



NUMBER 2.9
FCS 15 Ref. 20.6

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Hazardous Waste Management Program

APPROVED:

Michael Quattrone, Assistant Director of Operations & Parks

PURPOSE: Document that a hazardous waste management program is established and strictly enforced

PROCEDURE: Equipment Services has the following programs in place for hazardous waste management.

- a. Waste oil and hydraulic fluid: These products 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. An authorized vendor empties the tank as needed. The storage tank is inspected monthly as part of our environmental quality initiative.
- b. Waste anti-freeze: This is collected in 55-gallon drums and picked up by an authorized vendor for disposal or recycling on an as needed basis.

All vendor and state inspections are on file at the Commissioner's Office with the Environmental Specialist. There is also a copy on site in the Stockroom Office.

The Commissioner's Office location is:

City Hall
30 Church St, Suite 300B
Rochester, NY 14614

PREPARED BY: Steve Dengler, Automotive Parts and Materials Manager

DATE: Reviewed and updated 4/16/15

