



Title	ES-301-6.01 General Waste Management
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1) Activity Description:

This guideline describes the general classification process to direct the reader to more specific guidelines for the type of waste generated. It is critical to understand the various types of wastes and the associated management practices required to prevent environmental impact, regulatory violations, and unnecessary costs.

NOTE: This Environmental Guideline serves primarily to direct the reader to the appropriate guidelines for the waste types generated.

2) Potential Environmental Risks

- A. The following environmental concerns are associated with these activities:
 - i) Illegal handling and disposal of waste materials.
 - ii) Improper or inappropriate management and disposal of wastes.

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

3) Critical Operating Requirements

A. **Prohibited Activities**

- i) Disposal of waste on DEN property is prohibited.
- ii) Casual disposal or recycle, or offering for disposal or recycle, of wastes without identification of classification, material handling, recordkeeping, and final disposal requirements is prohibited.

B. **General Considerations**

- i) Each generator of waste is responsible for understanding waste management regulations and managing their waste accordingly; this Environmental Guideline is meant as guidance only and does not supersede any regulations.
- ii) Small amounts of spill cleanup materials (less than approximately 5 gallons) for diesel, jet fuel, lavatory waste, oils, antifreeze, deicers, firefighting agents, etc. can be placed in the MSW compactor or commercial dumpster. THIS IS NOT TRUE of gasoline or AvGas spill cleanup or any other potentially hazardous material cleanup. Spill cleanup material in excess of approximately 5 gallons must be handled as "Special Waste" (see ES-301-6.06).
- iii) Occasional small animals can also be placed in the commercial waste dumpster or MSW compactors unless there is evidence of disease. The proper disposal of large or diseased animals should be coordinated with the US Department of Agriculture, Wildlife Services representative at DEN.

4) Critical Operating Requirements

A. **Training Requirements**

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- i) Employee training programs shall inform personnel at all levels of responsibility who are involved in industrial activities that may impact stormwater runoff. Stormwater training shall address topics such as spill response, good housekeeping, and material management practices. Contractor or temporary personnel shall be informed of plant operation and design features in order to prevent discharges or spills from occurring.

B. Storage & Materials Management Requirements

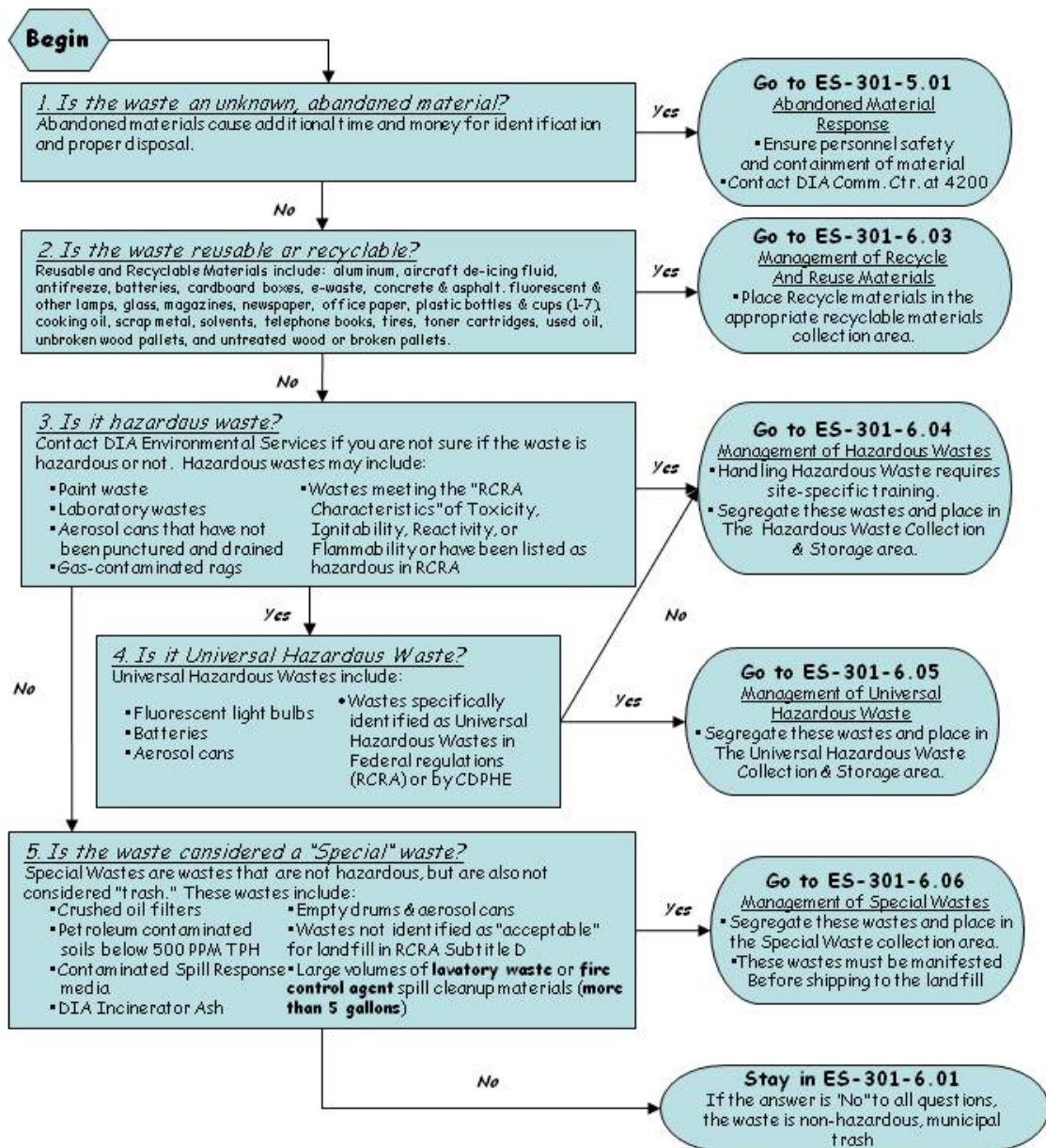
- i) Maintain legible labels and markings on all containers and tanks; labels on all containers must have the name of the owner of the container and an associated contact telephone number and must clearly indicate the contents.

5) Planning Requirements (Responsible: Generator)

- A. Prior to generation of waste, use process knowledge to classify the waste and determine proper handling and disposal requirements. The classification scheme shown in the following section provides direction to relevant Environmental Guidelines for each waste type. Upon request, DEN Environmental Services will assist generators with determination of waste types.
- B. Consider the preparation of a Waste Management Plan – this document is not required but highly recommended for fully understanding and controlling the waste generation and disposal implications for wastes generated by the operator’s activities. The plan should cover the wastes being generated, process knowledge, waste characterization and classification, waste management practices, and disposal selection process and plans. It is recommended that wastes be identified and segregated as early in the process as possible to avoid problems associated with co-mingling and additional waste generation.

6) Critical Tasks (Responsible: Generator)

*Flow Chart located on next page



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7) Emergency Response (Responsible: Generator)

- A. If a spill occurs, refer to Environmental Guidance ES-301-5.02 Spill Response.
 - Call DEN Communications Center immediately at 303-4200 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. If a spill reaches any of these, the situation should be immediately communicated to the DEN Communications Center.

8) Inspection and Maintenance Requirements (Responsible: Generator)

- A. Maintain good recordkeeping of inspection and maintenance activities.

9) Expected Records and Outputs

- A. Waste Management Plan (Recommended by DEN Environmental Services)
 - i) This guidance document serves to direct the reader to more specific guidelines oriented towards the waste type addressed therein.
- B. 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 waste).
 - ii) Operator must maintain waste management records at the facility for a minimum of 3 years.

10) References

- A. Phone Numbers
 - i) DEN Communications Center (for spill reporting) (303) 342-4200
 - ii) DEN Environmental Services (Main Line) (303) 342-2730
 - iii) Craig Schillinger (DEN Environmental Services) (303) 342-2834
- B. Guidance Materials (list is not limited to the following)
 - i) MSDSs or Safety Data Sheets (SDS)
 - ii) DEN Manager's Bulletins
- C. Training Materials (list is not limited to the following)
 - i) DEN Waste Management training materials
- D. Related Environmental Documents (list is not limited to the following)
 - i) ES-301-2.01 Incinerator Operations
 - ii) ES-301-5.02 Spill Response
 - iii) ES-301-6.03 Management of Recyclable and Reusable Materials
 - iv) ES-301-6.04 Management of Hazardous Wastes
 - v) ES-301-6.05 Management of Universal Wastes

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- vi) ES-301-6.06 Management of Special Wastes
- vii) ES-308-6.02 Hazardous, Universal, and Special Waste Work Instruction
- viii) ES-308-6.03 Municipal and Special Solid Waste Administrative Management Work Instruction

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

- i) DEN rules and regulations
- ii) State of Colorado CDPHE Solid Waste Division regulations and guidance.