



ENVIRONMENTAL COMPLIANCE REFERENCE GUIDE



***November 2004
(Revised February 2018)
"THE YELLOW BOOK"***

IMPORTANT INFORMATION

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COLOR COORDINATED FOLDER DESIGNATION

RED FOLDER: WASTE DOCUMENTATION

BLUE FOLDER: SPCC PLAN

GREEN FOLDER: SWPPP

PURPLE FOLDER: UST DOCUMENTATION

Environmental Compliance Reference Guide
THE YELLOW BOOK
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ACRONYM LIST

AST	Aboveground Storage Tank
ATG	Automatic Tank Gauging
BMP	Best Management Practice
DAFT	Discarded Automotive Fuel Tanks
DMS	District Maintenance Supervisor
DOT	Department of Transportation
ECO	Environmental Compliance Office
HAZ	Hazardous
IDDE	Illicit Discharge Detection and Elimination
LDR	Land Disposal Restriction
SDS	Safety Data Sheet
NONHAZ	Nonhazardous
OWS	Oil-Water Separator
PCB	Polychlorinated Biphenyl
PVC	Polyvinyl Chloride
RCRA	Resource Conservation and Recovery Act
REC	Regional Environmental Coordinator
SOP	Standard Operating Procedures
SPCC	Spill Prevention, Controls, and Countermeasures
SWPPP	Storm Water Pollution Prevention Plan
TCE	Trichloroethylene
TDEC	Tennessee Department of Environment and Conservation
TDEC DUST	TDEC Division of Underground Storage Tanks
TDOT	Tennessee Department of Transportation
UST	Under-ground Storage Tank

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TAB 1

WASTE AND RECYCLABLE MATERIALS

**ABSORBENTS – HAZARDOUS
(Hazardous Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Floor sweep, Oil Dri, or absorbents including booms, pads, socks, pigs, etc. contaminated with hazardous materials such as gasoline, parts washer solvents, herbicides, lead paint, paint thinner, battery acid, other solvents, etc. Waste generally results from cleanup of hazardous material spills. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Hazardous Waste.
<p>LABELING</p> <ul style="list-style-type: none"> Use hazardous waste label and mark drum as "Hazardous Absorbents Containing _____" (gasoline, solvent, herbicides, lead paint, etc.). Label drum with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in 55-gallon open-head metal drum or, for acidic wastes (e.g., battery acid), in 5-gallon plastic pail with lid. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet not required. In Satellite Accumulation Area <ul style="list-style-type: none"> Limit is 55 gallons (no time limit). Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests, the return copies of manifests (from the disposal facility), and Land Disposal Restriction (LDR) forms for 3 years. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages may NOT transport hazardous wastes to District/Region Garages. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> If a spill of liquid other than oil, diesel, hydraulic fluid or engine coolant occurs contact the ECO for proper characterization and specific labeling requirements. References: SOP 002, SOP 012, and SOP 013. 	

**ABSORBENTS – NON-HAZARDOUS
(Special Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Floor sweep, Oil Dri, or absorbents including booms, pads, socks, pigs, and washpad filter cloth contaminated with non-hazardous materials such as oil, antifreeze, kerosene, diesel, etc. Does NOT include absorbents contaminated with hazardous materials such as gasoline, parts washer solvents, herbicides, lead paint, paint thinner, battery acid, other solvents, etc. (See Absorbents – Hazardous). If unsure, contact Assistant Regional Environmental Coordinator for clarification/sampling. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Special Waste.
<p>LABELING</p> <ul style="list-style-type: none"> Label drum as "Non-haz Absorbents" or "Non-haz Floor Sweep/Pads". Label drum with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in 55-gallon open-head metal drum or, for acidic wastes (e.g., battery acid), in 5-gallon plastic pail with lid. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet not required. In Satellite Accumulation Area <ul style="list-style-type: none"> Limit is 55 gallons (no time limit). Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes. Non-hazardous absorbent from counties may be added to District garage absorbents. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area – Monthly. Accumulation Area – Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep transfer logs for 3 years. Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests for 3 years. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages MAY transport this waste to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> References: SOP 002, SOP 012, and SOP 013. 	

**ADHESIVES AND EPOXIES
(Special or Hazardous Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Adhesives and epoxies. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Special or Hazardous Waste. Classification as special or hazardous is based on chemical constituents. Contact Regional Environmental Coordinator or the TDOT ECO for assistance. Solid waste - if containers are empty may be disposed directly in trash. (No further requirements; none below apply.)
<p>LABELING</p> <ul style="list-style-type: none"> Label container as "Waste Adhesives and Epoxies". Mark as either "Hazardous" or "Non-hazardous" based upon waste determination. Label container with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in 5-, 30-, or 55-gallon open-head container. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet or secondary containment is required if material is a liquid. In Satellite Accumulation Area <ul style="list-style-type: none"> Limit is 55 gallons (no time limit). Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days (if a hazardous waste). 90/180-Day Accumulation Area time limits do not apply for special wastes. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep transfer logs for 3 years. Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests for 3 years. If hazardous waste, keep the return copies of manifests (from the disposal facility) and Land Disposal Restriction (LDR) forms. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages may NOT transport this waste to District/Region Garages, unless Assistant Regional Environmental Coordinator has determined waste is non-hazardous. If transferred, receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. County Garages MAY transport unused products (Adhesive & Epoxies) to Districts/Regions Garages. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> References: SOP 002, SOP 012, and SOP 013. 	

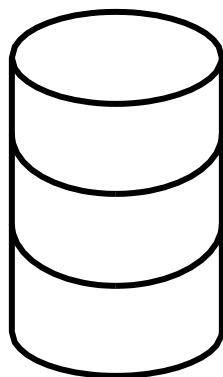
AEROSOL CAN PUNCTURING PROCESS – FIGURE



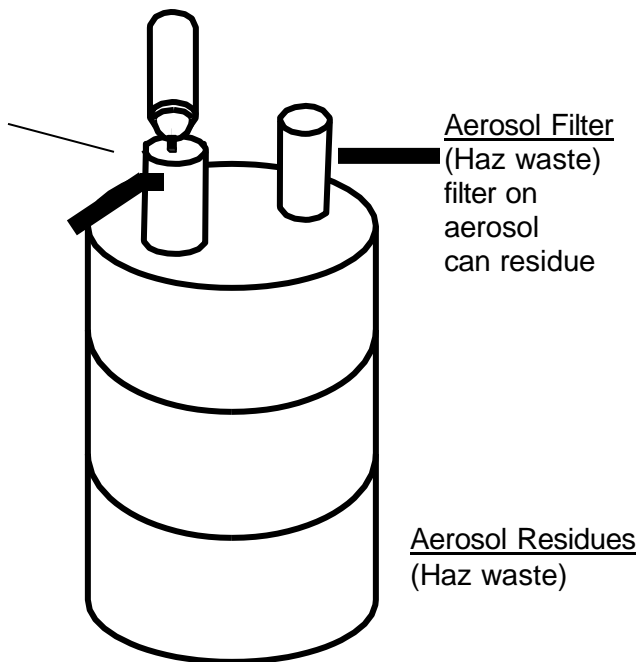
Unpunctured Cans
from garage operations; if from other TDOT garages, note on Material Transfer Form.

Punctured Cans
(Special waste) punctured and crushed aerosol cans.

May also include crushed oil filters. May **NOT** include aerosol filters or parts washer solvent filters.



Puncturing Device
(See SOP)



OPERATIONAL NOTES

- After puncturing, let aerosol cans drain for at least 30 seconds, as recommended by manufacturer.
- Maintain a RCRA "closed container" by securing cap on puncturing device or leave last aerosol can in device.
- Certain types of aerosol contents may not be mixed with others, such as cans containing alkaline and acidic products. Process these in separate residue drums. These types of products are rarely, if ever, used at TDOT facilities.
- For additional information, see TDOT Standard Operating Procedure (SOP) – Aerosol Can Puncturing System, and Manufacturer Instruction Manual.
- See list of prohibited chemical solvents in aerosol cans in the Operational Notes for Unpunctured Aerosol Cans.
- Metal drums must be grounded in accordance with OSHA requirements.
- See list of prohibited chemical solvents in aerosol cans in the Operational Notes for Unpunctured Aerosol Cans.

**AEROSOL CAN FILTERS
(Hazardous Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Activated Carbon Filters from Aerosol Can Puncturer. Can be accumulated with parts washer filters. Do NOT accumulate with oil filters or hydraulic fluid purifying system filters, which are non-hazardous. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Hazardous Waste.
<p>LABELING</p> <ul style="list-style-type: none"> Use hazardous waste label and mark drum as "Hazardous Aerosol Can Filters/Parts Washer Filters WP-047". Label drum with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in 5-gallon pail or 30- or 55-gallon open-head metal drum (55-gallon drum preferred). Label container as indicated above. Container must be in good condition and kept closed. Spill pallet not required. In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. 90/180-Day Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests, the return copies of manifests (from the disposal facility), and Land Disposal Restriction (LDR) forms for 3 years. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages may NOT transport hazardous wastes to District/Region Garages. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> See Aerosol Can Puncturing Process figure. References: SOP 002, SOP 012, and SOP 013. 	

AEROSOL CANS – PUNCTURED
(Special Waste
or Recycle)

<p style="text-align: center; border: 1px solid black; display: inline-block; margin: 0;">WASTE / PRODUCT</p> <ul style="list-style-type: none"> Metal aerosol cans that have been punctured and drained. 	<p style="text-align: center; border: 1px solid black; display: inline-block; margin: 0;">WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Special Waste or Scrap Metal. Must be punctured and drained to be considered special waste (otherwise, hazardous). Can be accumulated with used oil filters. Alternatively may be recycled as scrap metal if vendor will accept them. 		
<p style="text-align: center; border: 1px solid black; display: inline-block; margin: 0;">LABELING</p> <ul style="list-style-type: none"> Label container as "Used Punctured Cans" or if combined with crushed oil filters, "Used Cans/Oil Filters". Label drum with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 			
<p style="text-align: center; border: 1px solid black; display: inline-block; margin: 0;">ACCUMULATION AREAS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> Accumulate in 55-gallon open-head metal drum. Drum should be in good condition and kept closed. Spill pallet not needed. No volume or time limit. </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes. </td> </tr> </table>		<ul style="list-style-type: none"> Accumulate in 55-gallon open-head metal drum. Drum should be in good condition and kept closed. Spill pallet not needed. No volume or time limit. 	<ul style="list-style-type: none"> In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes.
<ul style="list-style-type: none"> Accumulate in 55-gallon open-head metal drum. Drum should be in good condition and kept closed. Spill pallet not needed. No volume or time limit. 	<ul style="list-style-type: none"> In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes. 		
<p style="text-align: center; border: 1px solid black; display: inline-block; margin: 0;">INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. 90/180-Day Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p style="text-align: center; border: 1px solid black; display: inline-block; margin: 0;">RECORD KEEPING</p> <ul style="list-style-type: none"> Keep transfer logs for 3 years. Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests for 3 years. Keep records in the designated colored notebook. 		
<p style="text-align: center; border: 1px solid black; display: inline-block; margin: 0;">SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages MAY transport this waste to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Regional or garage personnel may contact metal recyclers for pickup if disposed of as scrap metal. Garages will be contacted before waste pickups. 			
<p style="text-align: center; border: 1px solid black; display: inline-block; margin: 0;">OPERATIONAL NOTES</p> <ul style="list-style-type: none"> When punctured, let drain for 30 seconds before crushing. Crushed cans are preferred (they require less space in the drum). See Aerosol Can Puncturing Process figure for additional operational notes. See list of prohibited chemical solvents in aerosol cans in the operational notes on the following page (Aerosol Cans – Unpunctured). References: SOP 002, SOP 012, and SOP 013. 			

**AEROSOL CANS – UNPUNCTURED
(For Recycle)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Metal cans that contain or did contain product under pressure that have not been punctured. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Unpunctured aerosol cans for recycling MUST be transported to District/Region Garages for puncturing and crushing. (See Aerosol Cans-Punctured.) Note that if cans are not accumulated for puncturing, unpunctured aerosol cans would be considered hazardous waste. Hence TDOT's policy to puncture and crush all aerosol cans unless precluded by labeling. The requirements below apply to the accumulation of aerosol cans for puncturing and recycling. 		
<p>LABELING</p> <ul style="list-style-type: none"> For unpunctured cans to be recycled, mark label "Aerosol Cans for Puncturing". 			
<p>ACCUMULATION AREAS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding-right: 20px;"> <ul style="list-style-type: none"> Accumulate in 20-, 30- or 55-gallon open-head drum or 5-gallon metal or plastic pail with lid. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet not needed. </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> In Satellite Accumulation Area (Recommended) <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). Unpunctured cans should not be accumulated in 90/180-Day Accumulation Areas. </td> </tr> </table>		<ul style="list-style-type: none"> Accumulate in 20-, 30- or 55-gallon open-head drum or 5-gallon metal or plastic pail with lid. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet not needed. 	<ul style="list-style-type: none"> In Satellite Accumulation Area (Recommended) <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). Unpunctured cans should not be accumulated in 90/180-Day Accumulation Areas.
<ul style="list-style-type: none"> Accumulate in 20-, 30- or 55-gallon open-head drum or 5-gallon metal or plastic pail with lid. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet not needed. 	<ul style="list-style-type: none"> In Satellite Accumulation Area (Recommended) <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). Unpunctured cans should not be accumulated in 90/180-Day Accumulation Areas. 		
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep transfer logs for 3 years. Keep inspection records for 3 years. Keep records in the designated colored notebook. 		
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> County Garages MUST transport unpunctured aerosol cans for recycling to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form and make a copy for the facility that originated the ship-up. Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. County Garages transport to District/Region Garages. 			
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> References: SOP 002, SOP 003, SOP 012, and SOP 013. See Aerosol Can Puncturing Process figure. Also note: Aerosol cans containing the following chemical solvents are prohibited for use in TDOT garages. <table style="width: 100%; border: none; margin-left: 20px;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> — Benzene (F005) — 2 – Butanone (F005) — Carbon Disulfide (F005) — Chlorinated Fluorocarbon (F001) — Chlorobenzene (F002) — Cresol (F005) — Dichlorobenzene (F002) — 2 – Ethoxyethanol (F005) — Ethylene Glycol Ethyl Ether (F005) — Isobutanol (F005) — Methyl Benzene (F005) </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> — Methyl Chloroform (F001) — Methyl Ethyl Ketone (F005) — Methylene Chloride (F001) — Perchloroethylene (F001) — Phenylmethane (F005) — Pyridine (F005) — Toluene (F005) — Trichlorethane (F001) — Trichloroethylene (TCE) (F001) — Trichlorofluoromethane – Freon 11 & 113 (F002) </td> </tr> </table> 		<ul style="list-style-type: none"> — Benzene (F005) — 2 – Butanone (F005) — Carbon Disulfide (F005) — Chlorinated Fluorocarbon (F001) — Chlorobenzene (F002) — Cresol (F005) — Dichlorobenzene (F002) — 2 – Ethoxyethanol (F005) — Ethylene Glycol Ethyl Ether (F005) — Isobutanol (F005) — Methyl Benzene (F005) 	<ul style="list-style-type: none"> — Methyl Chloroform (F001) — Methyl Ethyl Ketone (F005) — Methylene Chloride (F001) — Perchloroethylene (F001) — Phenylmethane (F005) — Pyridine (F005) — Toluene (F005) — Trichlorethane (F001) — Trichloroethylene (TCE) (F001) — Trichlorofluoromethane – Freon 11 & 113 (F002)
<ul style="list-style-type: none"> — Benzene (F005) — 2 – Butanone (F005) — Carbon Disulfide (F005) — Chlorinated Fluorocarbon (F001) — Chlorobenzene (F002) — Cresol (F005) — Dichlorobenzene (F002) — 2 – Ethoxyethanol (F005) — Ethylene Glycol Ethyl Ether (F005) — Isobutanol (F005) — Methyl Benzene (F005) 	<ul style="list-style-type: none"> — Methyl Chloroform (F001) — Methyl Ethyl Ketone (F005) — Methylene Chloride (F001) — Perchloroethylene (F001) — Phenylmethane (F005) — Pyridine (F005) — Toluene (F005) — Trichlorethane (F001) — Trichloroethylene (TCE) (F001) — Trichlorofluoromethane – Freon 11 & 113 (F002) 		

**AEROSOL CANS – UNPUNCTURED
(For Disposal)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Metal cans that contain or did contain product under pressure that may not be punctured per label requirements. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Empty unpunctured aerosol cans may not be punctured; per label requirements, may be disposed of as municipal trash. • Note that if cans are not empty, they must be accumulated for disposal as a potential hazardous waste. Cans of such material with faulty valving must be transported from county lots to the appropriate district or regional facility for a waste determination.
<p>LABELING</p> <ul style="list-style-type: none"> • For unpunctured cans under pressure to be accumulated, mark label "Aerosol Cans for Disposal". 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Accumulate in 20-, 30-, or 55-gallon open-head drum or 5-gallon metal or plastic pail with lid. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet not needed. • In Satellite Accumulation Area (Recommended) — Limit is 55 gallons (no time limit). • If a container is filled with cans that may not be punctured, date the container and move to the 90/180-Day Accumulation Area. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Satellite Accumulation Area – Monthly. • Accumulation Area – Weekly. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep transfer logs for 3 years. • Keep inspection records for 3 years. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • County Garages MUST transport unpunctured aerosol cans for disposal to District/Region Garages. • Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. • Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. • County Garages transport to District/Region Garages. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • Primary material is expected to be Wasp Spray or other aerosol Pesticide. • Empty aerosol cans that are prohibited from being punctured may be disposed of as trash. • Counties should take any aerosol that is not empty and may not be punctured to the appropriate District or Regional Garage for a waste determination and accumulation. • References: SOP 002, SOP 012, and SOP 013. 	

**AEROSOL RESIDUES
(Hazardous Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Liquid residues accumulated from puncturing metal aerosol cans. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Hazardous Waste. 		
<p>LABELING</p> <ul style="list-style-type: none"> • Use hazardous waste label and mark drum as "Aerosol Residues WP-040". • Label drum with date the first waste is placed in container. • When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 			
<p>ACCUMULATION AREAS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> • Accumulate in closed-head metal drum. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet or secondary containment is required. </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> • In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days. </td> </tr> </table>		<ul style="list-style-type: none"> • Accumulate in closed-head metal drum. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet or secondary containment is required. 	<ul style="list-style-type: none"> • In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days.
<ul style="list-style-type: none"> • Accumulate in closed-head metal drum. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet or secondary containment is required. 	<ul style="list-style-type: none"> • In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days. 		
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Satellite Accumulation Area - Monthly. • Accumulation Area - Weekly. • Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep inspection records for 3 years. • Keep monthly inventory logs for 3 years. • Keep all shipping manifests, the return copies of manifests (from the disposal facility), and Land Disposal Restriction (LDR) forms for 3 years. • Keep records in the designated colored notebook. 		
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office ECO for the offsite transport of wastes. • County Garages may NOT transport hazardous wastes to District/Region Garages. • The TDOT Environmental Compliance Office will contact transport/disposal vendors. • Garages will be contacted before waste pickups. 			
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • See Aerosol Can Puncturing Process figure. • References: SOP 002, SOP 012, and SOP 013. 			

**ANTIFREEZE
(Special Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Used antifreeze drained from vehicle coolant systems. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Special waste (if not recycled onsite). Should not be mixed with other wastes. 		
<p>LABELING</p> <ul style="list-style-type: none"> Label container as "Used Antifreeze". Label container with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 			
<p>ACCUMULATION AREAS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding-right: 10px;"> <ul style="list-style-type: none"> Accumulate in 55-gallon closed-head metal drum. Drum should be in good condition and kept closed. Spill pallet or secondary containment is required. </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Area, time limits do not apply to non-hazardous wastes. </td> </tr> </table>		<ul style="list-style-type: none"> Accumulate in 55-gallon closed-head metal drum. Drum should be in good condition and kept closed. Spill pallet or secondary containment is required. 	<ul style="list-style-type: none"> In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Area, time limits do not apply to non-hazardous wastes.
<ul style="list-style-type: none"> Accumulate in 55-gallon closed-head metal drum. Drum should be in good condition and kept closed. Spill pallet or secondary containment is required. 	<ul style="list-style-type: none"> In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Area, time limits do not apply to non-hazardous wastes. 		
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep transfer logs for 3 years. Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests for 3 years. Keep records in the designated colored notebook. 		
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages MAY transport this waste to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garages will be contacted before waste pickups. 			
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> References: SOP 002, SOP 012, and SOP 013. 			

**ASPHALT SOLVENT – TCE
(Hazardous Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Spent asphalt extraction/distillation trichloroethylene (TCE) from the physical testing of liquid asphalt and asphalt mixes, which may include distillation bottoms and overheads. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Hazardous Waste.
<p>LABELING</p> <ul style="list-style-type: none"> Use hazardous waste label and mark drum as "Spent TCE from Extraction WP-009". Label drum with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in 55-gallon closed-head metal container. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet or secondary containment is required. In Satellite Accumulation Area <ul style="list-style-type: none"> Limit is 55 gallons (no time limit). Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests, the return copies of manifests (from the disposal facility), and Land Disposal Restriction (LDR) forms for 3 years. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages may NOT transport hazardous wastes to District/Region Garages. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> References: SOP 002, SOP 012, and SOP 013. 	

BALLASTS
(Recyclable Material if PCBs or
Solid Waste if No PCBs)

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Fluorescent light ballasts. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Recyclable Material – if ballast contains polychlorinated biphenyls (PCBs) (as indicated on label) or has no label. Notification of ECO is required. Solid Waste – if ballast labeled “No PCBs”, it may be disposed directly in trash. (No further requirements; none below apply.)
<p>LABELING</p> <ul style="list-style-type: none"> Label container as "Ballasts containing PCBs". Label container with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in 5-gallon pail. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet or secondary containment is not required. In Satellite Accumulation Area <ul style="list-style-type: none"> Limit is 55 gallons (no time limit). Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> None when recycled. Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep all Material Transfer Forms and shipping papers for 3 years. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> County/District Garages SHOULD transport this waste to Region Garages every 6 months. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. All necessary shipping paperwork for offsite shipment will be completed by the vendor and the Region Garage. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> Notification to TDOT Environmental Compliance Office is required for PCB or suspect PCB waste upon discovery. References: SOP 014. 	

**BATTERIES (AUTO/TRUCK) – LEAD ACID
(Recyclable Material)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Car, truck, and heavy equipment batteries (not nickel or lithium). • Does not include batteries sizes A, AA, AAA, C, D, 6-volt and 9-volt. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Recyclable material (if properly managed and recycled).
<p>LABELING</p> <ul style="list-style-type: none"> • Labeling not needed unless batteries placed in containers. • If in container, label as "Used Car and Truck Batteries - Recyclable". • If in container, label with date the first waste is placed in the container. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Batteries should be discharged before being designated for recycle. • Leaking batteries should be drained into waste battery acid container (acid resistant plastic pail – See "Battery Acid"). • Store drained batteries with other used batteries. • Store batteries on spill pallet or inside secondary containment area out of the weather. (Do not stack.) • No volume or time limit. • Accumulation in designated Accumulation Areas is not required. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • In 90/180-Day Accumulation Area – Weekly. • In undesignated area (e.g., area other than the 90/180-Day Accumulation Area – Monthly (recommended). • Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep all transfer logs and battery exchange documentation for 3 years. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • Batteries SHOULD BE exchanged on one-to-one basis with the facility's new battery vendor, or with credit tracking. • If batteries are shipped-up, then the receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. • Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. • MAY be transported by TDOT vehicle, if there are no other hazardous materials or waste on the vehicle. • Facility will coordinate with the battery vendor for exchange/recycling. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • TDOT facilities may not transport more than 4,000 pounds per trip. • References: SOP 012. 	

**BATTERIES – RECHARGEABLE/NONRECHARGEABLE
(Universal Wastes/Recyclable Material)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Rechargeable Nickel/Cadmium or Lithium Batteries (not car and truck batteries). • And non -rechargeable (e.g., alkaline) batteries sizes A, AA, AAA, C, D, 6-volt and 9-volt. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Universal Wastes for rechargeable batteries • Recyclable material for non-rechargeable batteries.
<p>LABELING</p> <ul style="list-style-type: none"> • Label container as "Used Batteries – For Recycling". • Nickel/Cadmium, Lithium, and non - rechargeable batteries may be placed in the same container. • Label container with date the first battery is placed in the container. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Batteries should be discharged before being accumulated. • Accumulate in open-head drum with lid or pail with lid. • Label container as indicated above. • Container should be in good condition and kept closed. • Spill pallet not needed. • No quantity limits. • Time limit is 12 months from the date the first battery is placed in the container. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Satellite Accumulation Area - Monthly. • 90/180-Day Accumulation Area - Weekly. • Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep transfer logs for 3 years. • Keep inspection records for 3 years. • Keep shipping documentation for 3 years. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • County/District Garages SHOULD transport this waste to Region Garages every 6 months. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. • Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. • All necessary shipping paperwork for offsite shipment will be completed by the vendor and Region Garage. • TDOT garage personnel contact vendor directly for waste pickup at least annually for universal wastes (such as rechargeable batteries). 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • SOP 014. 	

**BATTERY ACID
(Hazardous Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Spent Sulfuric Acid from automobile batteries. (For absorbents with battery acid, see Absorbents – Hazardous.) 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Hazardous Waste.
<p>LABELING</p> <ul style="list-style-type: none"> Use hazardous waste label and mark container "Battery Acid Waste WP-065". Label container with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in acid-resistant 5-gallon plastic pail with lid. Label container as indicated above. Container must be in good condition and kept closed. Store on spill pallet (or secondary containment) with no other wastes. In Satellite Accumulation Area <ul style="list-style-type: none"> Limit is 55 gallons (no time limit). Recommended not to exceed 5 gallons of accumulation. Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests, the return copies of manifests (from the disposal facility), and LDR forms for 3 years. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages may NOT transport hazardous wastes to District/Region Garages. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> References: SOP 002, SOP 012, and SOP 013. 	

**BRAKE FLUID
(Used Oil)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Waste Brake Fluid. Manage and accumulate with "Used Oil". 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Used Oil.
<p>LABELING</p> <ul style="list-style-type: none"> Mark accumulation container or tank "Used Oil". 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Label container/tank as indicated above. Container/tank must be in good condition and kept closed. Spill pallet or secondary containment is required. No volume or time limits. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep shipping records for 3 years. Keep any analytical results from testing performed by vendor(s). Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by vendor and the TDOT facility. County Garages MAY transport this waste to District/Region Garages. Material Transfer Form is not required for used oil. Shipments by TDOT vehicles must be LESS than 55 gallons. TDOT garage personnel contact vendor directly for waste pickup, as needed. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> Reference: SOP 017. 	

BRAKE TURNINGS
(Recyclable Material – Scrap Metal)

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Brake turnings - placed in container and recycled as scrap metal. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Recyclable - Scrap Metal.
<p>LABELING</p> <ul style="list-style-type: none"> • Label as "Brake Turnings". 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • None. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • None when recycled as scrap metal. • Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • None when recycled as scrap metal.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • None when recycled as scrap metal. • County garages MAY transport scrap metal to other TDOT garages for recycling as necessary and convenient. • Facility will coordinate directly with local scrap metal recycler for pickup as needed. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • Reference: SOP 023. 	

**CIRCUIT BOARDS
(Recyclable Material)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Circuit boards from strobe lamps, barrier lamps, radios, etc. • TDOT policy is to remove circuit boards from such equipment for recycling when the equipment is scrapped or maintenance is performed. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Recyclable (not regulated as a waste when recycled). • Do not throw in trash.
<p>LABELING</p> <ul style="list-style-type: none"> • Label container as "Circuit Boards". 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Accumulate in 5-gallon pail, open-head drum, or cardboard box. • Label container as indicated above. • Spill pallet not needed. • No quantity or time limit. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • None when recycled. • Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep all Material Transfer Forms and shipping papers for 3 years. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • County/District Garages SHOULD transport this waste to Region Garages every 6 months. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. • Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. • All necessary shipping paperwork will be completed by the vendor and the Region Garage. • TDOT Region (or District) garage personnel contact vendor directly for waste pickup, as needed. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • Reference: SOP 014. 	

DIESEL EMISSION FLUID (DEF)

(Special Waste)

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Diesel Emission Fluid (DEF) that has been spilled or mixed with other automotive fluids. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Special Waste/Hazardous Waste.
<p>LABELING</p> <ul style="list-style-type: none"> • Label container as "Waste DEF – To Be Characterized". Include on the label what the DEF is mixed with including soil or absorbent. • DEF becomes waste mixed with other materials or spilled. Label container with the date DEF becomes waste. • When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Accumulate in 5- to 30-gallon closed-head metal container or 5-gallon plastic pail. • Label container as indicated above. • Container must be in good condition and kept closed (once a waste). • Spill pallet or secondary containment is required when in liquid form... • In Satellite Accumulation Area (Recommended) <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Satellite Accumulation Area - Monthly. • Accumulation Area - Weekly. • Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep transfer logs for 3 years. • Keep inspection records for 3 years. • Keep monthly inventory logs for 3 years. • Keep all shipping manifests for 3 years. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. • County Garages MAY transport this waste to District/Region Garages except for DEF/Fuel mixtures. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. • Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. • The TDOT Environmental Compliance Office will contact transport/disposal vendors. • Garage will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • Unused DEF is not a hazardous waste unless mixed with fuel. DEF/Fuel mixtures should not be transported from County Facilities until characterization is complete. • References: SOP 002, SOP 012, and SOP 013. 	

**DIESEL – ASPHALT TOOL CLEANUP
(Special Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Diesel fuel used to clean shovels and rakes covered with asphalt or the tips of asphalt sprayers. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Special Waste.
<p>LABELING</p> <ul style="list-style-type: none"> • Label container as "Waste Diesel" • Diesel becomes waste diesel when no longer can be used for cleaning asphalt tools. Label container with the date diesel becomes waste. • When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Accumulate in 5- to 30-gallon closed-head metal container or 5-gallon plastic pail. • Label container as indicated above. • Container must be in good condition and kept closed (once a waste). • Spill pallet or secondary containment is required. • In Satellite Accumulation Area (Recommended) <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Satellite Accumulation Area - Monthly. • Accumulation Area - Weekly. • Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep transfer logs for 3 years. • Keep inspection records for 3 years. • Keep monthly inventory logs for 3 years. • Keep all shipping manifests for 3 years. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. • County Garages MAY transport this waste to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. • Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. • The TDOT Environmental Compliance Office will contact transport/disposal vendors. • Garage will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • References: SOP 002, SOP 012, and SOP 013. 	

**DISCARDED AUTOMOTIVE FUEL TANKS (DAFTS)
(Solid Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Discarded automotive fuel tanks. (DAFTs) from garage operations or from roadside cleanup. DAFT must be drained and vented according to procedures in the SOP. (See reference below.) Liquids from the DAFT must also be managed according to procedures in the SOP. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Solid Waste - to be placed in roll-off designated for road-side wastes. Scrap metal where vendor will accept these for recycle.
<p>LABELING</p> <ul style="list-style-type: none"> None. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Drained and vented DAFT to be placed in roll-off container designated for road-side wastes. Placed in scrap metal accumulation once vented and drained. Note that the tank should be stored to prevent water infiltration. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> None. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> None.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> None. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> Refer to SOP – Discarded Automotive Fuel Tanks Management, which addresses the following: <ul style="list-style-type: none"> — Procedures for handling DAFTs found on highway right-of-ways (including removing the fuel tank sending unit, — Procedures for management at TDOT garage facilities, and — Procedures for management of liquids from DAFTs. Reference: SOP 004. 	



**EMPTY
CONTAINERS
(Solid Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Empty containers (meeting the definition provided in the SOP). • Empty pesticide and herbicide containers (must follow SOP procedures). 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Solid Waste - can be disposed in trash after following applicable procedures or may be collected with scrap metal. (See SOP.)
<p>LABELING</p> <ul style="list-style-type: none"> • No label required for disposal in trash. For herbicide and pesticide containers, must follow triple rinse or any other requirements specified on the product label. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • None (after proper decontamination is complete as required, such as triple rinsing). 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • None.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • None. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • Refer to SOP 005 – Empty Container Management, which addresses such topics as the following: <ul style="list-style-type: none"> — Definition of an empty container (e.g., emptied of all contents, with less than 1 inch of residue remaining, no hazardous materials), — Procedures for rinsing herbicide/pesticide container, — Reuse options, and — Other relevant issues and procedures. 	

EXCESS FILL AND ASPHALT MILLINGS

SOP 018 – EXCESS FILL AND ASPHALT MILLINGS MANAGEMENT

Highway construction, repair, and repaving projects may generate excess soil/rock fill material and/or asphalt millings that are brought back to TDOT facilities and stockpiled until they can be reused on other projects. Improper management (and particularly improper placement) of such non-hazardous materials can cause environmental compliance issues as well as other problems. Thus, the placement, storage, and handling of such materials at TDOT facilities should be planned and managed carefully to prevent or minimize such problems. Some principles and guidelines to be followed are:

1. LAND CLEARING WASTE

- Land clearing waste shall not be transported back to a TDOT facility unless it is designated to be mulched at that facility. Mulched material may be used for onsite or offsite landscaping or erosion control purposes. If mulched material is to be stockpiled in bulk at a TDOT facility, then appropriate erosion controls shall be installed prior to initiating mulching operations, and the area shall not exceed 1 acre in aerial extent.
- Land clearing waste mulched at an offsite location may be brought back to a TDOT facility for use as landscaping or erosion control purposes.

2. DITCH/CULVERT CLEAN OUT

- Ditch clean out waste shall be placed in TDOT's roll-off box for right-of-way waste or disposed at a Class I landfill (municipal sanitary landfill).
- If no litter or household garbage is present in the ditch clean out waste, then it may be managed as land clearing waste in Section 1.0.

3. CONSTRUCTION / DEMOLITION WASTE

- In general, construction and demolition wastes should not be brought back to a TDOT facility, however, if the construction and demolition waste consists SOLELY of natural rock, soil, stumps, pavement, concrete, rebar, and brick rubble, it may be placed at a TDOT facility. NO other waste (i.e., other construction/demolition waste, lumber, household garbage, or land clearing waste) may be mixed with this material.
- Prior to transporting such material to the TDOT facility, the TDOT Regional Environmental Coordinator must be notified. This material can be placed at a TDOT facility ONLY after prior approval by the Environmental Compliance Office.
- If construction and demolition wastes are placed at a TDOT facility, then appropriate erosion controls must be installed prior to bringing the materials onsite.
- Fill areas must not exceed 1 acre in aerial extent.

4. ASPHALT MILLINGS, SOIL, SAND, GRAVEL, AND OTHER AGGREGATE PRODUCTS

- Asphalt millings may be stockpiled at TDOT facilities for reuse.
- Aggregate products may be stockpiled at TDOT facilities.

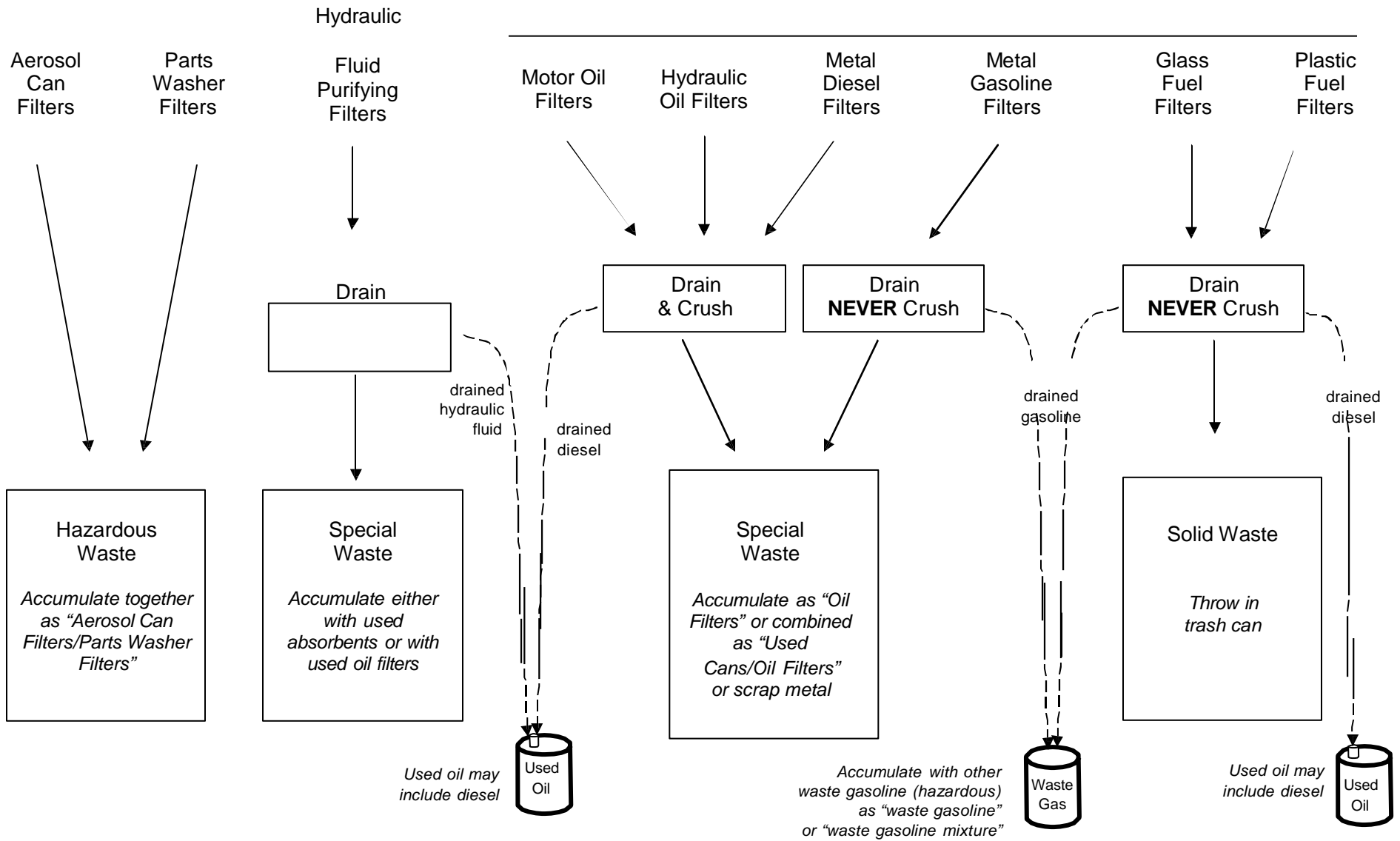
5. STOCKPILE REQUIREMENTS

- Materials transported to a TDOT facility should be placed so that they do not encroach on adjacent properties or interfere with access to such properties.
- Materials transported to a TDOT facility must not be placed such that streams or wetlands are impacted or filled. TDOT knows from its highway construction experience that permits must be obtained prior to such actions or serious penalties may result. If in doubt as to whether or not a stream or wetland is present on the site, please contact the TDOT Environmental Compliance Office for assistance.
- Careful consideration of the impact onsite drainage should be given prior to placement of such materials. Materials should not be placed in ditches, swales, and other storm water drainage ways. Adverse impacts on offsite drainage patterns should be avoided.

- Standard erosion and sediment control practices must be applied as needed to such material stockpiles – particularly highly erodible materials (i.e., soil) prior to placement at the TDOT facility. Storm water runoff from such stockpiles must not be allowed to carry sediment or other materials into watercourses and wetlands.
- Stockpiles of soil shall be appropriately seeded and mulched within 15 days of being placed at a TDOT facility.
- TDOT facility personnel shall inspect stockpiles on a quarterly basis as per their Storm Water Pollution Prevention Plan.
- If material stockpiles are added to a facility after a Storm Water Pollution Prevention Plan has been developed, then the TDOT facility will notify the Environmental Compliance Office that the Storm Water Pollution Prevention Plan must be updated.

FILTERS – FIGURE

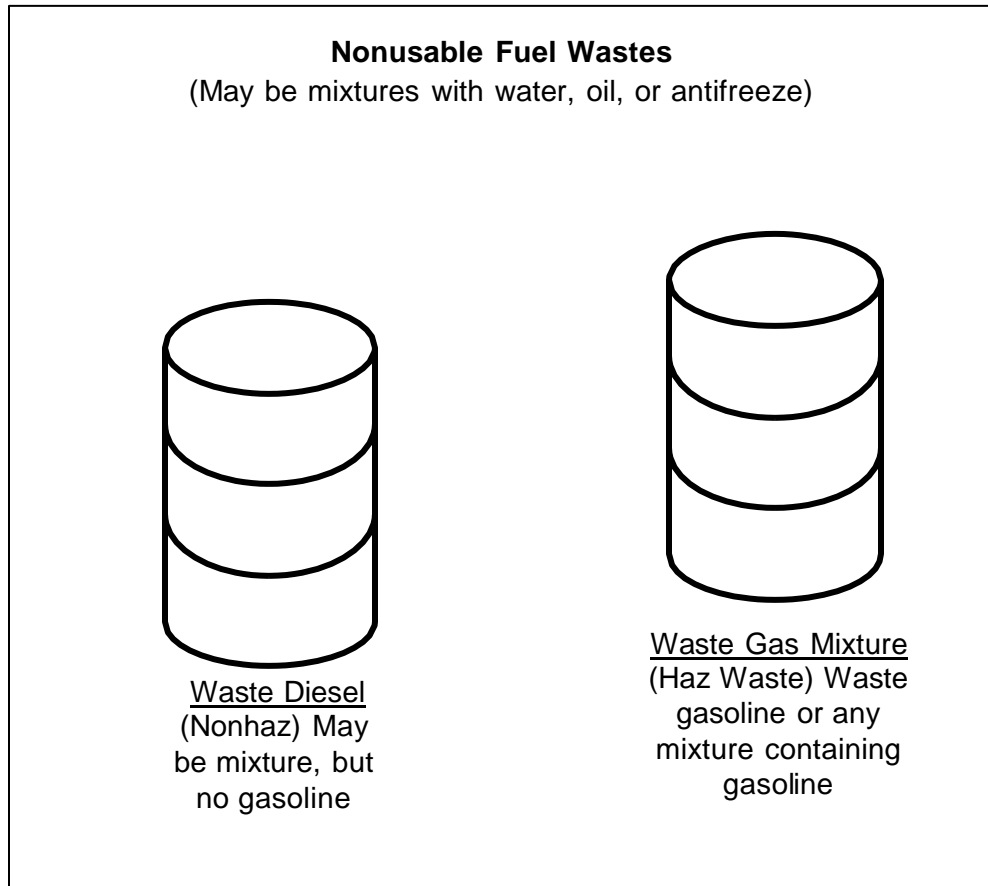
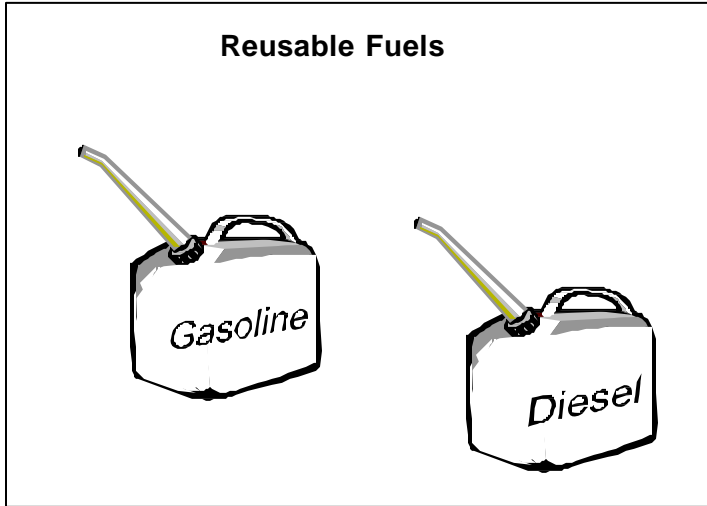
Oil and Fuel Filters



FILTERS – OIL AND FUEL
(Special Waste or Solid Waste)

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Motor/hydraulic oil filters, fuel filters, hydraulic fluid purifying filters. • Accumulated used filters may be combined with punctured aerosol cans. • See instructions in Operational Notes section below. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Special waste/Scrap metal – drained/crushed oil filters and diesel filters, drained and uncrushed metal gasoline filters (may also include punctured aerosol cans). • Solid waste - drained glass/plastic fuel filters.
<p>LABELING</p> <ul style="list-style-type: none"> • Label drum as "Used Cans/Oil Filters" when combined with crushed aerosol cans. • Label container with date first can or filter is placed in container. • When moved from Satellite Accumulation Area, mark container with the date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Accumulate in 55 -gallon open-head drum. • Drum should be in good condition and kept closed. • Spill pallet is not needed. • No volume or time limits. • In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Satellite Accumulation Area - Monthly. • 90/180-Day Accumulation Area - Weekly. • Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep transfer logs for 3 years. • Keep inspection records for 3 years. • Keep monthly inventory logs for 3 years. • Keep all shipping manifests for 3 years. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. • County/District Garages MAY transport to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. • Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. • The TDOT Environmental Compliance Office will contact transport/disposal vendors. • Garage will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • References: SOP 002, SOP 012, SOP 013, and SOP 023. • Motor and hydraulic oil filters – drain into "Used Oil" (hot drain for 12 hours or cold for 24 hours), crush, and accumulate as "Oil Filters". • Metal diesel fuel filters – drain into "Used Oil", crush, and combine filters with "Oil Filters". • Metal gasoline filters – drain into "Waste Gasoline," do not crush, and combine with "Oil Filters" • Glass and plastic fuel filters – drain gasoline into "Waste Gasoline" or drain diesel into "Used Oil" (do not crush), and dispose in trash as solid waste. • Hydraulic fluid purifying filters – drain into "Used Oil" and combine with "Oil Filters" or with "Non-haz Absorbents". • Accumulated used filters may be combined with punctured aerosol cans. • Note that gasoline filters should be drained into waste gasoline container for at least 24 hours. Do not crush to avoid sparking. 	

FUELS – FIGURE



**FUEL – DIESEL – REUSABLE
(Reusable Product)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Diesel that can be reused as fuel (not contaminated). 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Reusable product (not waste).
<p>LABELING</p> <ul style="list-style-type: none"> • Label container as "Reusable Diesel". • If not reused, becomes a waste. See "Fuel - Diesel - Nonusable". 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Accumulate in clean metal or plastic fuel can, grounded spark-proof safety can, or 55-gallon closed-head drum. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet or secondary containment is recommended and is required for containers of 55 gallons or more. • No time limit. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • None. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • None.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • Should be reused at facility, although may be shipped between facilities. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • See Fuels figure. • Reference: SOP 001. 	

**FUEL – DIESEL – NONUSABLE
(Special Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Waste diesel and waste diesel mixtures (water, oil, and/or antifreeze) that cannot be reused. Does NOT include mixtures containing gasoline. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Special Waste/Recyclable fuel.
<p>LABELING</p> <ul style="list-style-type: none"> Label container as "Waste Diesel". Label drum with date the first waste is placed in container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in 55-gallon closed-head metal drum. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet or secondary containment is required. In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). 90/180-Day Accumulation Area time limits do not apply to such non-hazardous wastes. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep transfer logs for 3 years. Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests for 3 years. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages MAY transport this waste to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garage will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> See Fuels figure. References: SOP 002, SOP 012, and SOP 013. 	

**FUEL – GASOLINE – REUSABLE
(Reusable Product)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Gasoline that can be reused as fuel (not contaminated). 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Reusable product (not waste).
<p>LABELING</p> <ul style="list-style-type: none"> Label container as "Reusable Gasoline". If not reused, becomes a waste. See "Fuel - Mixture – Nonusable". 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in clean metal or plastic fuel can, grounded spark-proof safety can, or 55-gallon closed-head drum. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet or secondary containment is recommended and is required for containers of 55 gallons or more. No time limit. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> None. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> None.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> Should be reused at facility, although may be shipped between facilities. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> See Fuels figure. Reference: SOP 001. 	

**FUEL – MIXTURE (CONTAINING GASOLINE) - NONUSABLE
(Hazardous Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Gasoline mixtures that cannot be reused because contaminated or mixed with diesel, oil, antifreeze, water, etc. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Hazardous Waste/Recyclable Fuel.
<p>LABELING</p> <ul style="list-style-type: none"> Use hazardous waste label and mark container "Hazardous Waste Fuel Mixture _____". Indicate mixture components, gas/diesel/water/oil, etc. Label drum with date the first waste is placed in container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in 55-gallon closed-head metal drum. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet or secondary containment is required. In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). 90/180-Day Accumulation Area time limits do not apply to such non-hazardous wastes. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests, the return copies of manifests (from the disposal facility), and LDR forms for 3 years. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages may NOT transport hazardous wastes to District/Region Garages. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garage will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> See Fuels figure. References: SOP 002, SOP 012, and SOP 013. 	

**GREASE AND GREASE GUN CARTRIDGES
(Special Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Grease and grease gun cartridges. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Special Waste - if cartridge is not empty (cannot be disposed in trash). If cartridge is empty, may be disposed in trash as solid waste. No further requirements.
<p>LABELING</p> <ul style="list-style-type: none"> Label container for non-empty cartridges as "Non -Empty Grease Cartridges". Label container with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in 5-, 30-, or 55-gallon open-head container. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet or secondary containment is not required. In Satellite Accumulation Area (Recommended) <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). 90/180-Day Accumulation Area time limits do not apply to such non-hazardous wastes. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep transfer logs for 3 years. Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests for 3 years. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages MAY transport this waste to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> For clarification on empty containers, see respective SOP. References: SOP 002, SOP 005, SOP 012, and SOP 013. 	

**HYDRAULIC FLUID
(Used Oil)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Hydraulic fluid should be periodically reconditioned (filtered). Manage and accumulate with "Used Oil". 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Used Oil.
<p>LABELING</p> <ul style="list-style-type: none"> Mark accumulation container or tank "Used Oil". 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Label container/tank as indicated above. Container/tank must be in good condition and kept closed. Spill pallet or secondary containment is required. No volume or time limits. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep shipping records for 3 years. Keep any analytical results from testing performed by vendor(s). Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and the TDOT facility. County Garages MAY transport this waste to District/Region Garages. Material Transfer Form is not required for used oil. Shipments by TDOT vehicles must be less than 55 gallons. TDOT's selected vendor for management of this waste is Holston Oil. TDOT garage personnel should contact the vendor directly for waste pickup, as needed. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> None. Reference: SOP 017. 	

**HYDRAULIC FLUID PURIFYING SYSTEM FILTERS
(Special Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Hydraulic Fluid Filters. Drain free liquids from the filter into used oil. Waste hydraulic fluid filters may be accumulated with non-hazardous absorbents or with used oil filters. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Special Waste/Scrap metal for metal filters.
<p>LABELING</p> <ul style="list-style-type: none"> Label drum as "Used Hydraulic Fluid Filters" or combine with " Non-haz Absorbents" or with "Oil Filters" Label drum with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in 55-gallon closed-head metal drum. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet not needed. In Satellite Accumulation Area (Recommended) <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). 90/180-Day Accumulation Area time limits do not apply to such non-hazardous wastes. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly Accumulation Area - Weekly Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep transfer logs for 3 years. Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests for 3 years. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages MAY transport this waste to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garage will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> None. References: SOP 002, SOP 012, SOP 013, and SOP 023. 	

**LAMPS/BULBS/FLUORESCENT TUBES
(Universal Wastes)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Fluorescent tubes and other types of electrical lamps/bulbs except for standard household -type incandescent lamps/bulbs. From vehicles, only high-intensity headlights and other special bulbs would be included. Do not intentionally break bulbs. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Universal Wastes. 		
<p>LABELING</p> <ul style="list-style-type: none"> Label as "Universal Waste - Used Lamps". Label container with date the first bulb is placed in the container. 			
<p>ACCUMULATION AREAS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> Accumulate in 5-gallon pail or 55-gallon open-head drum (for small and round bulbs). Accumulate in original or vendor-supplied cardboard boxes (for tubes). Pack with paper or other packing materials to reduce breakage. Label container as indicated above. </td> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> Container must be in good condition and kept closed. Spill pallet not needed. No quantity limits. Time limit is 6 months from the time the first bulb is placed in the container. </td> </tr> </table>		<ul style="list-style-type: none"> Accumulate in 5-gallon pail or 55-gallon open-head drum (for small and round bulbs). Accumulate in original or vendor-supplied cardboard boxes (for tubes). Pack with paper or other packing materials to reduce breakage. Label container as indicated above. 	<ul style="list-style-type: none"> Container must be in good condition and kept closed. Spill pallet not needed. No quantity limits. Time limit is 6 months from the time the first bulb is placed in the container.
<ul style="list-style-type: none"> Accumulate in 5-gallon pail or 55-gallon open-head drum (for small and round bulbs). Accumulate in original or vendor-supplied cardboard boxes (for tubes). Pack with paper or other packing materials to reduce breakage. Label container as indicated above. 	<ul style="list-style-type: none"> Container must be in good condition and kept closed. Spill pallet not needed. No quantity limits. Time limit is 6 months from the time the first bulb is placed in the container. 		
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. 90/180-Day Accumulation Area - Weekly. Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep transfer logs for 3 years. Keep inspection records for 3 years. Keep shipping manifests for 3 years. Keep records in the designated colored notebook. 		
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> County/District Garages SHOULD transport this waste to Region Garages every 6 months. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. All necessary shipping paperwork will be completed by the vendor and Region Garage. TDOT Region Garage personnel contact vendor directly for waste pickup at least semi-annually for universal wastes. 			
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> Note: Schedule pickup only if a minimum of two boxes or one drum of Universal Waste lamps/bulbs/tubes for pickup, or if 6-month time limit is pending. Reference: SOP 014. 			

**MERCURY THERMOSTATS
(Universal Wastes)**

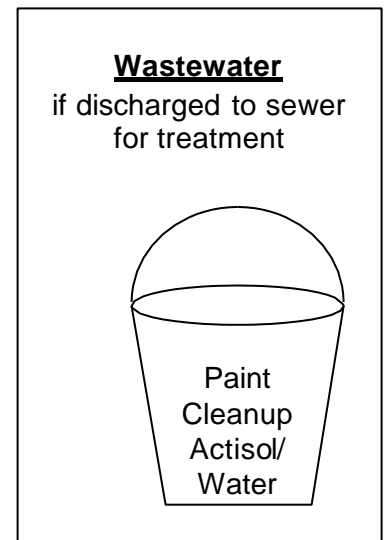
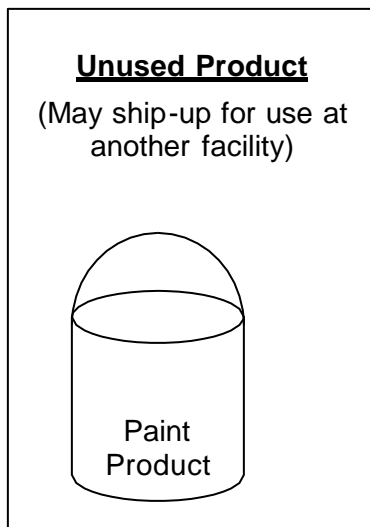
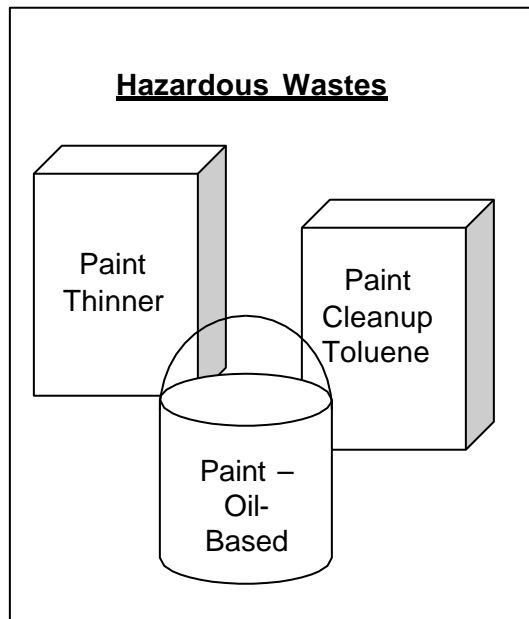
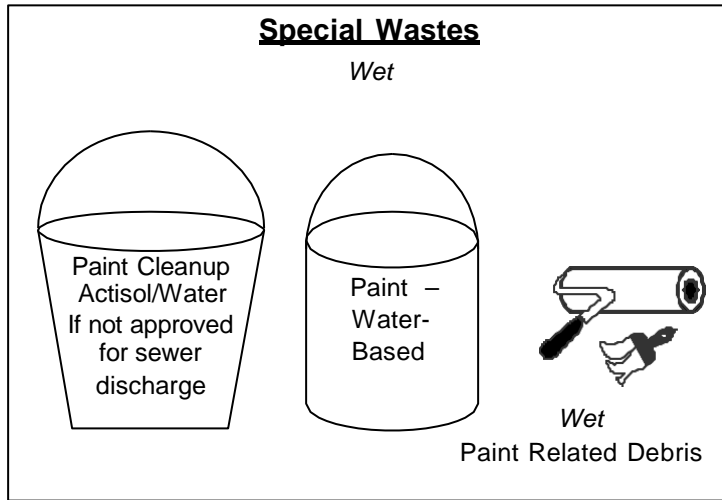
<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Used thermostats. • Thermometers and liquid mercury from broken thermostats and thermometers should be handled separately. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Universal Wastes. 		
<p>LABELING</p> <ul style="list-style-type: none"> • Label as "Universal Waste - Thermostats". • Label container with date the first thermostat is placed in the container. 			
<p>ACCUMULATION AREAS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> • Accumulate in 5-gallon pail or 55-gallon open-head drum. • Pack with packing materials to reduce breakage. • Label container as indicated above. • Container must be in good condition and kept closed. </td> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> • Spill pallet not needed. • No quantity limits. • Time limit is 6 months from the time the first bulb is placed in the container. </td> </tr> </table>		<ul style="list-style-type: none"> • Accumulate in 5-gallon pail or 55-gallon open-head drum. • Pack with packing materials to reduce breakage. • Label container as indicated above. • Container must be in good condition and kept closed. 	<ul style="list-style-type: none"> • Spill pallet not needed. • No quantity limits. • Time limit is 6 months from the time the first bulb is placed in the container.
<ul style="list-style-type: none"> • Accumulate in 5-gallon pail or 55-gallon open-head drum. • Pack with packing materials to reduce breakage. • Label container as indicated above. • Container must be in good condition and kept closed. 	<ul style="list-style-type: none"> • Spill pallet not needed. • No quantity limits. • Time limit is 6 months from the time the first bulb is placed in the container. 		
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Satellite Accumulation Area - Monthly. • 90/180-Day Accumulation Area - Weekly. • Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep transfer logs for 3 years. • Keep inspection records for 3 years. • Keep shipping manifests for 3 years. • Keep records in the designated colored notebook. 		
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • County/District Garages SHOULD transport this waste to Region Garages every 6 months. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. • Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. • All necessary shipping paperwork will be completed by the vendor and the Region Garage. • TDOT Region Garage personnel contact vendor directly for waste pickup at least semi-annually for universal wastes. 			
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • None. • Reference: SOP 014. 			

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Floor mop water. • Only approved soaps may be used. • May be discharged to floor drains or toilets that are connected to city sewers. • Must NOT be discharged to floor drains or toilets connected to septic tanks. • If facility is on septic tank, garage floor mop water should be added to the truck wash water or accumulated for transport to city sewer, the city wastewater treatment plant, or designated sewer discharge point with the approval of the appropriate city authority. • Snowmelt or rainwater from vehicles can be swept outdoors if it has not been contaminated with oil, grease, salt, etc. • Solvents may NOT be used for floor cleaning. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Wastewater.
<p>LABELING</p> <ul style="list-style-type: none"> • None, if wastewater drained directly to city sewer. • If accumulated separately for disposal, label drums "Mop water". 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • None. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • If transported offsite by local hauler (e.g., septic tank pumper), keep non-hazardous manifest/shipping papers for 3 years. • Keep any monitoring results required by the city sewer use authority. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • None if transported by TDOT (typical). If necessary, the TDOT facility may arrange with a local hauler (e.g., septic tank pumper) to transport the wastewater to the receiving facility. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • See notes above in Waste / Product Section. • References: SOP 002, SOP 012, and SOP 013. 	

**MOTOR OIL - USED
(Used Oil)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Used lubricating motor oil. • Also includes used brake, hydraulic, and transmission fluid. • May include such oils contaminated with diesel fuel, water, or antifreeze, but not contaminated with gasoline. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Used Oil.
<p>LABELING</p> <ul style="list-style-type: none"> • Mark accumulation container or tank "Used Oil". 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet not needed. • No volume or time limits. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep shipping records for 3 years. • Keep any analytical results from testing performed by vendor(s). • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • All necessary shipping paperwork will be completed by vendor and the TDOT facility. • County Garages MAY transport this waste to District/Region Garages. Material Transfer Form is not required for used oil. • Shipments by TDOT vehicles must be less than 55 gallons. • TDOT garage personnel contact the vendor directly for waste pickup, as needed. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • None. • Reference: SOP 017. 	

PAINT AND PAINT WASTES – FIGURE



**PAINT CLEANUP – ACTISOL/WATER
(Wastewater or Special Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Actisol or wastewater from cleanup of highway marking truck spray tips/lines. • If Toluene is used for cleanup, see "Paint Cleanup - Toluene". • Do not discharge to the ground or storm sewer. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Wastewater when discharged to city sewer, transported to city wastewater treatment facility or designated sewer discharge point, or transported to local commercial wastewater treatment facility. No such discharge or transport can be performed without the approval of the city or commercial facility. • Special waste when managed otherwise.
<p>LABELING</p> <ul style="list-style-type: none"> • If accumulated, label drum as "Actisol or Wastewater from Highway Marking". • Label drum with date the first waste is placed in the container. • When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Accumulate in 55 -gallon closed-head metal drum. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet or secondary containment is required. • For Special Waste in Satellite Accumulation Area (Recommended) <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • 90/180-Day Accumulation Area time limits do not apply to such non-hazardous wastes. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • If discharged to sewer, inspections and monthly inventory reporting is not required. • If accumulated as Special Waste <ul style="list-style-type: none"> — Satellite Accumulation Area – Monthly. — Accumulation Area – Weekly. — Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep any monitoring results required by the city sewer use authority for wastewater discharged. • Keep transfer logs for 3 years. • Keep inspection records for 3 years. • Keep monthly inventory logs for 3 years. • Keep all shipping manifests for 3 years. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • For Special Waste, all necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. • If not disposed through city sewer, ship through contracted waste hauler (as special waste). • If accumulated as Special Waste, the TDOT Environmental Compliance Office will contact transport/disposal vendors for special waste. • Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • See Paint and Paint Wastes figure for visual aid. • References: SOP 002, SOP 006, SOP 012, and SOP 013. 	

**PAINT CLEANUP – TOLUENE
(Hazardous Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Waste toluene from cleanup of highway marking truck spray tips. If Actisol/water is used for cleanup, see "Paint Cleanup - Actisol/Water". 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Hazardous Waste. 		
<p>LABELING</p> <ul style="list-style-type: none"> Use hazardous waste label and mark as "Hazardous Spent Toluene WP-019". Label container with date the first waste is placed in container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 			
<p>ACCUMULATION AREAS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> Accumulate in 5-, 30-, or 55-gallon closed-head DOT specification container. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet or secondary containment is required. </td> <td style="width: 50%; border: none; vertical-align: top;"> <ul style="list-style-type: none"> In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days. </td> </tr> </table>		<ul style="list-style-type: none"> Accumulate in 5-, 30-, or 55-gallon closed-head DOT specification container. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet or secondary containment is required. 	<ul style="list-style-type: none"> In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days.
<ul style="list-style-type: none"> Accumulate in 5-, 30-, or 55-gallon closed-head DOT specification container. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet or secondary containment is required. 	<ul style="list-style-type: none"> In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days. 		
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests, the return copies of manifests (from the disposal facility), and Land Disposal Restriction (LDR) forms for 3 years. Keep records in the designated colored notebook. 		
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages may NOT transport hazardous wastes to District/Region Garages. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garages will be contacted before waste pickups. 			
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> See Paint and Paint Wastes figure for visual aid. References: SOP 002, SOP 006, SOP 012, and SOP 013. 			

**PAINT – OIL-BASED
(Hazardous Waste or
Unused Product)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Commercial oil -based paint. • Keep containers tightly sealed. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Hazardous Waste, if unusable and declared a waste. • Unused paint (product) may be shipped up to District/Region Garage facilities for use at other TDOT facilities. Until deemed unusable and declared a waste, the below requirements do not apply to unused product.
<p>LABELING</p> <ul style="list-style-type: none"> • Use hazardous waste label and mark container as "Hazardous Waste Flammable Paint WP-043". • Label container with date the paint is determined to be a waste (if in original container) or with date the first waste is placed in container (if accumulated in other than original container). • When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Accumulate in original product container or may be combined with like material in larger containers. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet or secondary containment is required. • In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Satellite Accumulation Area - Monthly. • Accumulation Area - Weekly. • Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep inspection records for 3 years. • Keep monthly inventory logs for 3 years. • Keep all shipping manifests, the return copies of manifests (from the disposal facility), and Land Disposal Restriction (LDR) forms for 3 years. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. • County Garages may NOT transport hazardous wastes to District/Region Garages. • The TDOT Environmental Compliance Office will contact transport/disposal vendors. • Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • See Paint and Paint Wastes figure for visual aid. • References: SOP 002, SOP 006, SOP 012, and SOP 013. 	

**PAINT-RELATED DEBRIS
(Special Waste or Solid Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Includes paint -contaminated rags, brushes, paint drum liners, rollers and any sandpaper, grinding wheels, etc. from scraping or grinding. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Special Waste - any "wet" paint -contaminated materials (e.g., drum liners) from water-based paint or any "dry" paint -contaminated debris from oil-based painting operations. Solid Waste (trash) - any "dry" paint -contaminated materials from water-based paint or any empty paint cans (either water- or oil-based, with no more than a film of paint inside) may be discarded to trash. Requirements listed below apply only to Special Waste.
<p>LABELING</p> <ul style="list-style-type: none"> Label container as "Paint Debris". Label container with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in open-head 5-gallon pail or 30- or 55-gallon drum. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet is not required. In Satellite Accumulation Area (Recommended) <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep transfer logs for 3 years. Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests for 3 years. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. County Garages MAY transport this waste to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> See Paint and Paint Wastes figure for visual aid. References: SOP 002, SOP 006, SOP 012, and SOP 013. 	

**PAINT SOLVENTS (THINNER/CLEANUP)
(Hazardous Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Paint solvents (organic solvents for thinning paint or for paint cleanup). • May also include liquid organic solvents used in paint stripping. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Hazardous Waste.
<p>LABELING</p> <ul style="list-style-type: none"> • Use hazardous waste label and mark container as "Hazardous Waste Paint Thinner WP-069" • Label drum with date the first waste is placed in container. • When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Accumulate in 5-, 30-, or 55-gallon closed-head metal container. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet or secondary containment is required. • In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Satellite Accumulation Area - Monthly. • Accumulation Area - Weekly. • Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep inspection records for 3 years. • Keep monthly inventory logs for 3 years. • Keep all shipping manifests, the return copies of manifests (from the disposal facility), and Land Disposal Restriction (LDR) forms for 3 years. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. • County Garages may NOT transport hazardous wastes to District/Region Garages. • The TDOT Environmental Compliance Office will contact transport/disposal vendors. • Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • See Paint and Paint Wastes figure for visual aid. • References: SOP 002, SOP 006, SOP 012, and SOP 013. 	

**PAINT – WATER-BASED
(Special Waste or Unused Product)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Commercial water -based paint. • Keep containers tightly sealed. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Special Waste, if unusable and declared a waste. • Brushes and rollers may be washed if facility is connected to city sewer. If not, waste should be accumulated. • Unused paint (product) may be shipped to District/Region Garage facilities for use at other TDOT facilities. Until deemed unusable and declared a waste, the below requirements do not apply to unused product.
<p>LABELING</p> <ul style="list-style-type: none"> • Label container as "Waste Latex Paint" if not in original product container with label. • Label container with date the paint is determined to be a waste (if in original container) or with date the first waste is placed in container (if accumulated in other than original container). • When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Accumulate in original product container or may be combined with like material in larger containers. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet or secondary containment is recommended. • In Satellite Accumulation Area (Recommended) <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Satellite Accumulation Area - Monthly. • Accumulation Area - Weekly. • Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep transfer logs for 3 years. • Keep inspection records for 3 years. • Keep monthly inventory logs for 3 years. • Keep all shipping manifests for 3 years. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. • County Garages MAY transport this waste to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form and make a copy for the facility that originated the ship-up. • Forms must be maintained both the receiving and shipping facilities for a period of 3 years. • The TDOT Environmental Compliance Office will contact transport/disposal vendors. • Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • See Paint and Paint Wastes figure for visual aid. • References: SOP 002, SOP 006, SOP 012, and SOP 013. 	

**PARTS WASHER FILTERS
(Hazardous Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Filters from parts washers (mat at bottom, rectangular clay filter, and cylindrical filter on side of unit). Filters MUST be drained of free liquids prior to placement in waste container. May accumulate with aerosol can filters. Do NOT accumulate with oil filters or hydraulic fluid purifying system filters, which are no -hazardous. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Hazardous Waste. 		
<p>LABELING</p> <ul style="list-style-type: none"> Use hazardous waste label and mark drum as ""Hazardous Aerosol Can Filters/Parts Washer Filters WP- 047" Label drum with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 			
<p>ACCUMULATION AREAS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> Accumulate in 5-, 30-, or 55-gallon open-head metal drum. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet not needed. </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days. </td> </tr> </table>		<ul style="list-style-type: none"> Accumulate in 5-, 30-, or 55-gallon open-head metal drum. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet not needed. 	<ul style="list-style-type: none"> In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days.
<ul style="list-style-type: none"> Accumulate in 5-, 30-, or 55-gallon open-head metal drum. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet not needed. 	<ul style="list-style-type: none"> In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days. 		
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests, the return copies of manifests (from the disposal facility), and Land Disposal Restriction (LDR) forms for 3 years. Keep records in the designated colored notebook. 		
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. Garages may NOT transport hazardous wastes to District/Region Garages. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garages will be contacted before waste pickups. 			
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> None. References: SOP 002, SOP 009, SOP 012, and SOP 013. 			

**PARTS WASHER SOLVENT
(Hazardous Waste or Special Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Spent parts washer solvent. Note: Waste parts washer solvent should NOT be generated under normal operating conditions. Should solvent appear dirty, change filters. (See “Parts Washer Filters”) 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Hazardous Waste or Special Waste. Contact Assistant Regional Environmental Coordinator for assistance with classification determination. Manage as Hazardous Waste until determined to be non-hazardous.
<p>LABELING</p> <ul style="list-style-type: none"> Label container as "Waste Parts Washer Solvent". Mark as either “Hazardous” or “Non -hazardous” based upon waste determination. Label container with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in original 5-gallon product containers or 55-gallon closed-head metal drum. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet or secondary containment is required. In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days (if a hazardous waste). 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area - Monthly. Accumulation Area - Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator’s office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests for 3 years. If hazardous waste, keep the return copies of manifests (from the disposal facility) and Land Disposal Restriction (LDR) forms. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. Garages may NOT transport hazardous wastes to District/Region Garages. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> Parts washer solvent used in brake parts cleaning units may be reconditioned in parts washer unit. References: SOP 002, SOP 009, SOP 012, and SOP 013. 	

**RAGS AND PADS – TO BE
LAUNDERED
(Recyclable Material)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Laundered rags and absorbent pads. (Vendor may not accept laundered rags/pads badly contaminated with gasoline, paint, PVC glue, etc.) • Includes all launderable rags and launderable absorbent pads. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Recyclable material.
<p>LABELING</p> <ul style="list-style-type: none"> • Label container as "Rags (or Pads) to be Laundered". 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Accumulate in laundered rag pail with spring loaded self-closing lid or other container with lid. • Accumulate large pads in a barrel or box that is capable of being closed. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet not needed. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • None.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • None when recycled. • County Garages MAY transport rags/pads for laundering to District/Region Garages. Recording transfers on the Material Transfer Form is not required. • Facility will coordinate with launderer. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • None. • SOP 012 for container management. 	

SOP – SUMMARY
UTILIZATION OF ROLL-OFF BOXES FOR MANAGEMENT OF WASTES FOUND
ALONG HIGHWAY RIGHT-OF-WAYS AND ON OTHER TDOT-MAINTAINED PROPERTIES

TDOT is utilizing certain waste-hauling companies ("Vendors") to provide roll-off boxes at selected TDOT facilities, along with transportation and disposal services, for the management of wastes found along highway right-of-ways or on other TDOT-maintained properties. The roll-off boxes (typically 40 cubic yards) have been situated and provided with access ramps, to allow for dumping of collected trash and debris from TDOT vehicles. When the boxes are full (or nearly full), the Vendor should be called to bring an empty box and remove the filled box for proper disposal of its contents. Alternatively, this exchange may be set to occur on a regular schedule (e.g., weekly).

Listed below is an abbreviated version of the SOP with allowable wastes and unallowable wastes/special conditions identified. The complete SOP for Roll-Off Boxes is available on the TDOT Environmental Compliance Office website.

Allowable Wastes for Roll-Off Boxes

Road-Side Wastes

- Wastes routinely picked up by TDOT crews from highway right-of-ways and other TDOT-maintained properties may be placed in these roll-off boxes (excluding exceptions/special conditions in next section).
- Product containers (including aerosol cans) of common household size found on the roadside.
- Shredded, chipped, chopped, or circumferentially sliced tires and pieces of tires (i.e., no whole tires).
- Individual universal waste items (e.g., light tubes, bulbs, rechargeable batteries) found on the roadside.
- Properly drained/vented DAFTs from roadside collection or properly drained and cut in half fuel cells (See DAFTs SOP).

TDOT Wastes

- Normal office trash/debris (not garage operations) typically placed in the municipal solid waste stream.
- Properly drained/crushed DAFTs from TDOT garage operations.

Unallowable Wastes/Special Conditions

- No *hazardous wastes*, as defined at Tennessee Rule 0400-12-01-.02 or 40 CFR Part 261, may be placed in the box
- No *special wastes*, as defined at Tennessee Rule 0400-12-01-.03 thru .07, may be placed in the box unless specifically authorized in writing by the TDOT Environmental Compliance Office. [Note: Specific written approval from the Tennessee Division of Solid Waste Management and the Vendor will likely have to be sought and obtained for such special waste management.]
- No containers of unknown materials.
- No liquids, containerized or uncontainerized, except for occasional small containers which are (1) similar in size to that normally found in household waste, or (2) designed to hold liquids for use other than storage.
- No air conditioners, refrigerators, freezers, or similar cooling devices, unless the refrigerant has been removed.
- No whole tires. Accumulate roadside tires with TDOT-generated tires in trailers.
- No accumulations of universal wastes (i.e., containers or piles) found on roadsides. Promptly notify the TDOT Environmental Compliance Office.
- No automobile or other large batteries. Instead, bring back to TDOT facility and recycle with TDOT-generated automotive batteries.
- No large product containers, unless they are either "empty" or specific written approval has been provided by the TDOT Environmental Compliance Office. A product container is "empty" if it no longer contains (1) any significant amount of free liquid product and (2) no more than 1 inch of product residues. (See SOP for Empty Containers.)
- No large product containers that are obviously not empty and are larger than common household size. Promptly notify the TDOT Environmental Compliance Office. Note: TDOT personnel should never open or handles containers marked or labeled as hazardous.

The above guidelines are necessary for TDOT to ensure its continued compliance with waste management regulatory requirements. Should a TDOT employee observe that a roll-off box contains any wastes restricted as described above, the employee must immediately notify the appropriate Supervisor or Manager, so the restricted material may be removed prior to offsite transport of the box.

SOP – SALT HANDLING AND SALT BRINE MANAGEMENT

Although not a hazardous waste, concentrated discharges of salt and salt brine can be very harmful to plant life, soil quality, surface water and groundwater quality, and metal and concrete surfaces. Salt and brine will readily dissolve into water and can then migrate long distances. Proper salt and salt brine handling and management practices are necessary to prevent adverse impacts to the environment.

Salt Handling

Salt handling practices require methods that are both functional and protective of the environment. The provisions outlined below are to be followed to ensure environmental protection and cost effective operations.

1. Keep salt dry. Salt accumulation should be stored under roof at all times.
2. Conduct loading operations inside the salt shed whenever possible to minimize impact from spillage and to reduce the exposure of salt to precipitation and wind.
3. Avoid overfilling salt sheds. To minimize releases from the salt shed, keep the first 5 feet of floor space inside the door opening free of salt.
4. Do not allow storm water to run into the salt shed. Ideally, the area surrounding the salt shed should slope away from the shed so that storm water cannot enter the shed. If necessary, berms and ditches should be used to divert storm water drainage away from the building.
5. Clean loose salt from trucks and loading equipment before these units exit the salt shed.
6. Any loose salt that can be exposed to storm water should be swept back into the salt shed.
7. Spilled salt material should be returned to the salt pile. All salt including deliveries must be under roof by the end of the business day.

Salt Brine Management

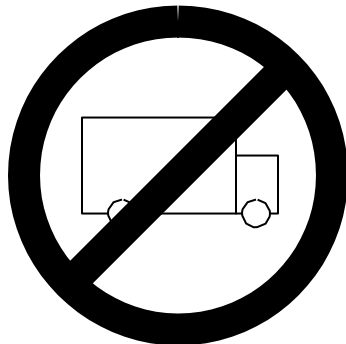
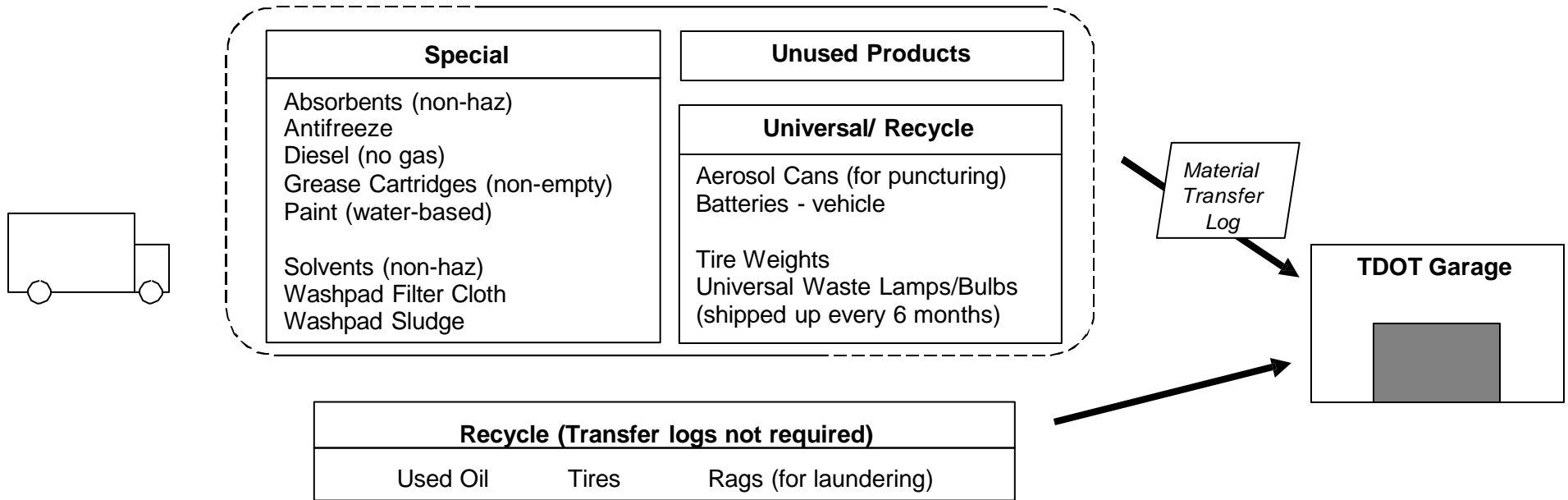
The following procedures should be implemented to prevent the release of liquid de-icer to the environment.

1. Salt brine/calcium chloride/other de-icers must not be discharged to the ground at TDOT facilities, except for necessary melting of snow and de-icing operations.
2. Avoid discharging salt brine/calcium chloride/other de-icers to streams, ditches, storm sewers, or sanitary sewers.
3. Properly maintain salt brine/calcium chloride equipment to ensure proper function. Periodically inspect and replace any parts that show signs of corrosion.
4. Immediately repair leaks that are discovered in the de-icer system.
5. After use, either drain discharge/fill hoses into the salt brine tank or hang them so that salt brine does not discharge to the ground.
6. Care should be taken when filling trucks to avoid spillage.
7. All stationary liquid de-icer tanks should be individually valved to control the flow of brine in case of a break in the piping system. Type 316 stainless steel nipple must be installed by January 2018 for all valve assemblies at the tanks discharge.
8. To minimize torque forces on the valve that could potentially cause the tank to fail, a minimum 3-foot flex hose should be used after the valved outlet of all stationary liquid de-icer tanks (installed by 2018).
9. The amount of liquid de-icer stored onsite after the winter season should be reduced as much as practicable. Facilities should limit the number of full tanks of brine that are in storage over the summer to reduce stress on the tanks and piping system and to minimize the risk of accidental spills. Any full or nearly full tanks of liquid de-icer stored over the summer must be inspected at least weekly to verify they are not bulging, cracking, or otherwise showing signs of potential problems.
10. Liquid de-icer tanks should be located on the facility in a manner that will minimize the potential for any spill or release from flowing offsite and/or to Waters of the State. This is especially important for those facilities that include or border streams, ponds, wetlands, or other Waters of the State.
11. All releases of liquid de-icer that exceed 100 gallons and/or flow beyond the facility boundary must be immediately reported to the TDOT Environmental Compliance Office.

SCRAP METAL
(Recyclable Material)

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Scrap metal includes all metals that are deemed acceptable by the scrap metal recycler utilized by the Regions or individual TDOT facilities. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Recyclable material.
<p>LABELING</p> <ul style="list-style-type: none"> The bin or area where scrap metal is accumulated must be labeled with signage or other means with the words "Scrap Metal". 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in designated areas or bins to protect against potential migration of contaminants from the material to storm water. Areas must be selected (or bins must be designed) to minimize storm water flow from or into the collected scrap metal. Label the bin or area as indicated above. Prior to placing scrap metal in the bin or area, remove surface contaminants (soil, oil, grease, etc.) to the extent possible. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> None. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> None.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> None when recycled. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> Scrap metal collection areas must be protected from storm water. This may be accomplished through proper siting of the pile or by accumulating scrap metal in a dedicated bin. Reference: SOP 023. 	

Ship-Up Policy - Figure



<u>Hazardous Wastes</u>	
Absorbents (haz) Aerosol Filters Aerosol Residues Battery Acid Fuel Mix (with gas)	Paint - Oil-Based Paint Thinner Parts Washer Filters Solvents (haz) (TCE, toluene)

TDOT may NOT transport hazardous wastes.

<u>Unknown Materials</u>
TDOT may NOT transport unknown materials.

**TERPENE SOLVENT
(Hazardous Waste or
Special Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Spent Terpene solvent from asphalt labs. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Hazardous Waste - if flashpoint less than 140 degrees Fahrenheit (°F) (check Safety Data Sheet). Special Waste - if flashpoint greater than 140°F.
<p>LABELING</p> <ul style="list-style-type: none"> If hazardous waste, use hazardous waste label and mark container as "Hazardous Spent Terpene Solvent, Flashpoint < 140°F, WP-056". If special waste, mark container as "Spent Terpene Solvent, Flashpoint > 140°F." Label container with date the first waste is placed in the container. When moved from Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in 55-gallon closed-head metal drum. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet or secondary containment is required. In Satellite Accumulation Area <ul style="list-style-type: none"> Limit is 55 gallons (no time limit). Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). In 90/180-Day Accumulation Areas, must be removed within 90 or 180 days (if a hazardous waste). 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Satellite Accumulation Area – Monthly. Accumulation Area – Weekly. Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep inspection records for 3 years. Keep monthly inventory logs for 3 years. Keep all shipping manifests for 3 years. If hazardous waste, keep the return copies of manifests (from the disposal facility), and Land Disposal Restriction (LDR) forms. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. Garages may NOT transport hazardous wastes to District/Region Garages. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garages will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> References: SOP 002, SOP 012, and SOP 013. 	

**TIRE WEIGHTS
(Recyclable Material)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Commercial tire weights. Do not combine with general scrap metal. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Recycled scrap metal (if properly managed and recycled).
<p>LABELING</p> <ul style="list-style-type: none"> Label container as "Used Tire Weights". Label container with date first tire weight is placed in the container. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> Accumulate in 5-gallon container. Label container as indicated above. Container must be in good condition and kept closed. Spill pallet not needed. No volume or time limit. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Keep all transfer logs and shipping manifests for 3 years. Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> All necessary shipping paperwork will be completed by the vendor and TDOT Environmental Compliance Office for the offsite transport of waste for recycling. Garages MAY transport tire weights to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form, and make a copy for the facility that originated the ship-up. Forms must be maintained by both the receiving and shipping facilities for a period of 3 years. The TDOT Environmental Compliance Office will contact transport/disposal vendors. Garage will be contacted before waste pickups. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> Reference: SOP 012 for container management and SOP 023. 	

TIRES
(Recyclable Material
or Special Waste)

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Rubber tires. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Recyclable Material. • If not recycled, Special Waste.
<p>LABELING</p> <ul style="list-style-type: none"> • None. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Accumulate only a limited number of tires at County and District Garages under roof while awaiting transport to trailers at Region Garages. • Accumulate in trailers at Region Garages. • Tires must be covered to keep out water (mosquitoes). • Must have run-on/run-off rainwater controls. • No volume or time limit at Region Garages. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • None. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • None.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • TDOT County/District Garages MAY transport tires to trailers at Region Garages. Material Transfer Form is not required for tires. • Facility will coordinate with recycler. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • Reference: SOP 010 for tires found along roadside. <p>NOTE: Landfills are precluded from taking whole tires by TNRule. All whole tires must be sent for processing or recycle.</p>	

**TRANSMISSION FLUID
(Used Oil)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Automobile (and equipment) transmission fluid. • Manage and accumulate with "Used Oil". 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Used Oil. 		
<p>LABELING</p> <ul style="list-style-type: none"> • Mark container or tank "Used Oil". 			
<p>ACCUMULATION AREAS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 0;"> <ul style="list-style-type: none"> • Label container/tank as indicated above. • Container/tank must be in good condition and kept closed. </td> <td style="width: 50%; vertical-align: top; padding: 0;"> <ul style="list-style-type: none"> • Spill pallet or secondary containment is required. • No volume or time limits. </td> </tr> </table>		<ul style="list-style-type: none"> • Label container/tank as indicated above. • Container/tank must be in good condition and kept closed. 	<ul style="list-style-type: none"> • Spill pallet or secondary containment is required. • No volume or time limits.
<ul style="list-style-type: none"> • Label container/tank as indicated above. • Container/tank must be in good condition and kept closed. 	<ul style="list-style-type: none"> • Spill pallet or secondary containment is required. • No volume or time limits. 		
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep shipping records for 3 years. • Keep any analytical results from testing performed by vendor(s). • Keep records in the designated colored notebook. 		
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • All necessary shipping paperwork will be completed by the vendor and TDOT facility. • County Garages MAY transport this waste to District/Region Garages. Material Transfer Form is not required for used oil. • Shipments by TDOT vehicles must be less than 55 gallons. • TDOT garage personnel contact vendor directly for waste pickup, as needed. 			
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • Reference: SOP 017. 			

**Uncharacterized Waste or
Material
(Waste for Disposal)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> Any liquid or solid material or unusable product that is destined for disposal. Includes any unknown materials (other than scrap metal) that has not been tested or classified for disposal under the existing TDOT waste profiles. Examples include: unlabeled containers of unknown product or waste, materials (solid or liquid chemicals) in containers dumped along roadsides, discarded or out of date products that have not been characterized for disposal. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> Uncharacterized material for disposal.
<p>LABELING</p> <ul style="list-style-type: none"> Label container as "Uncharacterized Material". Include the location the container was found along with the date. Once characterized by the Environmental Compliance Office replace the initial label as specified. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> If safe to move, located the container in the facility accumulation area. Facilities without accumulation areas should move containers under roof if safe to move. Accumulate large pads in a barrel or box that is capable of being closed. Label container as indicated above. Contact the Environmental Compliance Office immediately by phone followed by an email to _____ within 24 hours of discovery. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Monthly inventory reporting is not required. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Record the material in the monthly inventory.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> Uncharacterized materials for disposal must not be shipped between facilities by TDOT personnel unless cleared by the Environmental Compliance Office. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> Facility personnel must notify the Environmental Compliance Office of the presence of uncharacterized materials. The Environmental Compliance Office will characterize the materials for disposal or recycle and provide the direction on the relabeling and management of the material. References: SOP 002, SOP 012, and SOP 013. 	

UNUSED PRODUCTS
(Unused Product)

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Not Waste. • Usable products no longer required at an individual TDOT facility. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Unused Product.
<p>LABELING</p> <ul style="list-style-type: none"> • Original containers with original labels. • If original container cannot be used or if original label is unreadable, label or mark container with product name. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • Storage suitable for product. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • None. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • None.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • Garages MAY transport typical unused products to other TDOT Garages. • Garages may transport exempt quantities to TDOT facilities for use. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • None. • Reference: SOP 001. 	

**VEHICLE WASHWATER
(Wastewater)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Wastewater from vehicle washbays. • Only approved soaps may be used (pH < 9.5). The current list of approved soaps are Gosh Industrial Strength Plus manufactured by Selig, Formula D manufactured by Viking, and ChemStation soap product #40046 (other products may be added). 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Wastewater (non-hazardous). • Wastewater must be collected and then be either discharged to the city sewer, transported to city wastewater treatment facility or designated sewer discharge point, or transported to local commercial wastewater treatment facility. No such discharge or transport can be performed without the approval of the city or commercial facility.
<p>LABELING</p> <ul style="list-style-type: none"> • None. 	
<p>ACCUMULATION AREAS</p> <ul style="list-style-type: none"> • None. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • None, unless required by city sewer use authority. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • If shipped offsite by a local hauler (e.g., septic tank pumper), keep non-hazardous manifest/shipping papers for 3 years. • Keep copy of waste profile analytical data. • Keep any monitoring results required by the city sewer use authority. • Keep records in the designated colored notebook.
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • Local sewer use authority will specify shipping requirements. • DOT hazardous material shipping papers may be required, dependent upon pH of wastewater. • None if transported by TDOT (typical). If necessary, the TDOT facility may arrange with a local hauler (e.g., septic tank pumper) to transport the wastewater to the receiving facility. 	
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • Reference: SOP 016. 	

**WASHPAD SLUDGE
(Special Waste)**

<p>WASTE / PRODUCT</p> <ul style="list-style-type: none"> • Sludge from vehicle washpads. 	<p>WASTE CLASSIFICATION</p> <ul style="list-style-type: none"> • Special Waste. 		
<p>LABELING</p> <ul style="list-style-type: none"> • Label container as "Wash Pad Sludge". • Label container with date once the first waste is placed in the container. • When moved from the Satellite Accumulation Area, mark container with date placed in 90/180-Day Accumulation Area. 			
<p>ACCUMULATION AREAS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Accumulate in 30- or 55-gallon metal open-head drum. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet or secondary containment is recommended. </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes. </td> </tr> </table>		<ul style="list-style-type: none"> • Accumulate in 30- or 55-gallon metal open-head drum. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet or secondary containment is recommended. 	<ul style="list-style-type: none"> • In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes.
<ul style="list-style-type: none"> • Accumulate in 30- or 55-gallon metal open-head drum. • Label container as indicated above. • Container must be in good condition and kept closed. • Spill pallet or secondary containment is recommended. 	<ul style="list-style-type: none"> • In Satellite Accumulation Area <ul style="list-style-type: none"> — Limit is 55 gallons (no time limit). — Multiple Satellite Accumulation Areas allowed in same garage (located at/near point of generation). • 90/180-Day Accumulation Area time limits do not apply to non-hazardous wastes. 		
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Satellite Accumulation Area - Monthly. • Accumulation Area - Weekly. • Inventory - Monthly. Fax inventory report to Regional Environmental Coordinator's office by 5th of each month. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Keep inspection records for 3 years. • Keep monthly inventory logs for 3 years. • Keep transfer logs for 3 years. • Keep all shipping manifests for 3 years. • Keep records in the designated colored notebook. 		
<p>SHIPPING / TRANSPORTATION</p> <ul style="list-style-type: none"> • All necessary shipping paperwork will be completed by vendor and TDOT Environmental Compliance Office for the offsite transport of wastes. • County Garages MAY transport this waste to District/Region Garages. Receiving garage must complete the Material Transfer Form, maintain the form and make a copy for the facility that originated the ship-up. • Forms must be maintained both the receiving and shipping facilities for a period of three years. • The TDOT Environmental Compliance Office will contact transport/disposal vendors. • Garage will be contacted before waste pickups. 			
<p>OPERATIONAL NOTES</p> <ul style="list-style-type: none"> • References: SOP 002, SOP 012, SOP 013 and SOP 016. 			

Contact TDOT Environmental Compliance Office

IMMEDIATELY

upon discovery.

TAB 2
SWPPP DOCUMENTATION

**Quarterly Facility-Wide Storm Water Inspection Form
(SWPPP)**

<p>REPORT/SWPPP</p> <ul style="list-style-type: none"> • Quarterly Facility-Wide Storm Water Inspection Form. 	<p>FACILITY APPLICABILITY</p> <ul style="list-style-type: none"> • Facilities with a Storm Water Pollution Prevention Plan (SWPPP) such as; <ul style="list-style-type: none"> — Maintenance Garages (Regional, District, or County), — Rest Areas/ Welcome Centers, — Salt Sheds, Aeronautics Facility, — Weigh Stations, and — Ferry Landings. 		
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none"> • Quarterly Inspections are required to be conducted at the facility to identify areas or problems which have the potential to allow pollution to migrate or to be picked up by storm water and migrate offsite. 			
<p>INSPECTION ITEMS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> • Inspect vegetation and ground cover. • Perform a perimeter walk and inspect outfalls and/or look for newly created outfalls. • Inspect the salt brine tanks, piping, berms, buildings and salt stockpiles for leaks, structural supports, and migration. • Be sure salt is 5 feet back from the salt bin entrance. • Examine the wash bays and oil-water separators (OWSs). • Inspect equipment, ASTs, generators, transformers, and vehicles for leaks. </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> • Be sure material stockpiles are being contained and there has been no material migration. • Be sure scrap metal piles are organized and maintained. • Vehicles are stored in sheds or on gravel or pavement when shed space is unavailable. • All portable tanks, containers, and drums holding liquids are stored inside under roof. • Examine the facility for non-storm water discharges. • Verify that SWPPP is correct and up to date. </td> </tr> </table>		<ul style="list-style-type: none"> • Inspect vegetation and ground cover. • Perform a perimeter walk and inspect outfalls and/or look for newly created outfalls. • Inspect the salt brine tanks, piping, berms, buildings and salt stockpiles for leaks, structural supports, and migration. • Be sure salt is 5 feet back from the salt bin entrance. • Examine the wash bays and oil-water separators (OWSs). • Inspect equipment, ASTs, generators, transformers, and vehicles for leaks. 	<ul style="list-style-type: none"> • Be sure material stockpiles are being contained and there has been no material migration. • Be sure scrap metal piles are organized and maintained. • Vehicles are stored in sheds or on gravel or pavement when shed space is unavailable. • All portable tanks, containers, and drums holding liquids are stored inside under roof. • Examine the facility for non-storm water discharges. • Verify that SWPPP is correct and up to date.
<ul style="list-style-type: none"> • Inspect vegetation and ground cover. • Perform a perimeter walk and inspect outfalls and/or look for newly created outfalls. • Inspect the salt brine tanks, piping, berms, buildings and salt stockpiles for leaks, structural supports, and migration. • Be sure salt is 5 feet back from the salt bin entrance. • Examine the wash bays and oil-water separators (OWSs). • Inspect equipment, ASTs, generators, transformers, and vehicles for leaks. 	<ul style="list-style-type: none"> • Be sure material stockpiles are being contained and there has been no material migration. • Be sure scrap metal piles are organized and maintained. • Vehicles are stored in sheds or on gravel or pavement when shed space is unavailable. • All portable tanks, containers, and drums holding liquids are stored inside under roof. • Examine the facility for non-storm water discharges. • Verify that SWPPP is correct and up to date. 		
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Perform inspections quarterly. <ul style="list-style-type: none"> — Quarter 1: January 1 to March 31 — Quarter 2: April 1 to June 30 — Quarter 3: July 1 to September 30 — Quarter 4: October 1 to December 31 • E-mail or fax the inspection report to Regional Environmental Coordinator's (REC) office within 2 weeks of the end of the quarter. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Maintain copies of your inspection records in the corresponding Appendix in your SWPPP. • Keep inspection records for 3 years. • Update any plan amendments in the appropriate appendix of your SWPPP. • Update your SWPPP map as needed. • Keep records in the designated colored notebook. 		
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> • Persons tasked with reporting responsibilities must have completed the TDOT Environmental Compliance Training and Site-Specific Training. • Persons tasked with reporting responsibilities must be identified as members of the Pollution Prevention Team in the SWPPP. 			
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> • Complete Spill Reports as needed and maintain them in in the corresponding Appendix in your SWPPP. • Be sure to notify the District Maintenance Supervisor of any needed repairs or clean-ups at facility. • Reference: SWPPP requirement. 			

**Quarterly Visual Storm Water Outfall Discharge Examination Report and Rain Gauge Log
(SWPPP)**

<p>REPORT/SWPPP</p> <ul style="list-style-type: none"> Quarterly Visual Storm Water Outfall Discharge Examination Report and Rain Gauge Log. 	<p>FACILITY APPLICABILITY</p> <ul style="list-style-type: none"> Facilities with a Storm Water Pollution Prevention Plan (SWPPP) such as; <ul style="list-style-type: none"> — Maintenance Garages (Regional, District, or County), — Rest Areas/ Welcome Centers, — Salt Sheds, Aeronautics Facility, — Weigh Stations, and — Ferry Landings.
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none"> Quarterly visual storm water outfall examinations must be conducted during rainfall events to determine if storm water contains any indicators of pollution at each storm water outfall. 	
<p>INSPECTION ITEMS</p> <ul style="list-style-type: none"> Visually inspect storm water discharge at each storm water outfall for the following: <ul style="list-style-type: none"> — Color (none, milky, brown) — Odor (petroleum, organic) — Floating solids — Suspended solids — Settled solids — Foam — Oil sheen — Other indicators of storm water pollution. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Perform inspections once per quarter. <ul style="list-style-type: none"> — Quarter 1: January 1 to March 31 — Quarter 2: April 1 to June 30 — Quarter 3: July 1 to September 30 — Quarter 4: October 1 to December 31 Visual examinations of storm water samples must be made within the first 30 minutes of discharge from a storm event greater than 0.1 inches in magnitude which occurs at least 72 hours after any previous event of 0.1 inches or greater. E-mail or fax the inspection report to the REC's Regional Environmental Coordinator's office within 2 weeks of the end of the quarter. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Maintain copies of your inspection records in the corresponding Appendix in your SWPPP. Keep inspection records for 3 years. Keep records in the designated colored notebook.
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> Persons tasked with reporting responsibilities must have completed the TDOT Environmental Compliance Training and Site-Specific Training. Persons tasked with reporting responsibilities must be identified as members of the Pollution Prevention Team in the SWPPP. 	
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> The Rain Gauge Log must be updated to include the qualifying rain event utilized to conduct the Quarterly Visual Storm Water Outfall Examinations. Be sure to notify the District Maintenance Supervisor of any needed repairs or issues observed. Reference: SWPPP requirement. 	

**Annual Comprehensive Site Compliance Evaluation Report Form
(SWPPP)**

<p>REPORT/SWPPP</p> <ul style="list-style-type: none"> Annual Comprehensive Site Compliance Evaluation Report Form. 	<p>FACILITY APPLICABILITY</p> <ul style="list-style-type: none"> Facilities with a Storm Water Pollution Prevention Plan (SWPPP) such as; <ul style="list-style-type: none"> — Maintenance Garages (Regional, District, or County), — Rest Areas/ Welcome Centers, — Salt Sheds, Aeronautics Facility, — Weigh Stations, and — Ferry Landings.
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none"> The Annual Comprehensive Site Compliance Evaluation is required to be conducted by District Maintenance Supervisor or other qualified individual, not the usual SWPPP inspector, to get an independent review of the facility's condition. This inspection is used to review current housekeeping measures, the preventative maintenance program, and SWPPP documents to be sure they are current and remain effective in reducing pollutants in storm water. 	
<p>INSPECTION ITEMS</p> <ul style="list-style-type: none"> Inspect vegetation and ground cover. Perform a perimeter walk and inspect outfalls and/or look for newly created outfalls. Inspect the salt brine tanks, piping, berms, buildings and salt stockpiles for leaks, structural supports, and migration. Salt is required to be 5 feet back from the salt bin entrance. Examine the wash bays and OWSs. Inspect equipment, ASTs, generators, transformers, sanitary sewers, and vehicles for leaks. Inspect waste Accumulation Areas and storage sheds. Review all reporting requirements. Be sure material stockpiles are being contained and there has been no material migration. Be sure scrap metal piles are neat and off the ground. Vehicles are stored in sheds or on gravel or pavement when shed space is unavailable. All portable tanks, containers, and drums holding liquids are stored inside under roof. Examine the facility for non-storm water discharges. Review the accuracy/adequacy of the SWPPP and drawings. Examine fueling areas and loading/unloading areas. Review sediment and erosion control measures. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Perform inspections once annually. Email or fax the inspection report to Regional Environmental Coordinator's office by no later than January 15 of each year. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Maintain copies of your inspection records in the corresponding Appendix in your SWPPP. Keep inspection records for 3 years. Update any plan amendments in the corresponding Appendix in your SWPPP. Update your SWPPP map as needed. Keep records in the designated colored notebook.
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> Persons tasked with reporting responsibilities must have completed the TDOT Environmental Compliance Training and Site-Specific Training. Persons tasked with reporting responsibilities must be identified as a member of the Pollution Prevention Team in the SWPPP. Persons tasked with reporting responsibilities should not be the same individual conducting the Quarterly Facility-Wide Storm Water Inspections. 	
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> Be sure to notify the District Maintenance Supervisor of any needed repairs or clean-ups. Reference: SWPPP requirement. 	

**Annual Site-Specific Training
(SWPPP)**

<p>TRAINING/SWPPP</p> <ul style="list-style-type: none"> Employee Site-Specific Training. 	<p>FACILITY APPLICABILITY</p> <ul style="list-style-type: none"> Facilities with a Storm Water Pollution Prevention Plan (SWPPP) such as; <ul style="list-style-type: none"> Maintenance Garages (Regional, District, or County), Rest Areas/ Welcome Centers, Salt Sheds, Aeronautics Facility, Weigh Stations, and Ferry Landings.
<p>TRAINING RATIONALE</p> <ul style="list-style-type: none"> The Employee Site-Specific Training is required to be conducted annually by qualified personnel. All TDOT employees that may be involved with maintenance and/or environmental activities at their facility must be trained in the components and goals of this SWPPP. Training will be conducted onsite by the Pollution Prevention Team and documented annually. Training for remote facilities such as salt sheds, rest areas, welcome centers, and weigh stations can be combined with the training for the District or County facility responsible for the inspections. 	
<p>TRAINING ITEMS</p> <ul style="list-style-type: none"> Review quarterly inspections for the previous year, as well as the source of problems and/or solutions. Review the drainage map, outfall locations, and storm water conveyance locations. Review the people on your Pollution Prevention Team and their roles and responsibilities. Discuss the purpose of the SWPPP. Storage location of the SWPPP and inspection reports. Perform a facility walk down. Review the Yellow Book and Standard Operating procedures. Discuss spill prevention, response, control, and reporting methods. Review good housekeeping practices. Review all reporting requirements. Review annual reporting requirements such as the Annual Comprehensive Compliance Evaluation and the Non-Storm water Discharge Assessment. 	
<p>TRAINING</p> <ul style="list-style-type: none"> Perform inspections once annually. Email or fax the inspection report to Regional Environmental Coordinator's office by no later than January 15 of each year. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Maintain copies of your inspection records in the corresponding Appendix in your SWPPP. Keep records for 3 years. Keep records in the designated colored notebook.
<p>TRAINING QUALIFICATIONS</p> <ul style="list-style-type: none"> Persons tasked with presenting the Employee Site-Specific training must have completed TDOT Environmental Compliance Training. Persons tasked with presenting the Employee Site-Specific training must be identified as a member of the Pollution Prevention Team in the SWPPP. 	
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> Training attendance must be documented and filed in the SWPPP (please print and sign your name). Reference: SWPPP requirement. 	

**Non-Storm Water Discharge Assessment and Certification
(SWPPP)**

<p>REPORT/SWPPP</p> <ul style="list-style-type: none"> • Non-Storm Water Discharge Assessment Form and Certification. <ul style="list-style-type: none"> — These discharges are liquid in nature only. 	<p>FACILITY APPLICABILITY</p> <ul style="list-style-type: none"> • Facilities with a Storm Water Pollution Prevention Plan (SWPPP) such as; <ul style="list-style-type: none"> — Maintenance Garages (Regional, District, or County), — Rest Areas/ Welcome Centers, — Salt Sheds, Aeronautics Facility, — Weigh Stations, and — Ferry Landings. 		
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none"> • This assessment is designed to identify any source of liquid non-storm water that is combined with storm water discharges associated with an industrial activity. 			
<p>INSPECTION ITEMS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Inspect facility for signs of liquid non-storm water discharges (i.e., flows in dry weather). • Perform a perimeter walk and look for liquid non-storm water discharges. • Document sources of liquid non-storm water. </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> • Describe any testing or evaluation of liquid non-storm water sources. • If no liquid non-storm water discharges are discovered, complete the Non-Storm Water Discharge Certification. </td> </tr> </table>		<ul style="list-style-type: none"> • Inspect facility for signs of liquid non-storm water discharges (i.e., flows in dry weather). • Perform a perimeter walk and look for liquid non-storm water discharges. • Document sources of liquid non-storm water. 	<ul style="list-style-type: none"> • Describe any testing or evaluation of liquid non-storm water sources. • If no liquid non-storm water discharges are discovered, complete the Non-Storm Water Discharge Certification.
<ul style="list-style-type: none"> • Inspect facility for signs of liquid non-storm water discharges (i.e., flows in dry weather). • Perform a perimeter walk and look for liquid non-storm water discharges. • Document sources of liquid non-storm water. 	<ul style="list-style-type: none"> • Describe any testing or evaluation of liquid non-storm water sources. • If no liquid non-storm water discharges are discovered, complete the Non-Storm Water Discharge Certification. 		
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Perform assessment once annually. • Perform during dry weather (i.e., period with no rainfall for 72 hours previous). • Email or fax the Non-Storm Water Discharge Assessment and Certification to the Regional Environmental Coordinator's office by no later than January 15 of each year. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Maintain copies of your inspection records in the corresponding Appendix in your SWPPP. • Keep inspection records for 3 years. • Update any plan amendments in the corresponding Appendix in your SWPPP. • Complete Illicit Discharge Detection and Elimination (IDDE) forms as necessary. • Keep records in the designated colored notebook. 		
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> • Persons tasked with reporting responsibilities must have completed the TDOT Environmental Compliance Training and Site-Specific Training. • Persons tasked with reporting responsibilities must be identified as a member of the Pollution Prevention Team in the SWPPP. 			
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> • Be sure to notify the District Maintenance Supervisor of any observed non-storm water discharges. • Reference: SWPPP requirement. 			

**SWPPP Management at Unstaffed Facilities
(SWPPP)**

<p>REPORT/SWPPP</p> <ul style="list-style-type: none"> • SWPPP Location Notification Form. 	<p>FACILITY APPLICABILITY</p> <ul style="list-style-type: none"> • Facilities with a Storm Water Pollution Prevention Plan (SWPPP) that are unmanned by TDOT personnel such as; <ul style="list-style-type: none"> — Rest Areas/ Welcome Centers, — Salt Sheds, Aeronautics Facility — Weigh Stations, and — Ferry Landings.
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none"> • Current SWPPPs must be maintained onsite at all times, or accessible at the TDOT Region or District facility within geographic jurisdiction. 	
<p>INSPECTION ITEMS</p> <ul style="list-style-type: none"> • Ensure the SWPPP Location Notification Form is: <ul style="list-style-type: none"> — Laminated or protected from weathering, — Displayed in a prominent and highly visible location, and — Inspected quarterly to verify the posting is legible and visible. • Be sure the SWPPP is located at the facility documented on the SWPPP Location Notification Form and that appropriate personnel are aware of its location. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> • Review quarterly in conjunction with the Quarterly Facility-Wide Storm Water Inspection. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • SWPPP Location Notification Form must be posted at all times and maintained in the appropriate Appendix of your SWPPP. • Keep records in the designated colored notebook.
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> • Persons tasked with reporting responsibilities must have completed the TDOT Environmental Compliance Training and Site-Specific Training. 	
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> • Update the Pollution Prevention Team table in the SWPPP. • Reference: SWPPP requirement. 	

Best Management Practices (BMP)
Release of Captured Storm Water from Secondary Containment
(SWPPP)

<p>REPORT/SWPPP</p> <ul style="list-style-type: none"> Release of Captured Storm Water from Secondary Containment Log. 	<p>FACILITY APPLICABILITY</p> <ul style="list-style-type: none"> Facilities that have a secondary containment structure. 				
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none"> Releases of captured storm water from secondary containment must be inspected prior to discharge as this water typically has the potential to come into contact with pollutants such as petroleum, commercial chemical products, sediment, salt brine, and other de-icers. 					
<p>INSPECTION ITEMS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Inspect accumulated storm water in secondary containment for signs of pollutants: <ul style="list-style-type: none"> — Sheen — Salt crystals — Discoloration — Odor </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Only if the captured storm water has been found to be completely free of any potential contamination can it be released directly to the ground. Inspect drain valve or plug on secondary containment structure to ensure it is closed at all times with the exception of during discharge activities. All storm water drained or removed from the containment area must be logged on the form found in the corresponding Appendix in your SWPPP. </td> </tr> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> — Settled solids — Suspended solids — Foam — Trash </td> <td style="width: 50%;"></td> </tr> </table>		<ul style="list-style-type: none"> Inspect accumulated storm water in secondary containment for signs of pollutants: <ul style="list-style-type: none"> — Sheen — Salt crystals — Discoloration — Odor 	<ul style="list-style-type: none"> Only if the captured storm water has been found to be completely free of any potential contamination can it be released directly to the ground. Inspect drain valve or plug on secondary containment structure to ensure it is closed at all times with the exception of during discharge activities. All storm water drained or removed from the containment area must be logged on the form found in the corresponding Appendix in your SWPPP. 	<ul style="list-style-type: none"> — Settled solids — Suspended solids — Foam — Trash 	
<ul style="list-style-type: none"> Inspect accumulated storm water in secondary containment for signs of pollutants: <ul style="list-style-type: none"> — Sheen — Salt crystals — Discoloration — Odor 	<ul style="list-style-type: none"> Only if the captured storm water has been found to be completely free of any potential contamination can it be released directly to the ground. Inspect drain valve or plug on secondary containment structure to ensure it is closed at all times with the exception of during discharge activities. All storm water drained or removed from the containment area must be logged on the form found in the corresponding Appendix in your SWPPP. 				
<ul style="list-style-type: none"> — Settled solids — Suspended solids — Foam — Trash 					
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Perform inspections following significant storm events (i.e., greater than 0.1 inches in 24 hours). Perform inspections weekly to ensure drain valve or plug is closed. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Maintain copies of your drainage log in the corresponding Appendix in your SWPPP. Keep inspection records for 3 years. Keep records in the designated colored notebook. 				
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> Persons tasked with reporting responsibilities must have completed the TDOT Environmental Compliance Training and Site-Specific Training. Persons tasked with reporting responsibilities must have specific training on best management practices for Release of Captured Storm Water from Secondary Containment Log. 					
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> Be sure to notify the TDOT Environmental Compliance Office (ECO) if any indication of contamination is present in storm water contained in secondary containment structures. Do not release potentially contaminated water without ECO concurrence. Be sure to notify the District Maintenance Supervisor of any needed repairs. Under no circumstances should rainwater with a visible oily sheen be released from the containment area to the ground. If the facility has an operational oil-water separator (OWS), the petroleum contaminated storm water can be pumped directly to the OWS or transported to the OWS by drum or mobile tank. If the facility does not have an operational OWS, contact the TDOT Environmental Compliance Office to obtain guidance and/or coordinate the implementation of corrective actions. Any salt/de-icer contaminated storm water should be retained as brine makeup water (if practical), returned to the brine tanks, or sprayed onto the back of the salt pile. If the captured storm water was potentially exposed to commercial chemical products or any other potential contamination, contact the TDOT Environmental Compliance Office to obtain guidance and/or coordinate the implementation of corrective actions. Reference: SOP 021 					

<p>REPORT/SWPPP</p> <ul style="list-style-type: none"> • Spill Reporting Form, List of Significant Spills and Leaks. 	<p>FACILITY APPLICABILITY</p> <ul style="list-style-type: none"> • Facilities with a Storm Water Pollution Prevention Plan (SWPPP) such as: <ul style="list-style-type: none"> — Maintenance Garages (Regional, District, or County), — Rest Areas/ Welcome Centers, — Salt Sheds, Aeronautics Facility, — Weigh Stations, and — Ferry Landings. 												
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none"> • Spill reporting is required as part of the SWPPP. All significant spills of any product that have the potential to come into contact with storm or surface water must be reported. 													
<p>REPORTING ITEMS</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> • Spill reporting is required for any spill/leak where accumulation has occurred which includes the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">— Brine</td> <td style="width: 50%;">— Gasoline</td> </tr> <tr> <td>— Calcium chloride</td> <td>— Diesel</td> </tr> <tr> <td>— Beet juice</td> <td>— Oil</td> </tr> <tr> <td>— Potato juice</td> <td>— Any other non-storm</td> </tr> <tr> <td>— Hydraulic fluid</td> <td>water discharge</td> </tr> </table> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <ul style="list-style-type: none"> • The spill/leak must be noted on the List of Significant Spills and Leaks and the Spill Reporting form. These documents include: <ul style="list-style-type: none"> — Date, facility, tank, drum or area from which spill occurred, location, material spilled, quantity spilled, description of spill and affected area, reason, statement of material recovery, statement of exposure to storm water, corrective action taken, preventative measures taken to prevent a future spill of similar nature. </td> </tr> </table>		<ul style="list-style-type: none"> • Spill reporting is required for any spill/leak where accumulation has occurred which includes the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">— Brine</td> <td style="width: 50%;">— Gasoline</td> </tr> <tr> <td>— Calcium chloride</td> <td>— Diesel</td> </tr> <tr> <td>— Beet juice</td> <td>— Oil</td> </tr> <tr> <td>— Potato juice</td> <td>— Any other non-storm</td> </tr> <tr> <td>— Hydraulic fluid</td> <td>water discharge</td> </tr> </table> 	— Brine	— Gasoline	— Calcium chloride	— Diesel	— Beet juice	— Oil	— Potato juice	— Any other non-storm	— Hydraulic fluid	water discharge	<ul style="list-style-type: none"> • The spill/leak must be noted on the List of Significant Spills and Leaks and the Spill Reporting form. These documents include: <ul style="list-style-type: none"> — Date, facility, tank, drum or area from which spill occurred, location, material spilled, quantity spilled, description of spill and affected area, reason, statement of material recovery, statement of exposure to storm water, corrective action taken, preventative measures taken to prevent a future spill of similar nature.
<ul style="list-style-type: none"> • Spill reporting is required for any spill/leak where accumulation has occurred which includes the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">— Brine</td> <td style="width: 50%;">— Gasoline</td> </tr> <tr> <td>— Calcium chloride</td> <td>— Diesel</td> </tr> <tr> <td>— Beet juice</td> <td>— Oil</td> </tr> <tr> <td>— Potato juice</td> <td>— Any other non-storm</td> </tr> <tr> <td>— Hydraulic fluid</td> <td>water discharge</td> </tr> </table> 	— Brine	— Gasoline	— Calcium chloride	— Diesel	— Beet juice	— Oil	— Potato juice	— Any other non-storm	— Hydraulic fluid	water discharge	<ul style="list-style-type: none"> • The spill/leak must be noted on the List of Significant Spills and Leaks and the Spill Reporting form. These documents include: <ul style="list-style-type: none"> — Date, facility, tank, drum or area from which spill occurred, location, material spilled, quantity spilled, description of spill and affected area, reason, statement of material recovery, statement of exposure to storm water, corrective action taken, preventative measures taken to prevent a future spill of similar nature. 		
— Brine	— Gasoline												
— Calcium chloride	— Diesel												
— Beet juice	— Oil												
— Potato juice	— Any other non-storm												
— Hydraulic fluid	water discharge												
<p>REPORTING</p> <ul style="list-style-type: none"> • All spills/leaks must be noted on the List of Significant Spills and Leaks and the Spill Reporting form. • A copy of completed forms must be submitted to the Regional Environmental Coordinator (REC) and ECO within 24 hours of discovery of a spill that is over 25 gallons and/or leaves the facility. • The ECO must be contacted prior to reporting any spill to an outside agency except in the case of an emergency. • SWPPPs are written to comply with the TDOT MS4 Permit and are specifically tailored for the individual TDOT facility. As such, the site-specific procedures described in the SWPPP should take precedence over the general procedures outlined in the Yellow Book. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Maintain copies of your Spill Reporting Form and List of Significant Spills and Leaks in the corresponding Appendix in your SWPPP. • Keep records for 3 years. • Complete IDDE Forms as necessary. • Keep records in the designated colored notebook. 												
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> • Persons tasked with reporting responsibilities must have completed the TDOT Environmental Compliance Training and Site-Specific Training. 													
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> • Be sure to notify the TDOT Environmental Compliance Office if additional resources are needed to cleanup or remedy a spill/leak. • Be sure to notify the District Maintenance Supervisor of any needed repairs. • Reference: SWPPP requirement. 													

TAB 3
SPCC DOCUMENTATION

**Oil Storage Monthly Inspection
(SPCC)**

<p>REPORT/SPCC</p> <ul style="list-style-type: none"> Spill Prevention, Control, and Countermeasures (SPCC) Plan Oil Storage Monthly Inspection Checklist. 	<p>FACILITY APPLICABILITY</p> <ul style="list-style-type: none"> Facilities with a SPCC Plan such as Regional and District Garages and certain County Garages.
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none"> Monthly inspections are required to be conducted to ensure Aboveground Storage Tanks used to store oil or petroleum products are in good working condition with no indication of tank degradation or leaks. Monthly inspections must be conducted at the fuel loading/unloading sites to ensure that fuel pumps and appurtenances are in good working order with no indication of degradation or leaks. Monthly inspections of drum storage areas where petroleum is stored must also be conducted to ensure drums are properly stored and labeled with no evidence of leaks or spills. Monthly inspections of spill response materials 	
<p>INSPECTION ITEMS</p> <ul style="list-style-type: none"> All aboveground oil/petroleum storage containers greater than or equal to 55 gallons, including tanks, drums, transformers, generators, and totes, should be inspected for signs of leakage. Inspect exterior surfaces (including bottom) for signs of degradation such as: <ul style="list-style-type: none"> — Bubbled — Cracked — Damaged/deteriorated — Rusted — Pitted — Scale Inspect tank fittings/valves/connections/welds/piping to ensure seams are not cracked, damaged, or deteriorating. Inspect spill containment areas, including interstitial space of double-walled tanks, for accumulated liquids. Ensure drum/tank contents are clearly labeled. Ensure areas have adequate access and lighting. Ensure adequate spill response materials are nearby. Ensure personal protective equipment is available nearby. Ensure valves are closed and drums covers/bungs are in place. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Perform inspections monthly. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Maintain copies of your inspection records in the corresponding Appendix in your SPCC Plan. Keep inspection records for 3 years. Update any plan amendments in the corresponding Appendix in your SPCC Plan. Update your SPCC map (Figures Tab) as needed. Keep records in the designated colored notebook.
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> Persons tasked with reporting responsibilities must have completed the TDOT Environmental Compliance Training and Site-Specific Training. 	
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> Complete Spill Reports as needed and maintain them in the corresponding Appendix in your SPCC Plan. Notify the TDOT Environmental Compliance Office if corrective action is required. Reference: SPCC Requirement. 	

**Spill Containment and Drainage System Inspection
(SPCC)**

<p>REPORT/SPCC</p> <ul style="list-style-type: none"> Spill Containment and Drainage System Inspection Checklist for petroleum storage areas/units. 	<p>FACILITY APPLICABILITY</p> <ul style="list-style-type: none"> Facilities with a Spill Prevention, Control, and Countermeasures Plan (SPCC) such as Regional and District Garages and County Garages storing fuel/oil and has a spill containment and drainage system.
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none"> Monthly inspections of the spill containment and drainage systems are required to be conducted to ensure the spill containment is adequately sealed and free of liquid and debris and that adequate spill response material is in place. 	
<p>INSPECTION ITEMS</p> <ul style="list-style-type: none"> Inspect containment area for liquids and refer to Standard Operating Procedure for the Release of Captured Storm Water from Secondary Containment as necessary. Inspect containment structure for damage such as cracks, holes, vegetative growth, or other breaches that could result in leaks. Ensure adequate spill response materials are nearby. Ensure personal protective equipment is available nearby. Ensure there is no petroleum or water in the interstitial space of double-walled tanks. Ensure drainage valve is in the closed position. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Perform inspections monthly. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Maintain copies of your inspection records in the corresponding Appendix in your SPCC Plan. Keep inspection records for 3 years. Update any plan amendments in the corresponding Appendix in your SPCC Plan. Update your SPCC map (Figures Tab) as needed. Keep records in the designated colored notebook.
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> Persons tasked with reporting responsibilities must have completed the TDOT Environmental Compliance Training and Site-Specific Training. 	
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> Complete Spill Reports as needed and maintain them in the corresponding Appendix in your SPCC Plan. Notify the TDOT Environmental Compliance Office if corrective action is required. Reference: SPCC Requirement. 	

<p>TRAINING/SPCC</p> <ul style="list-style-type: none"> Employee Site-Specific Training 	<p>FACILITY APPLICABILITY</p> <ul style="list-style-type: none"> Facilities with a Spill Prevention, Control, and Countermeasures Plan (SPCC) such as Regional and District Garages and County Garages with the fuel.
<p>TRAINING RATIONALE</p> <ul style="list-style-type: none"> 40 CFR 112.7(f) requires all oil-handling personnel to be trained in the operation and maintenance of equipment to prevent discharges; discharge procedure protocols; applicable pollution control laws, rules, and regulations; general facility operations; and the contents of the facility SPCC Plan. The law also requires discharge prevention briefings for all oil-handling personnel at least once a year to ensure adequate understanding of the facility SPCC plan. Such briefings must highlight and describe known discharges or failures, malfunctioning components, and any recently developed precautionary measures. 	
<p>TRAINING ITEMS</p> <ul style="list-style-type: none"> Explain what the SPCC Plan is, where it is kept, and who is responsible for maintaining it. SPCC rule applies to all aboveground containers with the capacity to store >55 gallons at facilities with total oil storage capacity >1,320 gallons. Identify potential spill sources. Review areas to be inspected. Review any plan amendments or identify items that need to be updated or modified. Identify spill equipment types and locations and proper use. Review emergency fuel shutoff procedure. Review fuel transfer procedures <ul style="list-style-type: none"> Conduct inside Stay with vehicle/equipment during fueling Cleanup any spill Monitor contractor fuel transfers Review worst case scenario and fuel containment procedures (stop flow of product, contain spill, make required notification, implement countermeasures, clean up). Fill out Spill Report and file in the SPCC Plan if an outdoor petroleum spill. Also make copy to place in SWPPP. Ensure all personnel sign training attendance form. 	
<p>TRAINING</p> <ul style="list-style-type: none"> Perform training annually. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Maintain copies of your training records in the corresponding Appendix in your SPCC Plan. Keep training records for 3 years. Keep records in the designated colored notebook.
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> Persons tasked with reporting responsibilities must have completed the TDOT Environmental Compliance Training and Site-Specific Training. 	
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> See SPCC Training Guidance Outline for additional details. Contact the TDOT Environmental Compliance Office with specific questions. Reference: SPCC Requirement. 	

<p>REPORT/SPCC</p> <ul style="list-style-type: none"> • Spill Event Record. 	<p>FACILITY APPLICABILITY</p> <ul style="list-style-type: none"> • Facilities with a SPCC Plan such as Regional and District Garages and certain County Garages.
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none"> • Spill reporting is required as part of the SPCC Plan. All significant spills of any oil/petroleum-based product which have been released to the ground must be reported accordingly. 	
<p>REPORTING ITEMS</p> <ul style="list-style-type: none"> • Spill reporting is required for any spill/leak of petroleum products has occurred which includes the following : <ul style="list-style-type: none"> — Gasoline — Diesel — Oil / Hydraulic Fluid — Any other petroleum product • The Spill Reporting Form must be completed upon discovery of a spill/leak which has the potential to be exposed to storm water. This document must include: <ul style="list-style-type: none"> — Date, Facility, Tank, drum, or area from which spill occurred, contents of tank, estimated volume of spill, description of affected area, description of spill, corrective action taken, and plans to prevent reoccurrence. 	
<p>REPORTING</p> <ul style="list-style-type: none"> • All spills/leaks must be noted on Spill Event Record. • A copy of completed forms must be submitted to the REC and ECO within 24 hours of discovery of a spill greater than 25 gallons. • The ECO must be contacted prior to reporting any spill to an outside agency except in the case of an emergency. 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> • Maintain copies of your Spill Reporting Form in the corresponding Appendix in your SPCC Plan. • Keep records for 3 years. • Keep records in the designated colored notebook.
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> • Persons tasked with reporting responsibilities must have completed the TDOT Environmental Compliance Training and Site-Specific Training. 	
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> • Be sure to notify the TDOT Environmental Compliance Office if additional resources are needed to cleanup or remedy a spill/leak. • Be sure to notify the District Maintenance Supervisor of any needed repairs. • The REC is required to notify the ECO of any issues or problems associated with the spill. • Reference: SPCC Requirement. 	

TAB 4
UST DOCUMENTATION

**Monthly Spill Bucket Inspection Log
(UST)**

<p>REPORT</p> <ul style="list-style-type: none"> Monthly Spill Bucket Inspection Log. 	<p>CLASSIFICATION</p> <ul style="list-style-type: none"> UST Regulatory Requirement.
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none"> Monthly Spill Bucket Inspections are required to be conducted at the facility to confirm the integrity of the spill bucket and prevent potential release of fuel to the environment through the subsurface or surface storm water. 	
<p>INSPECTION ITEMS</p> <ul style="list-style-type: none"> Inspect spill bucket lid for cracks. Inspect fill cap for tightness. Lock fill cap if necessary. Inspect concrete for cracking around spill bucket. Inspect sidewalls of spill bucket for cracks. Remove any water or fuel standing in the spill bucket. Spill bucket and sump should remain free of water, dirt, debris. Inspect piping sump for water or fuel. Inspect piping sump for cracks or gaps. Inspect piping sump lid for tightness. Inspect other manhole lids (ATG, Stage II vapor recovery) for any damage. Report any deficiencies on the Spill Bucket Log and notify TDOT Environmental Compliance Office. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Perform inspections each month. Document inspection on Tennessee Department of Environment and Conservation, Division of Underground Storage Tanks (TDEC DUST) Form No. CN-1286. Note any actions taken during inspection (e.g., water removed from bucket). 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Maintain copies of your Spill Bucket Logs for each calendar year separately. Keep inspection records for 3 years. Keep records in the designated colored notebook.
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> Person performing spill bucket inspections must have received training through the annual Environmental Compliance Training. Persons performing spill bucket inspections must be able to produce the records if requested by TDEC DUST personnel. 	
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> Spill buckets must remain free of water, fuel, and debris for operational compliance. Annually test operation of Emergency Stop button. Be sure to notify the District Maintenance Supervisor of any needed repairs. Reference: SOP 015. 	

**Monthly Dispenser Inspection Log
(UST)**

<p>REPORT</p> <ul style="list-style-type: none"> Monthly Dispenser Inspection Log. 	<p>CLASSIFICATION</p> <ul style="list-style-type: none"> UST Regulatory Requirement. TDOT Internal Policy.
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none"> Monthly Dispenser Inspections are required to be conducted at the facility to confirm the integrity of the dispenser pan, check for leaks in pump equipment, and prevent potential release of fuel to the environment through the subsurface or surface storm water. 	
<p>INSPECTION ITEMS</p> <ul style="list-style-type: none"> Inspect dispenser pan for cracks. Inspect dispenser for leaks or drips from piping and pumps. Inspect island for cracks around dispenser. Inspect dispenser mounting for leaks around base. Inspect piping entering sump for any leaks or gaps. Remove any standing water or fuel. Dispenser pan should remain free of water, dirt, and debris. Confirm location and adequate supply of spill equipment and materials. Report any deficiencies on the Spill Bucket Log and notify TDOT Environmental Compliance Office. 	
<p>INSPECTIONS</p> <ul style="list-style-type: none"> Inspections required monthly. Document inspection on Tennessee Department of Environment and Conservation, Division of Underground Storage Tanks (TDEC DUST Form No. CN-1287). Note any actions taken during inspection (e.g., water removed from dispenser). 	<p>RECORD KEEPING</p> <ul style="list-style-type: none"> Maintain copies of your Dispenser Logs for each calendar year separately. Keep inspection records for 3 years. Keep records in the designated colored notebook.
<p>REPORTING QUALIFICATIONS</p> <ul style="list-style-type: none"> Person performing dispenser inspections must have received training through the annual Environmental Compliance Training. Persons performing dispenser inspections must be able to produce the records if requested by TDEC DUST personnel. 	
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none"> Annually test operation of Emergency Stop button. Be sure to notify the District Maintenance Supervisor of any needed repairs. Reference: SOP 015. 	

UST Maintenance and Operational Alarms (UST)

<p>REPORT</p> <ul style="list-style-type: none">• Maintenance activities performed on UST systems.• Veeder-Root Alarms, Errors, and Test Failures.	<p>CLASSIFICATION</p> <ul style="list-style-type: none">• TDEC Regulatory Requirement.• TDOT SOP Requirement.		
<p>REPORTING RATIONALE</p> <ul style="list-style-type: none">• UST facilities are required by TDEC to keep records of maintenance activities on file for the life of the system. The related TDOT SOP requires UST facilities to report any alarm conditions or test failures to the TDOT ECO immediately. TDOT ECO will be responsible for contacting TDEC in the event it is required.			
<p>REPORTING ITEMS</p> <table border="0"><tr><td data-bbox="162 741 779 1031"><p>Maintenance Activities to Report</p><ul style="list-style-type: none">• Leaking hoses, nozzles, or break-aways.• Damaged hoses or deteriorated hoses.• Broken manhole covers or rings.• Damaged dispensers or doors.• Slowing/noisy pumps.• All spills must be reported as outlined in the SPCC Plan and SWPPP.</td><td data-bbox="836 726 1412 957"><p>Veeder-Root Activities to Report</p><ul style="list-style-type: none">• Report low fuel level alarm.• Report sensor alarms (sump, interstitial).• Report weekly in-tank leak test failure alarm.• Document potential cause of alarm conditions.• Document weekly in-tank test records.</td></tr></table>		<p>Maintenance Activities to Report</p> <ul style="list-style-type: none">• Leaking hoses, nozzles, or break-aways.• Damaged hoses or deteriorated hoses.• Broken manhole covers or rings.• Damaged dispensers or doors.• Slowing/noisy pumps.• All spills must be reported as outlined in the SPCC Plan and SWPPP.	<p>Veeder-Root Activities to Report</p> <ul style="list-style-type: none">• Report low fuel level alarm.• Report sensor alarms (sump, interstitial).• Report weekly in-tank leak test failure alarm.• Document potential cause of alarm conditions.• Document weekly in-tank test records.
<p>Maintenance Activities to Report</p> <ul style="list-style-type: none">• Leaking hoses, nozzles, or break-aways.• Damaged hoses or deteriorated hoses.• Broken manhole covers or rings.• Damaged dispensers or doors.• Slowing/noisy pumps.• All spills must be reported as outlined in the SPCC Plan and SWPPP.	<p>Veeder-Root Activities to Report</p> <ul style="list-style-type: none">• Report low fuel level alarm.• Report sensor alarms (sump, interstitial).• Report weekly in-tank leak test failure alarm.• Document potential cause of alarm conditions.• Document weekly in-tank test records.		
<p>RECORD KEEPING</p> <ul style="list-style-type: none">• Maintain copies of your maintenance records for the life of the UST system.• Maintain copies of the weekly in-tank test records for each UST.• Keep maintenance records for 3 years.• Keep records in the designated colored notebook.			
<p>REPORTING REQUIREMENTS</p> <ul style="list-style-type: none">• Maintenance activities are to be coordinated through the TDOT ECO. TDOT ECO will arrange for repairs and document repair activities.• Veeder-Root alarms must be reported to TDOT ECO immediately.			
<p>ADDITIONAL NOTES</p> <ul style="list-style-type: none">• Periodic inspections must be performed following maintenance activities, fuel drops, and significant rainfall events.• Reference: SOP 015.			