

DATE:	February 22, 2022
NUMBER:	L.6.C.1
SUBJECT:	HAZARDOUS WASTE BUSINESS PLAN

PROCEDURE

The San Diego Central Jail (SDCJ) Hazardous Waste Business Plan (HWBP) will provide guidelines for the maintenance, use, storage, disposal and training of all persons, both staff and incarcerated persons. The guidelines will ensure all personnel know how to use hazardous materials in a safe and appropriate manner.

STORAGE OF HAZARDOUS MATERIALS:

1. When not in use, all cleaning chemicals, solvents, solutions and sprays will be appropriately labeled and stored in the janitorial closets (locked) or in the basement stockroom cages (locked). All chemical items will be stored in a spill proof container. The storage areas will be marked with a "Hazardous Materials" sticker.
2. Other forms of hazardous materials including but not limited to paints, paint thinner, flammable liquids and solids, petroleum-based products such as motor oil or gasoline, adhesives and acids may be kept in the facility by maintenance personnel. The use, storage, disposal and training for these items and personnel are under the direction of the Department of General Services (DGS).
3. On floors 1 through 10, Material Safety Data Sheets (MSDS) will be placed in areas where hazardous chemicals are kept. The operations deputy will be responsible for updating the MSDS in areas where hazardous materials are kept.

STORAGE OF HAZARDOUS WASTES:

1. At a minimum, hazardous and universal waste must be stored using the following criteria:
 - a. Stored in non-leaking tanks or containers in good condition with tight-fitting lids.
 - b. Kept closed when wastes are not being added or removed.
 - c. Accurately labeled with waterproof stickers. Labels must specify the words "Hazardous Waste," the composition and physical state of the waste, the hazardous properties of the waste (e.g. flammable, reactive, etc.) and the name of the generator.
 - d. Labeled with the date the waste accumulation began on each tank or container.
 - e. Managed in a way that minimizes the possibility of spills or escape of waste into the environment.
 - f. Incompatible waste will not be stored in a common storage area without proper segregation. Proper segregation ensures separation of incompatible chemicals that have the potential to produce heat, pressure, fire, explosion, violent reaction, toxic dust, mist, irritating/toxic vapor or gas. Waste segregation also ensures that spill response is not

complicated by unintended chemical reactions between stored wastes that may endanger responders or impair clean up.

- g. Stored onsite according to storage time limits prescribed in the regulations.
2. All cleaning material waste will be stored in sealed containers on the loading dock. These areas will be marked with a "Hazardous Materials" sticker.

DISPOSAL OF HAZARDOUS MATERIALS AND WASTES:

1. Disposing of hazardous materials and wastes shall be done in accordance with the manufacturer's recommendation and the MSDS.
2. Biohazardous and biomedical waste will be disposed of in compliance with SDCJ Green Sheet M.41.C.1.
3. Hazardous and universal wastes may not be disposed of in drains, sinks, dumpsters, onto the surface of the ground, into storm drains or into the sewer system. All hazardous wastes must be disposed of at state permitted treatment, storage or disposal facilities.
4. Household hazardous waste from private homes cannot be turned into SDCJ for disposal.

DISPOSAL OF BATTERIES:

1. Batteries are considered universal waste and therefore cannot be thrown into the trash.
2. Used batteries will be placed in the universal waste battery bucket. The buckets are located in key control and the operation deputy's office. When batteries are placed in the bucket, the terminals must be covered with clear tape.
3. The universal waste battery bucket will be clearly labeled with the date the bucket was placed in service and instructions on contacting the operations deputy when the bucket is full. The bucket will be scheduled for pick-up on an annual basis
4. If the universal waste battery bucket is full before the pick-up date, the operations deputy will remove the bucket and place a replacement bucket in service.

EMERGENCY PROCEDURES:

In the event of a hazardous waste spill, release, fire or explosion, emergency procedures/response should be initiated. These procedures may include, but are not limited to:

1. Notify the local fire department (911) and the Hazardous Materials Division at (619) 338-2284.
2. In every situation that threatens human health or the environment, a notification must be made to the California Emergency Management Agency at 1-800-852-7550. The following information must be provided:

- a. Name and phone number of the person reporting
 - b. Name and address of the facility
 - c. Time and type of incident
 - d. Name and quantity of hazardous material(s) involved
 - e. Extent of any injuries
 - f. Possible hazard to human health and the environment outside the facility
3. During the emergency, you must take all reasonable measures to ensure that fires, explosions and chemical releases do not spread. These measures may include:
 1. Stopping all operations
 2. Collecting and containing released waste
 3. Removing or isolating chemical containers
 4. Evacuate the affected area in accordance with DSB Policy and Procedure H.3
 5. Responding deputies should don a Self-Contained Breathing Apparatus (SCBA) to avoid exposure to noxious fumes/gasses.
 6. Utilize communications systems (radio, phone, stenophone) to notify facility staff of the type of hazard, location of the hazard and that the area is off-limits until it is deemed safe by responding emergency personnel.

TRAINING:

To be in compliance with the HWBP, training will be conducted covering the storage of hazardous wastes and basic emergency procedures. The training for staff is provided annually via the Learning Management System. In addition, each team will provide additional training that will include emergency procedures such as fire response and evacuations. Copies of the training rosters will remain on file with the facility training coordinator.

All facility workers will be trained at the time of hire on the use and storage of hazardous materials, emergency procedures and the use of protective equipment by the facility worker deputies. The facility workers will sign a contract or contract attachment (available in English and Spanish) acknowledging their understanding of hazardous materials handling and disposal procedures.

DOCUMENTATION:

The SDCJ operations deputy is assigned as the Hazardous Material Coordinator as part of the operations duties and will be responsible for conducting annual audits of hazardous wastes stored within the facility. The operations deputy will also maintain a record of any hazardous waste that is sent for disposal for SDCJ. This record will include the date of disposal, description of the hazardous waste, quantity and the disposal location. This record will be retained for one year after the disposal date.