accompany this letter. A copy of the letter will also be sent to Arizona Department of Environmental Quality (AZDEQ) as a courtesy.

11.2 MANIFEST COPIES

The transporter is given at least one copy of the signed and dated manifest. Within 30 days of receiving delivery, a copy of the manifest is sent to the generator and the AZDEQ (as a courtesy). Romic retains a copy of each manifest onsite in the facility operating record for at least three years from the date of delivery, and then the manifests may be placed in long term storage until facility closure.

11.3 WASTE RECEIVED FROM OUTSIDE OF ARIZONA

The facility's policy regarding out-of-state waste is to require the out-of-state generator to ship their hazardous waste using the appropriate DOT manifest.

11.4 WASTE RECEIVED FROM OUTSIDE THE USA

Imports of hazardous wastes into the US must use an EPA approved manifest form, and follow the same procedures as waste generated within the US, with two exceptions: In place of the generator's name, address and EPA ID number, the name and address of the foreign generator and the importer's name, address and EPA ID number must be used. In place of the generator's signature on the certification statement, the importer or his agent must sign and date the certification and obtain the signature of the initial transporter. (40 CFR 262 Subpart F).

In the event that waste may be imported from a designated OECD member country for the purpose of recovery, the procedures in 40 CFR 262 Subpart H would apply, rather than those of 40 CFR 262 Subpart F.

12 ON-SITE WASTE TRACKING

The facility uses a computerized bar tracking system to record incoming waste and track the movement of all hazardous waste which enters the facility. This system records the information on the hazardous waste manifest and assigns individual tracking numbers to each container (drum or tanker) using laser scanners or manual input. The information is then electronically transferred to the computer tracking system. The computer tracking system will indicate the location of any waste, cross referenced to the incoming waste manifest.

Once waste is transferred to the tank systems, for further processing, the movements are tracked on logs and production records. Each day the levels in all tanks are measured and recorded. The operations manager or his designee develops a production schedule which details all activities to be completed by each shift. This includes which tanks are to be processed in each treatment or recycling system. The production log is used by the shift operators to record actual activities conducted.

Outgoing shipments of blended wastes are scheduled for shipment by production in coordination with the transportation department. Once a truck is filled, a final manifest is created to accompany the shipment during transport. Copies of all manifests of outgoing shipments are retained onsite in the facility operating record for a minimum of three years, and then the manifests may be placed in long term storage until facility closure.

13 OUTGOING SHIPMENT OF WASTES

No wastes listed in Subpart C of 40 CFR 268 will be stored over one year unless such storage is justified per the requirements of 40 CFR 268.50.

All wastes generated on-site shall be designated by the facility as either a hazardous or non-hazardous waste. Such a determination shall be made in accordance with the requirements in 40 CFR 261. In the absence of such testing, or the appropriate use of generator knowledge, the waste streams shall be

assumed to be hazardous. On-site generated wastes may be treated on- or off-site, depending on the nature and facility permit-acceptability of the waste.

Hazardous waste must be placed in a container that is compatible with the waste and meets the requirements for shipping under the US DOT. An empty container from an offsite generated hazardous waste may be reused if it has first been emptied. An empty container which previously held a hazardous waste or hazardous material is empty if it meets the requirements of RCRA empty as defined in 40 CFR 261.7.

Hazardous waste must be placed in containers that are suitable for storage and transportation. A container holding any amount of hazardous waste must have a hazardous waste label placed on the container.

Container storage areas for on-site generated waste are inspected weekly for leaking or damaged containers. Containers holding hazardous waste must always remain closed, except when it is necessary to add or remove waste from the container. Closed means that all latches or bolts are tightened so that the container is vapor tight and will not leak regardless of the position of the container (e.g., tipped over). Containers that hold non-dispersable waste solids such as rags, empty cans, gloves, and other materials that are non-volatile and can be picked up when spilled must only be kept covered and need not be bolted.

For outbound wastes, Romic will follow standard waste profiling procedures from the TSD facility that will receive waste from the Romic facility. These waste profiles shall accurately describe the waste, including physical and chemical properties and how it was generated.

Hazardous wastes shall be sent offsite using a DOT approved manifest. The Operations Manager or authorized facility representative shall sign the manifest. Before signing, the waste descriptions and quantities shall be verified. The transporter will then sign the manifest. The manifest copies should be inspected before release of the shipment to confirm that all copies are legible.

All outgoing shipments of hazardous waste must be accompanied by a manifest and properly executed land disposal restriction (LDR) notification/certification, if necessary.

I3.1 PRE-TRANSPORT REQUIREMENTS

All hazardous waste offered for shipment is packed in accordance with all applicable DOT regulations on packaging under 49 CFR Part 173, 178 and 179.

Each package offered for transport is labeled in accordance with 49 CFR 172. Each package with a capacity under 450 liters (i.e., DOT non-bulk) must be marked or labeled with the following information displayed in accordance with the requirements of 49 CFR 172.304 and 40 CFR 262.32. This is an example of a label and not necessarily the label we use.

<p>HAZARDOUS WASTE – State and Federal Laws Prohibits Improper Disposal. If found, contact the nearest police or public safety authority the U.S. Environmental Protection Agency, or the California Department of Toxic Substances Control.</p> <p>Generator’s Name _____.</p> <p>Generator’s Address _____.</p> <p>Manifest Document Number _____.</p>
--

Before transporting a hazardous waste, the transporting vehicle must display the appropriate placard as designated in 49 CFR Part 172, Subpart F.

13.2 EXCEPTION REPORTING - FOR WASTES SHIPPED OFF SITE BY THE FACILITY

If the facility does not receive a copy of the manifest, with a handwritten signature by the owner or operator of the designated offsite facility within 35 days of the date of acceptance , Romic will contact the transporter and/or designated facility to determine the status of the hazardous waste.

If Romic has not received a signed copy of the manifest within 45 days, an exception report will be prepared and sent to Region IX EPA and Gila River Department of Environmental Quality. Arizona DEQ may be sent a copy of the exception report as a courtesy. The Report will include:

- A legible copy of the manifest.
- A cover letter signed by an authorized representative of the facility explaining the efforts taken to locate the hazardous waste and the results of those efforts.

13.3 HAZARDOUS WASTES SHIPPED OUT OF THE USA

Exports of hazardous waste may be arranged providing the following requirements are met:

- Notification in accordance with §262.35 has been provided to the EPA
- The receiving country has consented to accept the hazardous waste
- A copy of the EPA Acknowledgement of Consent to the shipment accompanies the hazardous waste shipment, and is attached to the manifest

- The hazardous waste shipment conforms to the terms of the receiving country's written consent
- The special manifest requirements in § 262.54 are followed

In the event that hazardous waste may be exported to a designated OECD member country for the purpose of recovery, the procedures in 40 CFR 262 Subpart H would apply, rather than those of 40 CFR 262 Subpart E.

I4 OPERATING RECORD

Romic maintains an operating record in accordance with the requirements of 40 CFR 264.73. The operating record is available at the facility for inspection by authorized personnel during normal working hours and will be maintained there for a minimum of three years. Records may be then placed in long term storage until closure of the facility. Inspection records need to be kept only three years per 40 CFR 264.73(b)(5). The operating record includes the following data, reports, and analysis:

- A description of the wastes received.
- The quantity of wastes received.
- The method and date of treatment, storage and disposal.
- The location of the hazardous wastes in storage areas cross-referenced to specific manifest document numbers.
- Tank level logs.
- A production log recording waste management activities conducted.
- Manifests of outgoing shipments.
 - Each outbound manifest contains a statement signed by Romic personnel that states: I certify that I have a program in place to reduce the volume and toxicity of waste generated to the degree I have determined to be economically practicable and that I have selected the practicable method of treatment, storage or disposal currently available to me which minimizes the present and future threat to human health and the environment.
 - This certification statement is signed with each outbound manifest, resulting in many such certifications on an annual basis.
- Results of waste analysis as required in the Facility Waste Analysis Plan.
- Any summary reports resulting from the implementation of the Contingency Plan.

- Unmanifested Waste Reports. The unmanifested waste report must be submitted in the form of a letter to Region IX EPA within fifteen days after receiving the waste. It should be titled “Unmanifested Waste Report” and include the following:
 - The facility’s EPA Identification Number, name and address;
 - The date the facility received the waste;
 - The EPA identification number; name, and address of the generator and the transporter, if available;
 - A description and the quantity of waste received;
 - The method of storage; treatment and/or disposal;
 - The certification must be signed by the owner or operator of the facility or his authorized representative; and
 - A brief explanation of why the waste was unmanifested.
- Inspection forms. (These forms need to be maintained at the facility for a maximum of three years from the date of inspection).
- All notices to and from generators including:
 - Written notification that the facility has the appropriate permits for, and will accept, the waste the generator is shipping.
 - Generator notifications regarding shipments of wastes restricted from land disposal and the information contained in the notice.
 - All written and signed notices from facilities which burn or market hazardous waste as a fuel as required by 40 CFR 266.34.
- All closure cost estimates.
- All biennial reports.
- All personnel training records.
- All process vent compliance documentation (See Section M).

I5 BIENNIAL REPORT

Romic will prepare and submit a copy of a biennial report to The EPA Region IX Administrator by March 1 of each even numbered year as required. The Biennial Report will be submitted on forms such as EPA Form 8700-13B, or more recent electronic EPA forms as appropriate. The report shall cover activities during the previous calendar year and will provide the following information:

- The EPA Identification Number, name and address of the facility;
- The calendar year covered by the report;
- The Identification Number, name and address of each hazardous waste generator from which the facility received a hazardous waste during the year (for imported shipments, the report shall give the name and address of the foreign generator);
- A description, including any applicable EPA hazardous waste number, and DOT hazard class, and the quantity of each hazardous waste the Facility received during the year. This information shall be listed by EPA Identification Number of each generator.
- The method of treatment or storage for each hazardous waste;
- The most recent closure cost estimate under section 40 CFR 264.142;
- A description of the efforts undertaken during the year to reduce the volume and toxicity of waste generated;
- A description of the changes in volume and toxicity of waste actually achieved during the year in comparison to previous years;
- The certification signed by an authorized representative of the facility.

I6 ADDITIONAL REPORTS

In addition to submitting the biennial and unmanifested waste reports to the EPA as described above, the facility shall also report to the EPA:

- Releases, fires, and explosions as specified in 40 CFR 264.56(j)
- Facility closures specified in 40 CFR 264.115

I7 RETENTION OF RECORDS

All records which constitute the operating record will be maintained on site for a minimum of three years. After three years, the applicable records may be stored in long term storage either on or off site. These records will be kept until the facility has completed full closure, unless otherwise specified in the preceding section.

All records, including plans, will be made available upon request at all reasonable times for inspection by any officer, employee or representative of the EPA who is duly designated to inspect such documents.