

Steamboat Wharf Marina

Standard Operating Procedures

Hazardous Materials and Hazardous Waste Management

Department:	Service Department and Marina Operations	
Procedure:	Hazardous Materials and Hazardous Waste Management	
Date Issued:	April	2006
Date Revised:	November	2015

Purpose of Procedure: To effectively manage, handle, and dispose of hazardous materials at Steamboat Wharf Marina.

Steps of (SOP) Standard Operating Procedure:

Planning, Training, and Spill Coordination -

- **Employee Training**
 - All employees that will have any exposure to hazardous materials will be trained to properly handle, store, transfer, and dispose of hazardous materials and hazardous waste.
- **Storage Area Inspections**
 - The Hazardous Material Containment Area will be inspected a minimum of once daily to ensure adherence to this SOP, check integrity of containers and ensure no spills have occurred.
 - Inspection of the Spill Response Station must be performed daily to ensure it is clean, organized, and re-stocked as needed.
- **Coordination with Town Safety Departments**
 - The Town of Hull Fire Department shall have a copy of this SOP and the Spill Response SOP
 - The Town of Hull Fire Department shall have a copy of the Site Plan showing the location and nature of hazardous materials stored on site
 - The Town of Hull Fire Department shall have a list of chemical stored on site.
 - The Town of Hull Fire Department shall periodically inspect hazardous materials storage areas

- **Facility Hazardous Waste Plan** - All of the following information shall be available at the marina office, the service manager's desk, and in the Hazardous Material Containment Area:
 - A list of hazardous materials and wastes to be stored at the marina, the relative hazard (high or low) and their chemical type (toxic, ignitable, reactive, corrosive)
 - A plan of the site showing the location of the Hazardous Material Containment Area and the location of each type of waste within the area
 - A list of clean-up equipment and quantity of clean-up materials to have stored in the Spill Response Station
 - Contact information for those persons responsible for Hazardous Material Containment:
 - **Andrew Spinale: 781-925-0044; 617-640-0386 (cell)**
 - **Justin Gould: 781-925-0044; 617-721-6438 (cell)**
 - **Manager on duty: 781-925-0044**
 - Contact Information for the hazardous waste hauling company:
 - **Western Oil: 401-727-8600**

- **Signage**
 - Signs will be posed to clearly direct customers to hazardous waste disposal areas, recycling, and refuse areas.
 - A list of products that must be disposed of as hazardous waste will be posted at all dock entrances along with the Marina main office number (781-925-0044) in case of questions

Handling

- Transportation of Waste Oil, Oily Solids and Waste Gasoline
 - The marina will never accumulate more than 2200 pounds (approximately 270 gallons, or [5] 55 gallon drums) at any one time
 - Western Oil (401-727-8600) will be contacted whenever these materials need to be removed from the site
- Material Safety Data Sheets (MSDSs) – all materials shall be used in accordance with manufacturers' instructions and specifications
- Funnels will be used whenever transferring liquids

Storage and Disposal

- All hazardous materials will be stored in the Hazardous Material Containment Area located on the southwest side of the pier
- The Hazardous Material Containment Area consists of an approximate 8'x10' enclosed shed
- All hazardous materials shall be stored on shelves above the flood elevation
- All hazardous material containers shall be labeled with the type of waste and date stored; hazardous materials with oldest storage dates shall be disposed of first.
- A log shall be kept to document inspection of the Hazardous Material Containment Area
- Inspections shall include check for leaky containers, check to make sure all hazardous materials are in the areas indicated in the Hazardous Material Containment Area Plan, check that enough clean up materials are in the Spill Response Station.
- Material accepted from customers for recycling will be inspected by staff.
- A well-marked drop off area for boaters leaving waste containers shall be provided.
- The Hazardous Material Containment Area shall be locked at all times. Only authorized personnel shall have access to the keys to the Containment Area. A sign shall be posted on the containment area indicating that only authorized personnel are allowed in the containment area.

Reuse and Recycling

- Marina customers will be allowed to bring their used engine oil, antifreeze, paints and solvents, varnishes, and transmission fluid to the marina for proper disposal
- Marina personnel will check the contents of all containers to confirm their contents and store them in proper section within the Hazardous Material Containment Area
- Funnels will be used for waste transfer
- Fluids must be completely drained from engine parts to ensure that no liquid is disposed of as solid waste

Materials or Tools Needed: Funnels, drums with tight lids, containers with lids, absorbent pads and granules. Personnel protection: safety glasses, gloves, coveralls. Mop, broom, dust pan, shovel.

Evaluation of Procedure: The Marina Operations Manager works with the Spill Response Team to make sure this SOP is being followed. This SOP shall be evaluated annually and updated as necessary.