

ES-301-2.06 Maintenance - Janitorial

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| Document Identification Number | ES-301-2.06 |
| Date: | April 4, 2018 |
| Document Owner: | Craig Schillinger |

1) Activity Description:

The activity of cleaning non-industrial interiors of buildings, including the use of cleaning chemicals, waste collection, and disposal/recycling.

2) Potential Environmental Risks

- A. The following environmental concerns are associated with these activities:
 - i) Air pollution and odors
 - ii) Improper or inappropriate disposal of cleaning and other janitorial wastes
 - iii) Spills of cleaning solutions

- B. Potential consequences from performing the activity incorrectly:
 - i) Property damage, personal injury or damage to the environment
 - ii) Noncompliance, Notices of Violation from Regulators, and related [financial & non-financial] penalties

3) Critical Operating Requirements

- A. Prohibited Activities
 - i) Discharge of the following materials down any drain is prohibited:
 - o Any oils or grease
 - o Pesticides, insecticides, or herbicides
 - o Solvents
 - o Generally prohibited discharges as specified by Metro Wastewater and the City and County of Denver Wastewater Management Division
 - ii) Disposal of aerosol cans requires special management procedures. These items should not be disposed of in the trash. See Environmental Guidelines ES-301-6.01 General Waste Management and ES-301-6.05 Management of Universal Wastes.

- B. General Considerations
 - i) Each operator and tenant conducting janitorial activities is responsible for understanding the applicable regulations and managing their activities accordingly; this Environmental Guideline is meant as guidance only and does not supersede any regulations.
 - ii) Ensure that Material Safety Data Sheets (MSDSs) are available for all chemicals used during janitorial activities. MSDSs for materials no longer in use should be routinely removed from active notebooks and placed in an archive.

- C. Training Requirements
 - i) All employees engaged in janitorial activities must be aware of the proper techniques, requirements, and pollution prevention aspects associated with their activities.

- D. Storage and Materials Management Requirements
 - i) See the following environmental guidelines:
 - o ES-301-6.01 General Waste Management

4) Planning Requirements

- A. Ensure that janitorial carts and/or closets are stocked with appropriate spill response materials at all times.
- B. Properly segregate material for recycling where appropriate.

5) Critical Tasks

- A. None

6) Emergency Response

- A. If a spill occurs, refer to Environmental Guideline ES-301-5.02 Spill Response.
 - i) Call DEN Communications Center immediately at 303-342-4200 for all spills.
- B. Control spills to minimize property damage and eliminate imminent risk to human health and the environment.
- C. Spills of any kind shall not be washed into any sewer or waterway, or onto any soils.
- D. Containerize all collected wastes and evaluate for labeling, storage, and disposal.

7) Inspection and Maintenance Requirements

- A. None

8) Expected Records and Outputs

- A. Waste management records (profiles, manifests, sample results, etc.)
 - i) Based on the disposal profile, manifests and related forms may be required. Manifests & profile forms can be obtained from the disposal facility for off-site disposal activities (manifests **are required** for hazardous, special and universal waste).
 - ii) Operator must maintain waste management records at the facility for a minimum of 3 years.
- B. Evidence of training
 - i) While formal certifications are not always necessary, some “proof of training” (such as sign-in sheets and handouts) is expected and should be maintained on file by the operator.
- C. MSDSs for janitorial products
 - i) Manufacturers of products will supply these documents on request. MSDSs for all products should be made available to all employees engaged in janitorial activities and maintained on file by the Operator at the facility.

D. Request for product substitution

- i) In the event that a vendor wishes to change a cleaning product they shall make a request to Contract Maintenance and submit a MSDS sheet for the requested product. Contract Maintenance shall fill out the Request for Change or Addition of Chemical form and route through Environmental Services and Risk and Safety for approval. A copy of the Request for Change or Addition of Chemical form is attached to this guidance.

9) **References**

A. Phone Numbers

- i) DEN Communications Center (for spill reporting) (303) 342-4200
- ii) Craig Schillinger (DEN Environmental Services) (303) 342-2834
- iii) Keith Pass (DEN Environmental Services) (303) 342-2689
- iv) Ron Patterson (DEN Contract Maintenance Manager) (303) 342-2898

B. Guidance Materials (list is not limited to the following)

- i) Metro Wastewater Contribution Permit
- ii) MSDSs

C. Training Materials (list is not limited to the following)

- i) Operational procedures training (including On-the-Job)

D. Related Environmental Documents (list is not limited to the following)

- i) ES-301-1.02 Cleaning/Washing - Aircraft, Vehicles and Equipment
- ii) ES-301-4.03 Cleaning/Washing – Outdoor Areas and Structures
- iii) ES-301-2.05 Cleaning/Washing- Indoor Industrial Surfaces
- iv) ES-301-5.02 Spill Response
- v) ES-301-6.01 General Waste Management
- vi) ES-301-6.05 Management of Universal Wastes

E. Applicable Regulations (list is not limited to the following)

- i) Metro Wastewater Reclamation District Rules and Regulations
- ii) Denver Wastewater Management Division Rules and Regulations

F. Other Documents (list is not limited to the following)

- i) N/A

REQUEST FOR CHANGE OR ADDITION OF CHEMICAL

This form is needed when:

- A request for a change or addition of a chemical is requested by a Contractor doing business at Denver International Airport with the Contract Maintenance Department in accordance with their contract.

- Material Safety Data Sheets (MSDS) shall be provided to the DEN on-site designee prior to the application of chemicals. Further, MSDS sheets shall be provided whenever a new batch or revised formulation of chemicals is utilized.

No application of said chemical will occur until the attached form is completed and signed by Risk Safety, Environmental and the Contract Administrator.

The contractor is aware that they are not allowed to use, test, or store any proposed chemicals on Denver International Airport property until the chemicals are approved.

Upon approval:

The product shall be used, handled and disposed of according to manufacturer's recommendations and all federal, state and local regulations. Personnel must wear proper personal protective equipment and protect the public from exposure.

All services and chemicals must comply with appropriate OSHA, Colorado Department of Agriculture regulations (for use of Pesticides). All chemicals must be EPA registered and used in accordance with approved applications and label directions. Chemical and non-chemical treatments must be within Federal, State, and Municipal guidelines.

All services and chemicals must be environmentally compliant consistent with DEN'S Environmental guidelines that can be found at www.flydenver.com/environmental.

REQUEST FOR CHANGE OR ADDITION OF CHEMICAL

DATE:

REQUESTING CONTRACTOR'S NAME:

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED. Always refer to the on-line DIA EMS document library prior to use to ensure you are using the most current copy.



PRODUCT NAME:
PRODUCT USE:
MANUFACTURER'S NAME:
ADDRESS:
CITY, STATE AND ZIP CODE

This chemical will replace _____ for the following reason(s):

Or

This chemical will be added to the list for the following reason(s):

I, , certify that our company and our constituents will comply with the product standards and prohibitions cited in our contract.

I, , certify that this product is Green Seal certified. (If applicable)

Signature of Requesting Contractor

Date:

- Attachments:**
- Product Brochure
 - Product MSDS
 - Technical Data Sheet
 - Chemical Container/Sample

Approval or Denial

This request is approved and is an authorized product per the contract.

This request is approved with the following exception(s):

This request is denied for the following reason(s):

COMMENTS:

Product shall be used, handled and disposed of according to manufacturer's recommendations and all Federal, state and local regulations. Personnel must wear proper personal protective equipment and protect the public from exposure.

Environmental Signature

Date:

Risk & Safety Signature

Date:

Contract Administrator Signature

Date:

Unless otherwise specified at the beginning of the document, printed copies of this document are UNCONTROLLED. Always refer to the on-line DIA EMS document library prior to use to ensure you are using the most current copy.