
HAZARDOUS WASTE ID NUMBERS AND REPORTING (RSK-P104)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 The process for any District Site waste removal. Using Hazardous Waste Procedures with DTSC.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Office Tech III

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Risk Management

4.0 DEFINITIONS:

- 4.1 DTSC – Department of Toxic Substances Control

5.0 PROCEDURE:

- 5.1 Operations Dept. or environmental companies assigned for clean up and transport will call office of Risk Management for a EPA number for waste removal
- 5.2 EPA number must first be obtained by calling DTSC
- 5.3 Log EPA number in Hazardous Waste Binder
- 5.4 Provide Environmental Company with number for removal procedures.
- 5.5 The manifest for removal will be mailed to Risk Management. Office Tech III logs Manifest number to EPA assigned site and files yellow copy manifest. Manifest will consist of two copies, one blue and one yellow. Risk Management keeps yellow copy and mails blue copy to DTSC without delay.
- 5.6 When Generator fees are due, packet will be sent to Risk Management to complete calculations for previous year of manifest and fees will be due according to quantity of removals. Office Tech III will do requisition process for payment of fees.
- 5.7 Board of Equalization Fees will be sent to Risk Management and forms will be completed by Office Tech III and requisition processed for payment of fees.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Waste Removal Procedures	Excel log system and documents keep in file.	Stored Indefinitely	N/A	DTSC and Board of Equalization accessible.

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/04	A	Initial release

***** End of procedure *****