

Does Your Business Need
Hazardous Waste Disposal Service?

3
Easy Steps
for Disposal
of Your...

Small Business's Hazardous Waste

It's Safe, Convenient, & Affordable!

Many products used by your business contain potentially hazardous chemical compounds that can poison, corrode, react or ignite when disposed of improperly.

Some examples of these products are paints and paint thinners, batteries, fluorescent tubes, motor oil, pesticides, solvents and acids. When discarded, these materials are considered hazardous waste—and if disposed of improperly, they can threaten human health and pollute the environment.

That's why Federal and State laws require all businesses that generate or accumulate hazardous waste to dispose of it properly. It is illegal to dispose of hazardous wastes in the trash or down sewer or storm drains.

Because the proper disposal of hazardous waste can be complicated, time consuming and expensive for small businesses, many are simply storing their hazardous waste on site.

WE HAVE A SOLUTION

If your central Contra Costa County business qualifies as a Conditionally Exempt Small Quantity Generator (CESQG), we can make it safe, easy, and economical for you to dispose of your hazardous wastes by using our CESQG-Hazardous Waste Program.

WHY YOUR PARTICIPATION IS IMPORTANT—AND BENEFICIAL TO YOUR BUSINESS

Hazardous wastes are reaching our waterways through sewers, storm drains, and landfills. Pollution prevention is a key component of our mission to protect public health and the environment—but it is everyone's responsibility.

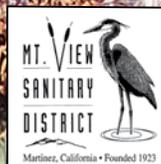
By properly disposing of your business's hazardous wastes, you will be protecting yourself, your family, your community and the environment.

In addition, your participation may save your business money. Our CESQG-Hazardous Waste Program provides proper disposal services at less cost than most private hazardous waste contractors. Our services were rated as "very affordable" by 80% of surveyed customers last year.

The Environmental Protection Agency regulates the management of hazardous waste from the point of generation to disposal. Businesses that illegally dump hazardous waste in the trash, down sinks or storm drains, or abandon it at job sites risk significant fines and penalties.

As a business owner/operator, it is your responsibility to ensure that all wastes generated by your business are disposed of in a way that does not harm public health and the environment.

Let's work together to safely dispose of your business's hazardous waste.



Reduce

Reuse

Recycle

Determine if you Qualify

To qualify for the CESQG-Hazardous Waste Program :

- Your business must be located in central Contra Costa County (map shown below.)
- Your business's waste must be generated in central Contra Costa County.
- Your business must generate less than 220 pounds or 27 gallons of hazardous waste per month per location, and less than 2.2 pounds of Extremely or Acutely Hazardous Waste per month per location.
- Your business must have less than a combined total of 2,200 pounds (about five 55-gallon drums) of all types of hazardous waste in storage at any time.
- And, if applicable, your business must generate less than 110 pounds of perchloroethylene wastes per month.



NOTE: If your business does not meet all of the requirements listed above, it is not eligible to participate in the CESQG Hazardous Waste program. Contact the State Department of Toxic Substances Control at 1-916-255-3545 or www.dtsc.ca.gov for information about hazardous waste disposal.

Complete Waste Inventory Form

- A. Get an EPA ID Number.** If your business does not already have an EPA Identification Number, obtain one by calling the Department of Toxic Substances Control at **1-800-618-6942**. In some cases the number will be assigned over the phone.
- B. Complete the CESQG Waste Inventory and Certification Form** (on back page). If you need additional forms or a Continuation Sheet, download them from <http://www.centrialsan.org/services/cesqg.html>, or contact the CESQG-Hazardous Waste Program at **1-800-646-1431** or CESQG@centrialsan.dst.ca.us. Be sure to provide your company name, mailing address, phone number and contact name.

C. Fax or mail the completed forms to:

Central Contra Costa Sanitary District
Attn: CESQG-Hazardous Waste Program
5019 Imhoff Place
Martinez, CA 94553
Fax: (925) 335-7737

(If you fax your forms, bring the originals to your appointment.)

- D. Receive Your Appointment Time & Cost of Disposal.** After receiving your form, the CESQG-Hazardous Waste Program staff will contact you to arrange an appointment for drop-off of your hazardous waste. Program staff will also provide the cost of disposal, which is based on the type and quantity of hazardous waste you drop off, plus a \$20 administrative fee per appointment.

You may bring up to 27 gallons of a wide range of hazardous wastes monthly.

You may NOT bring non-hazardous wastes, e-waste, medical waste (including medications), explosives, radioactive material, unknown or unlabeled chemicals, or PCB wastes (except PCB ballasts, which are accepted).

Tear along perforation

Package and Transport Your Hazardous Waste

A. Packaging:

- All materials must be packaged in sturdy, non-leaking containers. (Package all wastes in original containers, if possible.) If you have a leaking container, place it in a larger container, such as a plastic bucket. Small leaking containers can be placed individually inside double Ziplock®-style sealed plastic bags.
- Do not mix different wastes in the same container.
- No individual container may be greater than 5 gallons or 50 pounds in size.
- A maximum of 27 gallons or 220 pounds of acceptable hazardous waste can be brought for disposal in a calendar month.
- Tighten all lids.
- Always include an original label, MSDS or note with information that identifies the waste contents.



B. Transporting:

(No Hazardous Waste Manifest or transporter registration is required for eligible businesses.)

- Place the materials upright in your vehicle and brace them so they will not slip or tip over.
- For safety, transport the materials in your vehicle's trunk or truck bed, away from the passenger compartment.
- State regulations limit the transportation of hazardous waste to 27 gallons or 220 pounds per vehicle.
- We are a full-service operation; please stay in your vehicle at all times while our staff unloads your materials.
- While unloading, our staff will confirm that the quantity and types of hazardous waste match the list on your Waste Inventory and Certification Form. Hazardous waste not included on the form will not be accepted; a separate appointment must be made for additional waste.
- After unloading your materials, our staff will complete the form, sign it, have the person delivering the materials sign it, and provide a copy for your business's records.
- Please retain your copy of the completed, signed form for a minimum of three years to document proper disposal of your business's hazardous waste.

C. Payment:

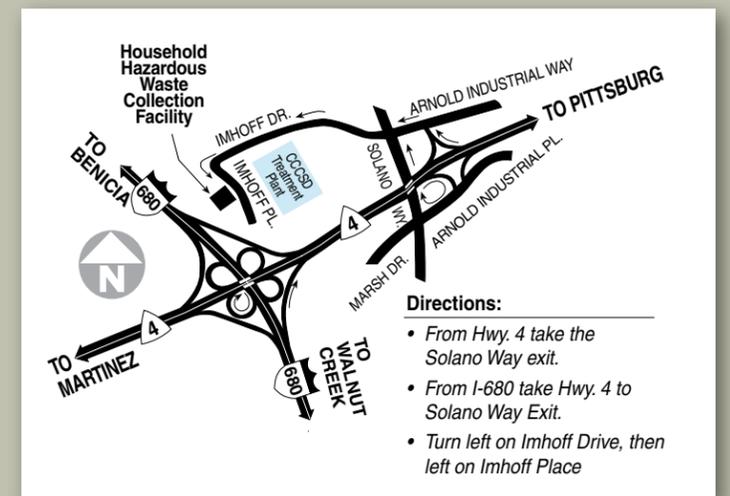
Upon arriving at the facility, you will be directed into an unloading area where our staff will collect your fee and unload your wastes. Acceptable forms of payment are purchase order, money order, check and credit card. **Cash payments are not accepted.**

For Additional Information...

- Call the CESQG-Hazardous Waste Program at **1-800-646-1431**.
- Visit the following websites:
Central Contra Costa Sanitary District: <http://www.centrialsan.org/services/hhwcf.html>
Mt. View Sanitary District: www.mvdsd.org

More Resources:

- State Department of Toxic Substances Control: **1-800-618-6942** or www.dtsc.ca.gov.
- Hazardous Waste regulations can be found in the Code of Federal Regulations, Title 40, Parts 260-271 and California Code of Regulations, Title 22, Division 4.5, CA H&S Code



CONDITIONALLY EXEMPT SMALL QUANTITY GENERATOR PROGRAM
WASTE INVENTORY AND CERTIFICATION FORM



Page _____ of _____

Central Contra Costa Sanitary District, Attn.: HHW, 5019 Imhoff Place Martinez, CA 94553 FAX (925) 335-7737

If you require assistance completing this form, please call (800) 646-1431

APPOINTMENT DATE _____	TIME _____
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COMPANY NAME: _____ CONTACT PERSON: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____ EPA ID NUMBER: _____

COMPANY PHONE: (____) _____ COMPANY FAX: (____) _____

Certification:

I certify that the provided information is correct, and have read and understand the requirements for participation in the CCCSD Conditionally Exempt Small Quantity Generator (CESQG) Collection Program. I further certify that this business is located at the address specified above and is a CESQG as defined by Federal and State law and regulations. I declare under the laws of the State of California that the forgoing is true and correct. Executed at: _____, California.

AUTHORIZED REPRESENTATIVE (Print Name): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

Please fill in Table using one line per waste type per container size.

General Waste Description	Solid or Liquid (S/L)	# of Containers	Container Size	Total Volume (gallons)	Total Weight Estimate (pounds)	Disposal Cost (District staff will complete this column)	HW Category
<i>Example 1: Oil Base Paint</i>	<i>L</i>	<i>3</i>	<i>5 Gal / P</i>	<i>12 Gal.</i>	_____	\$ _____	_____
ADMINISTRATION FEE (Per Appointment)						\$ 20.00	
(USE CONTINUATION SHEET FOR ADDITIONAL ITEMS)				SUBTOTAL: (from Continuation Sheets)		\$	
				TOTAL:		\$	staff initial

TO BE COMPLETED BY CCCSD PERSONNEL

METHOD OF PAYMENT: Credit Card _____ P.O.#: _____ Check #: _____ TOTAL PAID: \$ _____ Initials: _____

TO BE SIGNED WHEN DROPPING OFF WASTE

Signature of Person Dropping off Waste: _____ Date: _____

IMPORTANT ! PLEASE KEEP THIS FORM AS A RECORD OF MANAGEMENT FOR A MINIMUM OF THREE YEARS

Tear along perforation — Bring to appointment

