

Used Solvent Disposal

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1 . General

- 1.1 Purpose** This practice provides instructions concerning the storage, disposal, and recycling of used solvents.
- 1.2 Filing Instructions and Supersedures** File this practice in numerical order in your GTE Telephone Operations practices set.
- This practice supersedes and cancels:
- All policies, procedures, general instructions, letters, and memoranda which address this subject.
 - Any document which provides information contrary to the information contained in this practice.
- 1.3 Responsibility** This practice was published by the GTE Telephone Operations Administrative Services Department. For more information about this practice, contact the Headquarters Safety and Environmental Compliance Department.
- 1.4 Disclaimer** This practice was prepared solely for the use of GTE Telephone Operations. It must be used only by its employees, contractors, customers and end users, when installing, operating, maintaining, and repairing GTE Telephone Operations' equipment, facilities and services. Any other use of this practice is forbidden. The information contained in this practice may not be applicable in all circumstances and is subject to change without notice. By using this practice the user agrees that GTE Telephone Operations will have no liability (to the extent permitted by applicable law) for any consequential, incidental, special, or punitive damages that may result.

2. Overview

2.1 Introduction

The term “solvent” refers to a broad group of chemicals that will dissolve other materials. Numerous types of solvents are used as cleaners throughout GTE Telephone Operations. Solvents are used for:

- Vehicle maintenance and repair.
- Equipment repair at the Equipment Service Centers.
- Printing operations.
- Central office construction and maintenance activities.
- Outside plant installation and repair.
- Building Maintenance and Construction.

Use extreme caution when working with solvents because some solvents:

- Are toxic.
- Are flammable.
- Are corrosive.
- Produce toxic vapors.
- Damage skin tissue.

The U.S. Environmental Protection Agency (EPA) classifies most spent or used solvents as hazardous waste. Federal, state, and local environmental regulations govern the transport, storage, disposal, and recycling of spent solvents.

2.2 Objectives

Following the guidelines set forth in this practice will ensure that:

- The safety and health of GTE employees and the general public are protected.
- The environment is protected from any damage resulting from improper disposal of solvents.

2.3 Acronyms, Terms, and Definitions

The following chart defines acronyms and terms used in this practice.

Acronym Or Term	Definition
DOT	Department of Transportation
EPA	Environmental Protection Agency
MSDS	Material Safety Data Sheet
TSD Facility	Treatment, Storage, or Disposal Facility for hazardous waste

3. Safety Precautions

3.1 Know the Product

Before using a chemical such as a solvent, familiarize yourself with the product. Obtain specific information from:

- The Material Safety Data Sheet (MSDS).
- The product label.
- Any additional literature provided with the product.

3.2 Skin/Eye Protection

Many solvents will irritate and/or damage skin and eye tissue. Avoid contact with the skin and eyes. When working with solvents, wear:

- Chemical (solvent) resistant gloves (Item ID 589622).
- Chemical safety goggles (Item ID 589367).

3.3 Ventilation

Always have adequate ventilation when working with solvents. Solvent vapors may:

- Be intoxicating, causing dizziness or drowsiness.
- Cause respiratory irritation.
- Cause asphyxiation.
- Be flammable or explosive.

Keep solvent vapors out of your breathing zone while working with them.

3.4 Fire or Explosion

Many solvent vapors are flammable. Do **not** use around a source of heat, flame, or spark-producing products. Do **not** smoke while working around solvents.

4. First Aid

4.1

Check Label or MSDS

For product-specific first aid information, check:

- The Material Safety Data Sheet (MSDS).
- The product label.
- Any additional literature provided with the product.

4.2

First Aid Measures

Employees working around solvents must be aware of the following first aid measures.

If...	Then...
Solvent contacts the eyes	A. Flush eyes immediately with water for 15 minutes. B. Wash face with soap and water. C. Have eyes examined by a physician.
Solvent contacts the skin	A. Wash contact area with soap and water. B. If skin becomes irritated, seek medical attention.
Inhalation of a large amount of solvent vapors occurs	A. Move employee immediately from affected area into fresh air. B. Seek medical attention immediately.
Solvent ingestion occurs	A. Do not induce vomiting, unless MSDS or product label instructs to do so. B. Contact your local poison control center for further first aid information. C. Seek medical attention immediately.

5. Storage and Disposal

5.1 Introduction

Most used or spent solvents are classified as hazardous waste. Federal, state, and local environmental regulations cover all aspects of spent solvent management, including:

- Transportation.
- Treatment.
- Storage.
- Disposal.
- Recycling.

5.2 EPA ID Number

Legal requirements for hazardous waste generators are based on the volume of waste generated during any given month. Use the following chart to determine generator classification.

If in Any Given Month the Generator Produces...	The Generator Is Considered...
Less than 220 pounds (approximately 25 gallons)	A Conditionally-Exempt Generator. An EPA ID Number is not required. NOTES: Some states (e.g., California) may require an EPA ID Number regardless of the amount generated. NOTES: Some TSD companies require that the generator have an EPA ID Number even if the generator is conditionally exempt.
Between 220 and 2200 pounds (approximately 25-250 gallons)	A Small Quantity Generator. An EPA ID Number is required.
More than 2200 pounds (approximately 250 gallons)	A Large Quantity Generator. An EPA ID Number is required.

NOTE: For more information about obtaining an EPA ID Number, contact the GTE Area Environmental Compliance staff.

5.3 GTE Area Environmental Compliance Staff

The GTE Area Environmental Compliance staff is responsible for:

- Staying abreast of federal, state, and local environmental regulations.
- Corresponding with regulatory agencies concerning environmental activities.
- Maintaining records for all hazardous waste activities.
- Locating approved hazardous waste disposal contractors.

Forward copies of all information with environmental implications to the Area Environmental staff, including:

- Environmental permits.
- Correspondence with environmental regulatory agencies.
- Shipping documents and/or Uniform Hazardous Waste Manifests.

5. Storage and Disposal, continued

5.4 Approved Vendors

All vendors used for transport, storage, disposal, or recycling solvents must:

- Have all required permits.
- Be GTE-approved vendors.
- Be operating under a current contract or agreement with GTE.

Contact the GTE Area Environmental Compliance staff for a list of approved hazardous waste vendors/contractors.

5.5 Manifests and Shipping Documents

All shipments of spent solvents that leave GTE premises must be accompanied by proper shipping papers. The following chart specifies the type of document to use.

If...	Then Use A...
The solvent is reclaimed under a contractual agreement AND The type of waste and frequency of shipments are specified in the agreement AND The transport vehicle is owned and operated by the reclaimer	Shipping document provided by the transporter/reclaimer.
All of the conditions specified above are not met	Uniform Hazardous Waste Manifest_

Contact the GTE Area Environmental Compliance staff if you:

- Have questions about the proper shipping documents.

OR

- Need a Uniform Hazardous Waste Manifest.

5.6 Record Keeping

Environmental regulations mandate that copies of all shipping documents and manifests be retained by the generator.

- Send a copy of all manifests and shipping documents to the GTE Area Environmental Compliance staff.
- Keep a copy of all manifests and shipping documents in a permanent file.

5.7 Mixing Waste

Do **not** mix different types of waste. Mixing wastes that are incompatible can result in dangerous chemical reactions.

Do **not** mix solvents with nonhazardous waste such as used motor oil. For example:

1 Gallon of Spent Solvent Waste + 500 Gallons of Used Motor Oil = 501 Gallons of Hazardous Waste

Do **not** mix different types of solvents. This may eliminate the possibility of recycling the solvents.

6. Vehicle Maintenance

- 6.1 Vehicle Maintenance Solvents** Many solvents are used in vehicle maintenance facilities. Examples include:
- Part washers.
 - Carburetor cleaners.
 - Paint thinner.
 - Decal removers.
- 6.2 Standard Products** All solvents used in vehicle maintenance facilities must be approved by:
- Headquarters Fleet staff.
 - Headquarters Safety and Environmental Compliance staff.
- 6.3 Part Washers** A nationwide service agreement has been signed for vehicle maintenance parts washers. Under this agreement, the vendor will:
- Provide part washer equipment.
 - Provide clean solvent on a scheduled basis.
 - Remove spent solvent when new solvent is delivered.
 - Recycle me spent solvent.
- 6.4 Waste Disposal** All solvent waste should be recycled through the national service agreement. If there is any solvent waste that cannot be recycled through this vendor, contact the GTE Area Environmental Compliance staff.
- 6.5 Manifests and Shipping Documents** All solvent waste recycled through the national service agreement (pans washers) must be accompanied by the vendor's shipping document. A Uniform Hazardous Waste Manifest is not required.
- Solvents being sent to other vendors must be accompanied by a Uniform Hazardous Waste Manifest.
- Copies of all manifests and shipping documents must be:
- Forwarded to the GTE Area Environmental Compliance staff.
 - Kept in a permanent file at the generating facility.

7. Central Office and Outside Plant Solvents

7.1 Introduction

Solvents are used in various central office and outside plant construction and maintenance activities. Examples include:

- CO. Solvent (1,1,1, Trichloroethane).
- Cleaner for Cable Fill (D'Gel).

Most solvents used in central office and outside plant activities are consumed, or "used up," in the process. If disposal is required, the solvents are considered hazardous waste and must be disposed of properly.

7.2 Empty Containers

Empty solvent containers do not require special disposal and may be discarded as refuse.

7.3 Waste Storage and Accumulation

If a solvent is damaged or its expiration date has passed and it cannot be completely used up, then it must be disposed of properly. Store and/or dispose of the waste solvent as instructed in the following chart.

If There Are...	Then...
Five gallons or less of the solvent	Transport the material to the closest waste accumulation point (listed in the following chart).
More than five gallons of solvent	Contact the Area Environmental staff to arrange for disposal of the waste.

7. Central Office and Outside Plant Solvents, continued

7.3 Waste Storage and Accumulation, continued

The following chart lists waste accumulation sites in each GTE Telephone Operations Area.

Area	Accumulation Sites
Central	Grinnell Supply Center 11 Eleventh Street Grinnell, IA 50112 Columbia Supply Point 3014 Lemone Industrial Blvd. Columbia, MO 65201 Columbus Supply Point 704 23rd Street Columbus, NE 68601 GMS Warehouse 1720 North 1 st Street Garland, TX 75040
North	Bloomington Supply Center Route 9 West, Bldg. #3 Bloomington, IL 61701 Fort Wayne Supply Center 3301 Wayne Trace Fort Wayne, IN 46801 Muskegon Supply Center 2441 Olthoff Drive Muskegon, MI 49443 Columbus Supply Center 3635 Zane Trace Road Columbus, OH 43228-3852 Sun Prairie Supply Center Highway 19 Sun Prairie, WI 53590
South	Main Warehouse 8800 Adamo Drive Tampa, FL 33619
West	California Plant Yards Contact: Environmental Compliance 800-331-8891 Everett Supply Point 2600 West Casino Road Everett, WA 98206 Moanalua Base Yard 1021 Kikowaena Place Honolulu, HI 96819

7. Central Office and Outside Plant Solvents, continued

- 7.4 Waste Disposal** All solvent waste must be recycled or incinerated by a GTE-approved hazardous waste contactor. Contact the GTE Area Environmental Compliance staff to arrange for disposal of the waste.
- 7.5 Uniform Hazardous Waste Manifest** Solvent waste being transported from a GTE facility to a vendor recycling or disposal facility must be accompanied by a Uniform Hazardous Waste Manifest. Copies of all manifests and shipping documents must be:
- Forwarded to the GTE Area Environmental Compliance staff.
 - Kept in a permanent file at the generating facility.

8. Equipment Repair and Printing Operations

- 8.1 Introduction** Most solvents used in equipment repair and printing operations are consumed, or “used up,” in the process. If solvents are not consumed and disposal is required, the solvents are generally considered hazardous waste and must be disposed of properly.
- Since these solvents are generated on a regular basis at a fixed location, they should not be transported to the accumulation points.
- 8.2 Empty Containers** Empty solvent containers do not require special disposal and may be discarded as refuse.
- 8.3 Waste Disposal** All solvent waste must be recycled through the national service agreement. If there is any solvent waste that cannot be recycled through this vendor, contact the GTE Area Environmental Compliance staff.
- 8.4 Manifests and Shipping Documents** Solvent waste being transported from a GTE facility to a vendor recycling or disposal facility must be accompanied by a Uniform Hazardous Waste Manifest. Copies of all manifests and shipping documents must be:
- Forwarded to the GTE Area Environmental Compliance staff.
 - Kept in a permanent file at the generating facility.