

Contents

◆ CONTENTS & INTRODUCTION

1 Introduction.....	1-1
a. Purpose and Contents of the <i>Guide</i>	1-1
b. Compliance Planning.....	1-4
c. Case Studies.....	1-10
 Acronyms.....	 Acronyms-i

◆ HAZARDOUS MATERIALS

2 Storage of Hazardous Materials.....	2-1
a. Overview.....	2-1
Simplified Guide to Meeting Storage Requirements for Hazardous Materials.....	2-2a
b. Emergency Planning and Notification.....	2-3
c. Chemical Inventory Reporting.....	2-4
d. Reporting of Ongoing Toxic Chemical Releases.....	2-6
e. Community Right-to-Know.....	2-8
f. DHS Chemical Facility Security.....	2-9
 3 Pesticides.....	 3-1
a. Overview.....	3-1
b. FIFRA.....	3-1
c. Definition of a Pesticide.....	3-2
Simplified Guide to Meeting Pesticide Requirements.....	3-2a
d. Pesticide Functions.....	3-3
e. What is <i>not</i> a Pesticide.....	3-4
f. Classification and Use of Pesticides.....	3-5
g. Storage, Disposal, and Transportation of Pesticides.....	3-5
h. Cancellation or Suspension of a Pesticide's Registration.....	3-6
i. Penalties and Enforcement.....	3-7
j. Internet Resources.....	3-7

◆ **HAZARDOUS WASTE**

4 Hazardous Waste	4-1
a. Overview.....	4-2
Simplified Guide to Meeting Hazardous Waste Requirements	4-4a
b. Hazardous Waste Determination	4-5
c. Hazardous Waste Generation.....	4-15
d. Other Hazardous Waste Management Requirements	4-24
e. Reporting and Recordkeeping.....	4-29
f. Permits and Fees	4-31
g. Transporting Hazardous Wastes	4-32
h. Hazardous Waste Stored in Tanks	4-39
i. Managing Volatile Organic Compounds in Tanks and Containers	4-41
j. Managing Used Oil.....	4-44
k. Management of Universal Waste.....	4-48
l. Spent Miscellaneous Batteries Management	4-50
m. Management of Spent Automotive Lead-Acid Batteries.....	4-53
n. Waste Pesticides.....	4-55
o. Managing Scrap Tires	4-57
p. Waste Containing Asbestos	4-58
q. Waste Antifreeze.....	4-59
r. Airbags and Seatbelt Pre-Tensioner Assemblies	4-61
s. Cleanup of Hazardous Waste Contamination	4-60
t. Information Resources	4-61

◆ **AIR**

5 Air Quality.....	5-1
a. Overview.....	5-1
Simplified Guide to Meeting Air Quality Requirements	5-2a
b. Pollutants of Concern.....	5-3
c. Stationary Source Regulation	5-5
d. Mobile Source Regulation	5-16
e. Regulations Governing Ozone-Depleting Substances (ODSs).....	5-32
f. Air Quality Recordkeeping Requirements and Compliance Certifications.....	5-35
g. Emergency Planning Requirements	5-36
h. Enforcement.....	5-38

◆ WATER

6 Water Quality..... 6-1

a. Overview..... 6-1

 Simplified Guide to Meeting Requirements on Direct Discharges to Water 6-4a

b. Determining Which Requirements Apply to Your Facility 6-5

c. National Pollutant Discharge Elimination System Permits 6-6

d. Injection Wells..... 6-15

e. Enforcement and Penalties..... 6-15

7 Discharges of Wastewater to Sewer Systems..... 7-1

a. Overview..... 7-1

 Simplified Guide to Meeting the Requirements on Discharges of Wastewater
 to Sewer Systems..... 7-2a

b. Prohibited Discharges 7-3

c. Permitted Discharges 7-4

d. Operators of Industrial Wastewater Treatment Plants 7-5

e. Enforcement and Penalties..... 7-5

◆ STORAGE TANKS

8 Underground Storage Tanks 8-1

a. General Overview 8-1

b. New Legislation 8-2

 Simplified Guide to Meeting Underground Storage Tank Requirements 8-2a

c. Basic Requirements 8-3

d. Permitting and Registration 8-5

e. Construction, Installation, and Operating Standards 8-6

f. Monitoring and Leak Detection Requirements..... 8-9

g. Piping Standards 8-12

h. Deadlines for Upgrading Existing UST Systems..... 8-13

i. Required Response to Releases (Leaks) 8-15

j. Financial Responsibility Requirements for Petroleum-Containing UST Systems .. 8-18

k. Financial Responsibility for UST Manufacturers and Tank Installers 8-22

l. Closure Rules..... 8-22

m. Operator Training..... 8-23

n. Record Keeping 8-24

o. Penalties 8-24

9	Aboveground Storage Tanks	9-1
a.	Overview.....	9-1
b.	Important Definitions.....	9-2
c.	Regulatory Background	9-2
	Simplified Guide to Meeting Aboveground Storage Tank Requirements	9-2a
d.	New Changes	9-3
e.	SPCC Plan Applicability.....	9-5
f.	Exemptions	9-6
g.	Deadlines.....	9-6.1
h.	SPCC Plan Preparation	9-7
i.	SPCC Plan Inspections	9-7
j.	SPCC Plan Review	9-7
k.	SPCC Plan Certification	9-8
l.	SPCC Plan Employee Training.....	9-9
m.	SPCC Plan Employee Retraining.....	9-9
n.	Copies of the Facility SPCC Plan	9-9
o.	Amending the Facility SPCC Plan	9-9
p.	Spill Reporting Requirements	9-10
q.	Markings/Signs	9-11

◆ **RELEASES**

10	Emergency Planning and Release Reporting	10-1
a.	Overview.....	10-1
	Simplified Guide to Meeting Emergency Planning and Release Reporting Requirements	10-4a
b.	Preparing for the Possibility of a Release or Emergency	10-5
c.	Defining a Release	10-12
d.	When a Release Occurs	10-13
e.	Reporting the Release	10-14
f.	After a Release Occurs.....	10-27
g.	Recordkeeping on Release Reporting.....	10-28

◆ OSHA

11 The Hazard Communication Standard	11-1
a. Overview.....	11-1
b. Definition of “Hazardous Chemical”	11-1
Simplified Guide to Meeting OSHA Hazard Communication Requirements	11-2a
c. Other HCS Regulations.....	11-3
d. The Basics of Hazard Communication	11-3
e. Chemical Exemptions	11-4
f. Labeling Exemptions	11-5
g. Sealed Container Exemptions	11-5
h. Hazard Determination.....	11-6
i. The Written Hazard Communication Program.....	11-6
j. Labels and Other Forms of Warning	11-7
k. Material Safety Data Sheets (MSDSs).....	11-8
l. Employee Information and Warnings.....	11-9
12 Health and Safety	12-1
a. Overview.....	12-1
Simplified Guide to Meeting Health and Safety Requirements	12-2a
b. OSHA Recordkeeping	12-3
c. First Aid	12-9
d. Hearing Conservation	12-11
e. Respiratory Protection	12-12
f. Use of Compressed Air.....	12-15
g. Machine Guarding Requirements	12-15
h. Jack Requirements	12-18
i. Use of Explosive-actuated Hand Powered Tools.....	12-18
j. Rim Wheel Operations.....	12-20
k. Use of Abrasive Grinders and Wheels.....	12-22
l. Use of Personal Protective Equipment	12-23
m. Lockout/Tagout.....	12-26
n. Asbestos Brake and Clutch Work.....	12-31

◆ **TRAINING**

13 Training 13-1

- a. Overview 13-1
 - Simplified Guide to Meeting Training Requirements 13-2a
- b. HMTA Training Requirements 13-3
- c. Training Under the OSH Act and its Standards 13-4
- d. Training Under the RCRA Requirements 13-18
- e. Training Under CWA 13-20
- f. CAA Training Requirements 13-20
- g. FIFRA Training Requirements 13-22
- h. Creating an Integrated Training Program 13-22

◆ **POLLUTION PREVENTION (P₂)**

14 Pollution Prevention (P₂) 14-1

- a. Overview 14-1
 - Simplified Guide to Incorporating Pollution Prevention (P₂) 14-2a
- b. General P₂ Practices for Vehicle Maintenance Facilities 14-3
- c. Specific P₂ Practices for Vehicle Maintenance Facilities 14-16
- d. Resources for P₂ 14-64

Simplified Guides

Chapter 2	Simplified Guide to Meeting Storage Requirements for Hazardous Materials	2-2a
Chapter 3	Simplified Guide to Meeting Pesticide Requirements	3-2a
Chapter 4	Simplified Guide to Meeting Hazardous Waste Requirements	4-4a
Chapter 5	Simplified Guide to Meeting Air Quality Requirements	5-2a
Chapter 6	Simplified Guide to Meeting Requirements on Direct Discharges to Water	6-4a
Chapter 7	Simplified Guide to Meeting the Requirements on Discharges of Wastewater to Sewer Systems	7-2a
Chapter 8	Simplified Guide to Meeting Underground Storage Tank Requirements	8-2a
Chapter 9	Simplified Guide to Meeting Aboveground Storage Tank Requirements	9-2a
Chapter 10	Simplified Guide to Meeting Emergency Planning and Release Reporting Requirements	10-4a
Chapter 11	Simplified Guide to Meeting OSHA Hazard Communication Requirements	11-2a
Chapter 12	Simplified Guide to Meeting Health and Safety Requirements.....	12-2a
Chapter 13	Simplified Guide to Meeting Training Requirements	13-2a
Chapter 14	Simplified Guide to Incorporating Pollution Prevention (P ₂).....	14-2a

Checklists

Checklist 2A	Hazardous Materials Storage Emergency Planning and Chemical Inventory Reporting.....	List 2A-i
Checklist 2B	Hazardous Materials Storage Toxic Chemical Release Reporting	List 2B-i
Checklist 3A	Pesticide Requirements	List 3A-i
Checklist 4A	Hazardous Wastes Screening Checklist.....	List 4A-i
Checklist 4B	Management of Used Oil	List 4B-i
Checklist 4C	Management of Universal Waste.....	List 4C-i
Checklist 4D	Management of Spent Automotive Lead-Acid Batteries for Reclamation or Recycling.....	List 4D-i
Checklist 4E	Conditionally Exempt Small Quantity Generators	List 4E-i
Checklist 4F	Small Quantity Generators.....	List 4F-i
Checklist 4G	Large Quantity Generators.....	List 4G-i
Checklist 4H	Management of Wastes Containing over 100 ppm VOCs.....	List 4H-i
Checklist 5A	Air Quality	List 5A-i
Checklist 6A	Direct Discharges to Water.....	List 6A-i
Checklist 7A	Wastewater Sewer Discharge Requirements	List 7A-i
Checklist 8A	Underground Storage Tank Systems General Requirements and Screening Checklist.....	List 8A-i
Checklist 8B	Petroleum UST System Requirements.....	List 8B-i
Checklist 8C	UST System Release Response Requirements	List 8C-i
Checklist 8D	UST System Closure Requirements.....	List 8D-i
Checklist 8E	Requirements for Existing UST Systems	List 8E-i
Checklist 8F	Requirements for New UST Systems	List 8F-i
Checklist 9A	Aboveground Storage Tanks.....	List 9A-i
Checklist 9B	Spill Prevention, Control, and Countermeasures Requirements	List 9B-i
Checklist 10A	Release Reporting	List 10A-i
Checklist 10B	Emergency Planning	List 10B-i
Checklist 11A	OSHA Hazard Communication Standard Requirements	List 11A-i
Checklist 12A	Health and Safety Requirements.....	List 12A-i
Checklist 13A	Training Requirements.....	List 13A-i

Appendices

Appendix 1A	Key Federal Environmental Health and Safety Laws and Regulations.....	App 1A-i
Appendix 1B	Resources	App 1B-i
Appendix 2A	Extremely Hazardous Substances	App 2A-i
Appendix 2B	Tier I/Tier II Reporting	App 2B-i
Appendix 2C	List of TRI Chemicals and Chemical Categories	App 2C-i
Appendix 2D	Toxic Release Inventory (TRI) Reporting	App 2D-i
Appendix 4A	RCRA Hazardous Wastes from Non-Specific Sources	App 4A-i
Appendix 4B	RCRA Hazardous Wastes from Specific Sources	App 4B-i
Appendix 4C	RCRA Hazardous Wastes from Discarded Commercial Chemical Products, Off-Specification Species, Container Residues, and Spill Residues	App 4C-i
Appendix 4D	RCRA Hazardous Wastes from Hazardous Constituents	App 4D-i
Appendix 5A	National Ambient Air Quality Standards (NAAQS) Criteria Pollutants	App 5A-i
Appendix 5B	Hazardous Air Pollutants (HAPs).....	App 5B-i
Appendix 5C	Ozone-depleting Substances	App 5C-i
Appendix 5D	Substances Considered Regulated for the Purposes of Accidental Release Prevention (ARP)	App 5D-i
Appendix 5E	Substitute Ozone-depleting Substances for use in Motor Vehicle Air Conditioners	App 5E-i
Appendix 6A	CWA Toxic Pollutants.....	App 6A-i
Appendix 6B	Stormwater Pollution Prevention Plan.....	App 6B-i
Appendix 7A	Industrial Activities Subject to National Categorical Pretreatment Standards Under the Clean Water Act.....	App 7A-i
Appendix 8A	Sample Underground Storage Tank Management Program	App 8A-i
Appendix 9A	Sample Spill Prevention, Control, and Countermeasures Plan.....	App 9A-i
Appendix 9B	Tier I Qualified Facility SPCC Plan Template	App 9B-i
Appendix 10A	DOT Hazardous Materials	App 10A-i
Appendix 10B	Incident Critique Form.....	App 10B-i
Appendix 10C	Reporting Releases to the NRC	App 10C-i
Appendix 10D	Sample Emergency Action Plan	App 10D-i
Appendix 10E	CERCLA List of Hazardous Substances and Reportable Quantities	App 10E-i
Appendix 11A	Sample Hazard Communication Program	App 11A-i
Appendix 12A	Sample Hearing Conservation Plan	App 12A-i
Appendix 12B	Sample Respiratory Protection Program.....	App 12B-i

Figures and Tables

Figure 1A	Corrective Action Plan.....	Fig 1A-i
Figure 1B	Management of Change	Fig 1B-i
Figure 4A	Waste Recycler/TSD Facility Evaluation Worksheet.....	Fig 4A-i
Figure 4B	Waste Tracking Log.....	Fig 4B-i
Figure 4C	Waste Inventory and Classification Worksheet.....	Fig 4C-i
Figure 4D	Container Storage Area Inspection Form	Fig 4D-i
Figure 4E	Hazardous Waste Storage Tank Inspection Form.....	Fig 4E-i
Figure 8A	UST System Assessment Worksheet.....	Fig 8A-i
Figure 8B	Monthly Inventory Control Log.....	Fig 8B-i
Figure 8C	Manual Tank Gauging Log.....	Fig 8C-i
Figure 9A	National Fire Protection Association Hazard Identification System	Fig 9A-i
Figure 12A	Demounting and Mounting Procedures for Truck/Bus Tires Chart [Source: 29 CFR 1910.177 Appendix A]	Fig 12A-i
Table 4A	Common Potentially Hazardous Wastes from Vehicle Maintenance Operations	4-2
Table 4B	RCRA Listed Hazardous Wastes Common in Vehicle Maintenance Facilities	4-7
Table 4C	Classification of Common Vehicle Maintenance Operation Wastes	4-14
Table 4D	Summary of Generator Requirements	4-16
Table 4E	Volatile Organic Compounds Common in Vehicle Maintenance Operations	4-41
Table 10A	Emergency Contacts	Tab 10A-i