

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



(*)

NUMBER 2.9

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Hazardous Waste Management Program

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Document that a hazardous waste management program is established

and strictly enforced.

PROCEDURE: Equipment Services has several programs in place for hazard waste

management.

 Absorbent pads are used to manage spilled lubricants. Soiled absorbent pads are placed in black 55 gallons drums located throughout the shop.
Once the drum is full it is capped and placed outside in a locked cage to be picked up by an authorized vendor.

- **2.** Waste fluids (oil, hydraulic fluid, anti-freeze and windshield washer solvents) are disposed of in the following ways:
 - a. Waste oil and hydraulic fluid are disposed of via three drains located throughout the shop. Each of the drains has a pump that pumps the fluids to a 1,500 gallon waste oil tank located outside the shop area. This tank is emptied by an authorized vendor every six weeks and inspected monthly by licensed inspectors.
 - b. Waste anti-freeze and windshield washer solvents are disposed via a drain that runs down the center of the shop into an oil water separator. The oil water separator is cleaned out by an authorized vendor monthly and inspected annually.

All vendor and state inspection reports are kept on file at the Department of Environmental Services Commissioner's Office with the Environmental Specialist. There are also copies on site in the Stockroom Office.

Phone: 585.428.6855 Fax: 585.428.6010 TTY: 585.428.6054 EEO/ADA Employer

The Commissioner's Office is located at:

#300-В

City Hall

30 Church St

Rochester, NY 14614

PREPARED BY: Amanda Smith, Parts and Materials Manager

DATE: January 27, 2010