MAINTENANCE

ODOT

MATERIALS MANAGEMENT

EMPLOYEE HANDBOOK

SUPPLEMENTS THE ODOT MAINTENANCE YARD ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) POLICY AND PROCEDURES MANUAL

OREGON DEPARTMENT OF TRANSPORTATION
2013

The EMS Program

ODOT Maintenance Yard Environmental Management System (EMS) Program consists of two distinct documents: the Policy and Procedures Manual (Manual) and this Employee Handbook.

Use of the Manual

The Manual details the EMS program, with specifics on program components, materials management, and documentation.

A key element of the EMS Program is best management practices for storing, handling, and disposing of materials typically kept at ODOT Maintenance yards. The BMPs are located in the Brown Tabs of the Manual.

In the Manual, the words “must,” “should,” and “recommend” are used to specify the type of BMP. BMPs with the word “must” are legal requirements or ODOT policy. BMPs with the word “should” reflect good stewardship and ought to be implemented where the BMP makes sense. BMPs with the word “recommend” are good ideas.

The Manual is intended to be readily available to all Maintenance employees as a reference. There is at least one Manual at each yard.

Use of the Handbook

Each Maintenance employee is expected to know and understand how to store, handle, and dispose of materials used on the job.

This handbook provides basic information on materials management and follows the Brown Tabs in the Manual.

Each Maintenance employee is expected to be familiar with this handbook and reference the Manual as needed.

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Spills

When a spill occurs two actions follow:

- Notification (call supervisor), AND
- Response (take action to stop, contain, or cleanup the spill).

Clean up all spills regardless of the quantity.

All Maintenance employees should receive proper spill response training.

When a spill occurs:

- Evaluate the hazard and move people away from the spill area if necessary.
- If possible stop the spill (plug hole, turn off pump, close valve, etc).
- Notify supervisor.
- Contain the spill in the smallest area possible by creating gravel berms, surrounding with booms, etc.

Know where spill response items are kept and how to use the items. At ODOT yards, spill kits or other absorbents are located in areas where spills are likely to happen like shop bays and fueling areas.

Some ODOT yards have spill containment systems near the fuel station. Operating instructions are posted. Become familiar with the operation of systems at local yards.

Reportable Spills

Spills are reportable IF:

- reaches or has potential to reach a waterbody (any quantity); OR
- of more than 42 gallons of oil or fuel is on the ground (OERS only); OR
- is more than 200 pounds or 25 gallons of diluted or undiluted pesticide; OR
- is a hazardous product or waste

Contact the Oregon Emergency Response (OERS) 1-800- 452-0311 and the National Response Center (NRC) 1-800-424-8802. (Or double check that Dispatch has called).

OERS also wants to know about potential spills that would be reportable if a release occurred (like a tanker rollover, a collapsing tank, or unstable hazardous cargo).

When in doubt report the spill.

If a reportable spill occurs on compound, a “Spill Response Notification Form for Spills in Maintenance Yards” has to be filled out. Forms are located in the Manual.

Let the Maintenance and Operations Branch (MOB) and the Region HazMat Coordinator know about all reportable spills that happen at the yard. MOB also want to know about all deicer spills 100 gallons or larger (on or off the compound).

Good Housekeeping

Good housekeeping is often a rough, visual indicator of how well a facility is meeting environmental and safety regulations.

Good housekeeping does not just happen. All employees are responsible for keeping Maintenance facilities neat and tidy.

Storage

- Keep storage areas orderly and tidy (things are easy to find, clear aisles, etc.)
- Protect containers from damage (falling, impact, weather, heat, vandalism, etc.).
- Keep items in the original packaging (or other compatible container).
- Use containers that are in good condition. No damaging rust or leaks.
- Label all containers. Pay close attention to labels on secondary containers (buckets, squirt bottles, etc.).
- Keep containers indoors or under cover where practical.
- Use security measures that have been installed. Watch for damage to locks, gates, fences, and lights.

Handling

- Use products for the intended purpose (diesel is not a bug repellent).
- Keep containers closed. Use the lid that came with the container.
- Use drip trays, absorbent pads, etc. to keep spills, leaks, and drips off the floor.
- Keep equipment well maintained.
- Use the entire contents of a container before opening a new one or throwing the container away.

Empty Containers and Other Wastes

- Empty containers can be thrown in the trash. A container is considered empty when everything has been removed that can be removed using common practices (e.g. pouring, pumping, or popping).
- Keep empty drums sideways with the bungs horizontal or put up signs identifying barrel storage areas.
- Remove (or scratch out) the original label if a container is re-used for a different material (such as an oil barrel used to hold trash). Re-label.
- Properly label containers the hold wastes (used oil, used anti-freeze, un-popped aerosol cans, etc.). Check the Manual for proper labeling
- Properly dispose of unusable, outdated, or damaged products. If unsure how to get rid of something . . . ASK.

Absorbent and Spills

- Clean up all spills promptly.
- Apply absorbent generously.
- Sweep up all absorbent.

Absorbent used to cleanup fuel, oil, and coolant spills may be thrown in the trash IF not dripping (NO free liquids).

Labels and Signs

- Keep labels on containers. Labels provide important information about the product and hazards.
- Re-label containers if labels are damaged or missing (if the information is known).
- Original (vendor) containers are adequately labeled and do not require additional information.

Secondary Container Labels

Secondary containers (gas can, squirt bottle, etc.) typically do not have original (vendor) labels.

- Label secondary containers unless the product is intended for immediate use (usually defined as the end of the shift). Labeling is always a good idea.
- Include the same product and hazard found on the SDS.
- Blank secondary container labels are frequently located with the SDS book.

Tank and Pipe Labels

- Label all tanks (including portable tanks).
- Labels should be readable from a reasonable distance.
- Fire hazard labels (one of the four colored diamonds) are required on tanks larger than 100 gallons of flammables or combustibles (unleaded, diesel, etc).
- Product identification (propane, diesel, etc.), direction of flow, and hazard warnings (hot, high pressure, flammable, etc.) are required on pipes that hold or transport hazardous products.

GHS Pictograms

Globally Harmonized System (GHS) is an international form of hazard communication.

Manufacturers will be using these symbols on packaging and SDSs.

GHS is the preferred method for identifying hazards on labels.

Pictogram	Hazard
	Flame Flammables Pyrophorics Self-heating Emits flammable gas Self reactives Organic peroxides
	Flame Over Circle Oxidizers
	Exploding Bomb Explosives Self reactives Organic peroxides
	Skull and Crossbones Acute toxicity (fatal or toxic)

	Corrosion Skin corrosives / burns Eye damage Corrosive to metal
	Gas Cylinder Gases under pressure
	Health Hazard Carcinogen Mutagenicity Reproductive toxicity Respiratory sensitizer Target organ toxicity Aspiration toxicity
	Environment Aquatic toxicity
	Exclamation Mark Irritant Skin sensitizer Acute toxicity (harmful) Narcotic effects Respiratory tract irritation Hazardous to ozone layer

Hazard Warnings

- Hazards may be identified by words, pictures, or symbols, so long as general information about the hazard is conveyed (flammable, corrosive, GHS symbols, etc).
- Refer to the Manual or the ODOT Hazard Communication Program for information on fire and safety labels.

Waste Containers

- Include the words “Universal Waste” on the labels of containers used to store dead batteries, burnt-out mercury-containing lamps, and unusable bulk pesticides.

- Include the words “Hazardous Waste” on the labels of containers used to store hazardous wastes (un-popped aerosol cans, can popper residue drums, etc.).
- Include a start date on containers of universal waste and hazardous waste.

Signs

- A list of signs required at fueling stations is located in the Manual.
- Post instructions where needed (can popper areas, loading area, containment, etc.).
- Laminated instructions for can poppers are available from MOB.

Tanks

Any container bigger than a barrel (more than 55 gallons) is considered a tank.

Things to remember:

- Label all tanks. Hazard labels vary by material. Check the Manual to see what labels are required.
- Protect tanks from impact.
- Clean tanks before changing products.
- Do not enter a tank without first obtaining confined space clearance.
- Perform pre-trip inspections on mobile tanks as required.
- Check pumps and other equipment at least annually.
- Maintain as needed (remove vegetation and trash, replace valves and fittings, test, paint, etc.)
- Look for leaks and damage (a quick visual inspection).
- Take actions to prevent spills when filling, dispensing, and loading.
- Clean up all spills promptly (regardless of the quantity). Absorbent should be applied generously and swept up.

Drainage and Water Quality

Stormwater management is critical at the yards and important to protect water quality.

Things to remember:

- Keep pollutants out of drains.
- Take actions (move an activity, install a drain filter, etc) if contaminants (sheen, sediment, odd colors, staining, odor, etc) are observed entering the drain.
- Know where drains go.
- Look for problems with drains (are the drains are flowing freely).
- Clean sumps and drains regularly (at least once a year). Clean more often if needed.
- Keep spill kits in fueling areas and other areas where spills are likely to happen (such as repair bays).
- Keep containment valves closed. Look for pollutants before releasing water from containment structures.
- Maintain water treatment systems (oil/water separators, drain filters, carbon media, etc) or erosion control if installed.
- Use established washing areas. Wash water is NOT stormwater. Treat to remove pollutants or allow water to soak into the ground onsite.
- Oily booms and filter media may be thrown in the trash as long as there are no free liquids and no solvent spills.
- Get approval before changing or removing a designed containment system (regrading, changing valves, etc).

Aerosol Cans

Aerosol cans include spray paint, bug spray, starter fluid, cleaners, degreasers, and solvents.

Things to remember:

- Keep aerosols in cool, dry, locations.
- If more than 25 gallons of aerosols (about 256 cans) are kept in an area the cans need to be in a flammables cabinet.
- Keep protective caps on the cans.
- Properly label can poppers and containers that hold un-popped cans.
- Keep can poppers and containers that hold un-popped aerosols closed.
- Follow the operating instructions posted near the can popper.
- Do NOT pop aerosol cans that contain ether or caustics. Caustics include paint removers and battery terminal cleaners.
- Popped cans may be recycled as scrap metal or thrown in the trash.
- Each yard is keeping track of empty aerosols but the method varies. Use the tracking form if present. If you don't know ASK.

Closed

Open

Asphalt Paving

Asphalt paving products include cold mix, release agents, emulsions, and tack.

Things to remember:

- Keep containers labeled.
- Keep containers and valves closed.
- Keep cold mix covered. Look for free oil flowing from fresh piles.
- Keep barrels on spill pallets (or other containment) where provided. Small containers can be kept in tubs.
- Keep spill kits or absorbent in storage areas.
- Park equipment in established areas. Watch out for drip trays and barrels when backing.
- Clean equipment in wash racks that go to sanitary sewer where possible.
- Put something under the distributor bar to keep oil from soaking into the ground.
- Look for spills and leaks.
- Promptly clean up spills. Sweep up used absorbent.
- Keep asphalt wastes (cleaning the distributor bar, line flush, etc.) separate from other wastes. Label the containers.
- Recycle asphalt waste as used oil.
- Each yard is keeping track of unusable tack oil. Use the tracking form if present. If you don't know ASK.

Automotive Fluids and Parts

This section includes coolant, brake fluid, filters, and parts.

Things to remember:

- Purchase non-toxic, water-based, or biodegradable products when practical. Avoid chlorinated products.
- Keep products in the original container.
- Keep containers labeled. Labels provide important information about the product and hazards.
- Use containers that are in good condition (no holes, damaging rust, etc.)
- Keep storage areas orderly and tidy (things are easy to find, clear aisles, etc.)
- Keep containers closed unless adding or removing products or wastes.
- Keep absorbent or spill kits nearby.
- Drain filters before disposal. Drain fuel filters for a long time. Recycle oil and fuel drained from filters with used oil.
- Recycle used antifreeze. Keep coolant waste out of the used oil container.
- Return parts for core charges or recycle. Drain (if needed) before throwing in the scrap metal pile.
- Repair vehicles indoors where possible. When repairs are done outdoors, keep fluids out of water, stormdrains, and soil.
- Each yard is keeping track of used unleaded fuel filters. Use the tracking form if present. If you don't know ASK.

Batteries

Batteries include lead acid, dry cell, and gel cell, nickel cadmium, alkaline, etc (all sizes and types).

Things to remember:

- Store lead-acid batteries upright.
- Keep lead-acid batteries in dry locations (preferably on shelves or other hard surfaces).
- Store batteries so the terminals of one battery do not touch the terminals of adjoining batteries (e.g. tape terminals or place in a plastic bag)
- Isolate leaking batteries.
- Label containers of used batteries with the words “Universal waste – batteries” and the start date.
- Return lead acid batteries to the vendor for recycling or reclamation.
- Recycle rechargeable batteries (phone, radio, and camera battery packs). Recycle other batteries where practical.
- Used batteries may be kept onsite for up to 1 year.

Cleaning Products

Cleaning products include disinfectants, detergents, soaps, citrus degreasers, drain openers, glass wipes, hand cleaners, and car washes.

Things to remember:

- Purchase biodegradable or non-toxic cleaning products where practical.
- Keep labels on containers. Labels provide important information about the product and hazards.
- Keep storage areas organized and tidy. (things are easy to find, clear aisles, etc.)
- Store cleaners indoors, preferably on pallets or shelves over a concrete floor.
- Keep dry products away from liquids.
- Keep containers closed. Use the lid that came with the container.
- Use the entire contents before opening another.
- Some cleaners form a toxic gas when mixed together. Do not store or mix incompatible cleaners together.
- Some cleaners require special disposal. Check with supervisor before throwing unwanted cleaner in the trash.
- Recycle empty containers where opportunities are available.

Compressed Gas

Compressed gas includes oxygen, argon, MAPP gas, acetylene, and air.

Things to remember:

- Inspect cylinders for leaks and damage. Do not use damaged cylinders.
- Store cylinders with the valve end up.
- Secure cylinders to a wall, cart, or rack to minimize tipping.
- Turn tanks so the label is visible from any approach.
- Learn safe handling practices before using compressed gas. Refer to the Safety Standard for more information.
- Keep the valve closed when the gas is not in use (includes empty cylinders).
- Make sure full cylinders can be visually recognized from the empty ones (rings, tags, separate storage areas, etc)
- Return compressed gas cylinders to the vendor.

Electronic Equipment and Computers

Electronic equipment includes computers, faxes, radios, cell phones, etc.

Things to remember:

- Coordinate with the supervisor for purchasing electronic equipment.
- Store in a manner that keeps the equipment operational.
- Operate equipment according to the manufacturers' recommendations.
- Send unwanted electronics to ODOT Surplus for recycling.

Epoxy

This section includes epoxy, grout, cement, mortar, and non-spray adhesive.

Things to remember:

- Keep labels on containers. Labels provide important information about the product and hazards.
- Store dry products away from liquids.
- Keep large quantities of flammable epoxy in a flammables cabinet or liquid storage room. Refer to the Manual for limits and exclusions.
- Keep large containers indoors or on a paved surface.
- Keep containers closed unless adding or removing products or wastes.
- Look for leaks. Clean up spills promptly.
- Hardened epoxy and empty containers may be thrown in the trash.
- Intentionally hardening hazardous epoxy with the intent of disposal is NOT allowed. Contact HazMat or MOB for help identifying hazardous epoxy.

Equipment and Fleet

This section covers storage, repair, and disposal of fleet, equipment, and combustion engine tools.

Proper maintenance extends the life of the equipment at less cost.

Things to remember:

- Learn how to properly operate and maintain equipment and vehicles before using.
- Check equipment for leaks before using (pre-trip). Repair leaks before using. Coordinate annual inspections with Fleet Services.
- Label vehicle-mounted tanks with tank contents and hazard information.
- Park away from waterbodies and stormdrains where practical.
- Repair vehicles indoors where possible. When repairs are done outdoors, keep fluids out of water, stormdrains, and soil.
- Clean up spills promptly. Keep spill clean-up supplies in repair areas.
- Wash equipment and fleet in established areas according to washing procedures.
- Maintain erosion control or water treatment where installed. Consider additional measures where current practices are ineffective.
- Follow Fleet Services recommendations for off-season storage and property transfers.
- Return tires from ODOT fleet to vendor.

Fertilizer and Lime

This section includes fertilizer and lime.

Things to remember:

- Keep products in original containers.
- Keep labels on containers. Labels provide important information about the product and hazards.
- Keep storage areas orderly and tidy (things are easy to find, clear aisles, etc.)
- If practical, store containers and packages on pallets or shelves.
- Avoid the use of quick lime.
- Use the entire contents of one container before opening another one.
- Sweep up dry spills and use according to the label instructions.

Fuel

Fuel includes gasoline, diesel, kerosene, heating oil, and fueling areas.

Things to remember:

- Store fuel in approved containers.
- Label gas cans if the contents are different than the container (mixed gas, kerosene, diesel in a red can, etc)
- Gas cans need to be inside a flammables cabinet or liquid storage room if more than 10 gallons are stored in an area.

Bulk Fuel and Fuel Stations

- Remain at the vehicle while fueling.
- Keep vegetation and trash away from bulk fuel tanks and fueling areas.
- Re-label tanks, pipes, and transport tanks that have missing or illegible labels.
- Respond to overfill and leak alarms.
- Keep a spill kit or absorbent at fuel stations and in fuel handling areas.
- Look for leaks, spills, and corrosion.
- Periodically test alarms and emergency shut off systems.
- Notify supervisor if there is a problem with a bulk fuel tank or fueling area.
- Clean up spills, overfills, and leaks promptly.
- Report spills larger than 42 gallons to the ground and any fuel spill to water.
- Do not top off fuel tanks. Comply with signs posted in fueling areas.
- Folks who dispensing fuel from an underground tank or stations used by non-State agencies need Fire Safety training. Training is good for everyone.

Lighting

Lighting includes lamps for buildings, luminaries, traffic signals, etc.

Mercury containing lamps include fluorescent, compact fluorescent, mercury vapor, sodium vapor, high-pressure sodium, metal halide and other high intensity lamps.

Things to remember:

- Protect lamps from damage. Do NOT intentionally break mercury containing lamps.
- Sweep up broken lamps, don't vacuum. Use a wet-wipe to clean the area. Put lamp pieces and rags in a small, closed container before throwing away.
- Include the words "Universal Waste - lamps" and the start date on containers that to hold used mercury lamps.
- Keep lamp container closed.
- Recycle waste lamps wherever possible.
- Ship used lamps offsite annually.
- Each yard is keeping track of used mercury lamps. Use the tracking form if present. If you don't know ASK.

Oil

Oil includes motor oil, transmission fluid, and other petroleum based products.

Things to remember:

- Keep labels on containers including tanks and piping.
- Keep containers closed when not in use.
- Keep spill kits or absorbent in oil handling areas.
- Check the available volume before filling oil containers.
- Keep non-oil products, like anti-freeze and solvents, out of used oil containers.
- Use spill pallets or other containment.
- Look for leaks, spills, and overfills. Clean up spills promptly. Put used absorbent in the trash (as long as it's not dripping).
- Report oil spills larger than 42 gallons onto the ground or any spill that gets to water (see Spill section for more info).
- Recycle used oil or burn for fuel (in a used oil space heater).
- Each yard is keeping track used oil. Use the tracking form if present. If you don't know ASK.

Paint

Paint includes latex and oil-based paints.

Things to remember:

- Keep labels on containers. Labels provide important information about the product and hazards.
- Keep storage areas orderly and tidy (things are easy to find, clear aisles, etc.)
- Keep large quantities of flammable paint in a flammables cabinet.
- Keep containers tightly closed.
- Contain media-blasting dust as much as practical.
- Throw hardened paint and empty containers in the trash.
- Recycle unwanted latex paint. Go to *www.paintcare.org* for drop-off locations.
- Non-hazardous paint may be air-dried or mixed with grease sweep and thrown in the trash.
- Intentionally hardening hazardous paint with the intent of disposal is NOT allowed. Contact HazMat or MOB for help identifying hazardous paint.

Pavement Marking

This section includes striping paint, thermoplastic, glass beads, and pavement markers.

Things to remember:

- Keep storage areas orderly and tidy (things are easy to find, clear aisles, etc.)
- Keep labels on containers. Labels provide important information about the product and hazards.
- Store, mix, and load away from stormdrains and waterbodies.
- Use secondary containment areas if present.
- Keep valves and containers closed.
- Capture wastes from cleaning equipment and dispose of properly.
- Hardened paint and thermoplastic may be thrown in the trash. Water-based paint may be recycled, air-dried, or mixed with grease sweep for easy disposal.
- Intentionally drying hazardous paints is NOT allowed. Contact HazMat or MOB for help identifying hazardous paint.
- Contact the vendor to pickup empty paint totes and containers. Store onsite for the shortest time practical

Pesticides

Pesticides include herbicides, pesticides, insecticides, and rodenticides.

Consider non-chemical options before using a pesticide.

Employees must be licensed and certified to apply restricted use herbicides and any pesticide from motorized equipment.

Things to remember:

- Keep the original label with containers where possible.
- Use pesticides according to application instructions listed on the label.
- Secure pesticide storage areas.
- Use secondary containment
- Update inventories whenever pesticides are added or removed.
- Inspect application equipment daily during the spray season.
- Store, mix, and load pesticides indoors where possible. If outdoors, stay on pavement and away from stormdrains and waterbodies.
- Label truck-mounted tanks “Herbicide Application.”
- Collect rinsate from cleaning equipment and use to mix new product.
- Follow cleaning instructions on pesticide containers.
- Return empty containers to the vendor or recycle (where available).
- The disposal of unusable pesticide (outdated, mixed with absorbent, etc.) requires special handling. Refer to the Manual.

Propane

Propane is used as fuel for building heating systems, equipment, and tools.

Things to remember:

- Keep valves (full or empty tanks) closed when not in use.

Stationary Tanks

- Keep readable “propane” (or the vendor name) and “flammable” labels on the tank
- Make sure hoses that contain propane are labeled.
- Check if the “No Smoking” sign is visible.
- Protect tank and valves from damage.
- Keep the area free of vegetation and trash.

Portable tanks

- Store tanks upright.
- Receive training before filling portable tanks. Do not refill disposable tanks.
- Check hoses every time the tanks are exchanged.
- Return portable tanks to a vendor.
- Completely empty, 1-pound, single-use tanks may be thrown in the trash (remember to document).

Roadwaste

Roadwaste includes litter, ditching, Vactor® waste, street sweepings, and road kill.

Disposal options vary, refer to the Manual. Call the MOB for assistance.

Things to remember:

- DO NOT MOVE ABANDONED CONTAINERS OF UNKNOWNS.
- Watch for signs of spills (odd colors, odors, etc.) when cleaning culverts, ditching, and sweeping. Notify HazMat if necessary. Keep 'hot loads' separate from 'clean loads.'
- Consider partnerships with City or County DOTs for managing bulk materials (sweeping, Vactor waste, etc).
- Look for opportunities to use bulk material (clean fill, sanding rock, etc). Testing may be necessary to determine use options. Permits may be required.
- Some disposal and storage locations require environmental clearances, land-use authorization, or DEQ permits. MOB, REC, and HazMat can assist.
- Actively manage roadwaste.
    - Litter goes to the landfill
    - Keep bulk piles free of visible trash
    - Identify options for recycling or use
    - Create separate storage areas for recyclables (rubber, wood, metal, etc.)
    - Install and maintain sediment and erosion control (if necessary)
- Keep stockpiles and recyclables away from stormdrains and waterbodies.
- Give sharps to EMT or ambulance personnel or take to hospital or clinic.
- Consider composting dead animals.

Solvent

Solvents are typically used in parts washers.

Things to remember:

- Purchase non-toxic, citrus-based, or biodegradable solvents when practical. Avoid chlorinated solvents.
- Keep labels on containers. Labels provide important information about the product and hazards.
- Store containers indoors where practical.
- Use self-contained parts washers. Consider automated systems or parts washers that use hot water.
- Inspect solvent containers monthly for leaks, spills, and damage.
- Keep containers closed (including parts washers).
- Pump, rather than pour, solvent from large containers into small ones.
- Cleanup spills promptly.
- Recycle solvents. Keep solvent waste out of used oil containers.
- Yards that use solvent track solvent waste. Use the tracking form if present. If you don't know ASK.

Treated Timber

Treated timber is used to maintain and repair highways and features.

Things to remember:

- Store treated timber off the ground (pallets, pavement, etc.).
- Cover treated timbers when practical.
- Store only the amount of treated timbers needed for current projects.
- Transfer usable timbers to ODOT Surplus.
- Reuse timbers for landscaping projects located away from waterbodies. Do not use treated timbers to make mulch.
- Take unusable timbers to the landfill. Local landfills may have restrictions (separated, tested, etc.).

Winter Maintenance Chemicals

Winter maintenance chemicals used by ODOT Maintenance are non-hazardous. However, large quantities may affect aquatic species or drinking water.

Contact MOB or the vendor about application.

Things to remember:

- Protect tanks from vehicle impact.
- Support flanges and couplings.
- Keep labels on containers including tanks. Labels provide important information about the product and hazards.
- Look for ways to reduce spills and drips that occur while loading (buckets, valves, trenches, etc.).
- Keep valves closed. Isolate valves on multi-tanks systems so a leak in one tank does not drain all the tanks.
- Add baffles or plastic balls to truck-mounted tanks to reduce “sloshing.”
- Pre-wet sand, where appropriate, to assist in snow and ice removal.
- Look for leaks, spills, and damage.
- Leave leftover product in the tank or original package.

Technical Resources

Managing materials according to state and federal laws is complex and often very confusing. Resources to help understand what and how to manage the products and wastes include:

- **Regional Hazardous Materials (HazMat) Coordinators** can provide assistance with the management of hazardous materials and wastes. Check regional listings for local numbers.
- **Maintenance and Operations Branch (MOB)** can help with drainage issues, answer questions on the handling of roadwaste, provide more information on best management practices, etc. Call 503-986-3008 for assistance.
- **Regional Safety Managers** can assist with personal safety and health issues. Check regional listings for local numbers.
- **Regional Facilities Project Managers** can provide assistance with building and site improvements. Check regional listings for local numbers.
- **Fleet Services** can provide assistance on fleet and equipment, facilities repairs and tank information, and surplus property. Check regional listings for local numbers.
- **Oregon Department of Environmental Quality (DEQ)** can assist with disposal requirements, solid and hazardous wastes concerns, and water quality issues. Contact the MOB or Regional HazMat Coordinators for local numbers.
- **State and Local Fire Marshal** can provide assistance on issues associated with annual inventory reports, fire inspection, hazardous materials storage requirements, etc. Contact the State Fire Marshal Office (503-378-3473) for local numbers.

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