

CHEMICALS



INTEROFFICE / LAKE CHARLES

TO See Distribution

DATE October 13, 1982

FROM J. M. DiGiglia

SUBJECT Hazardous Waste Shipment
Procedures

The attached procedure is a detailed and updated Hazardous Waste Shipment Procedure that supercedes all previous waste shipment procedures. The responsibilities of each of the various PPG supervisors involved in sending out a shipment of hazardous waste have been outlined.

There are no changes in the procedures we have been following in the recent past, but if you have any questions, please call me at 4370.

/ap
Attachment
cc: File #513.4.03

Distribution

D. Taylor
J. LaFleur
A. Beatrice/A. Schneider
Shift Supervisors (A, B-I, B-II, C, Shipping)
R. Jones
B. Salter
K. Komoroski/L. Grubb
D. Pearson
K. Ezelle
B. Schwarzauser
B. Reynolds
C. Hardaway
P. Tinney
P. D. Cutler
D. Buffington/J. Strickland
A. Plauche
A. Greathouse

SL 089692

PPG INDUSTRIES, INC.
LAKE CHARLES, LA.
October, 1982

HAZARDOUS WASTE SHIPMENT PROCEDURES

1. Upon arrival at PPG Gate #8, the truck/driver:
 - (a) signs in at the guard shack;
 - (b) picks up safety equipment -- hard hat, goggles, respirator; and,
 - (c) answers guard's questions concerning the location of the waste he will pick up, where the waste will be hauled to, and who is his contact man (waste generation Unit Foreman).
2. The truck/driver then:
 - (a) proceeds to the front of the Main Guard Office; and,
 - (b) picks up the proper hazardous waste manifests from the Desk Guard (it is crucial that the paperwork corresponds to the specific load the truck will pick up).
3. The Desk Guard:
 - (a) records the La. manifest number (sequence number) on a blank scale ticket. [Note: On certain scow box jobs, the Tare weight is made with an empty box on the truck -- this must be so indicated on the scale ticket.]
4. The truck/driver next:
 - (a) pulls around to the scales so that a tare weight (light) can be recorded;
 - (b) gets out of his truck and identifies himself using the intercom at the side of the scale before a tare weight measurement can be made; and,
 - (c) proceeds to the waste generation unit to load the waste described on the manifests. [In Plant B, the driver must obtain an entry permit from the control room before entering the unit.]

5. On day shifts, for waste generated in:

- (a) Plant A -- the Plant A Shift Supervisor signs the generator portion of the manifests when the truck returns to the Main Guard Office after picking up the load (the Foreman of the generating unit can sign if necessary).
- (b) Plant B -- the Foreman of the generating unit signs the manifests prior to leaving the unit once the load is ready to go.
- (c) Plant C -- the Foreman of the generating unit signs the manifests prior to leaving the unit once the load is ready to go.

6. On back shifts, for waste generated in:

- (a) Plant A -- the Plant A Shift Supervisor signs the generator portion of the manifests when the truck returns to the Main Guard Office after picking up the load.
- (b) Plant B -- the Plant B Shift Supervisor signs the generator portion of the manifests when the truck returns to the Main Guard Office after picking up the load.
- (c) Plant C -- the Plant C Shift Supervisor signs the generator portion of the manifests when the truck returns to the Main Guard Office after picking up the load.

7. The PPG Supervisors that sign the generator portion of the manifest must:

- (a) verify that the waste description on the manifests corresponds to the waste material on the truck;
- (b) match the Purchase Order number/Order Release number on the driver's dispatch sheet with that on the La. State manifest; and,
- (c) where applicable, match the number of the box on the truck with that on both the driver's dispatch sheet and the La. manifest.

8. The truck/driver must next:

- (a) return to the Main Guard Office after loading and pull back onto the scales where the same procedures as described in #4(b) above are followed in order that a gross weight (heavy) can be recorded;
- (b) pull off the scales and over to one side to place the proper placards on his truck/trailer; and,
- (c) proceed into the Main Guard Office to get the manifests signed.

9. The Desk Guard must:

- (a) make sure that the gross weight of the vehicle doesn't exceed the state highway limitations of its destination.

For 18-wheelers (maximum): 80,000 lbs. in Louisiana
80,000 lbs. in Alabama
80,000 lbs. in Texas

Axle Weights (maximum): 34,000 lbs. for tandem trailer axles
34,000 lbs. for tandem drive axles
12,000 lbs. for steering axle

- (b) radio or page the Operations Shift Supervisor in accordance with the procedures in #5 and #6 above (only if there are no generator signatures obtained from the generating unit); and,
- (c) radio or page the Shipping Shift Supervisor so he can check out the waste shipment.

10. If a signature was not obtained from the Foreman of the generating unit, the Operations Shift Supervisor must:

- (a) follow the procedures in #7 above.

11. The Shipping representative must:

- (a) check that the truck is displaying the proper placards;
- (b) inspect the waste shipment to assure it is securely loaded and in proper condition to be shipped; and,
- (c) cosign the manifests in the "Generator Signature" space.

12. At this time, the truck driver must:

- (a) sign, date, and indicate the time in the "pick up" section of the Louisiana manifest. (this signifies when the contractor takes title to the waste);
- (b) sign and date the PPG manifest and any out-of-state manifests attached; and,
- (c) make sure that the original copy of the scale ticket is attached to the top of the manifests.

13. The Desk Guard must next:

- (a) check all of the paperwork to be sure there are two signatures for the generator on all of the manifests;

- (b) tear off the gold copy (Generator's copy) of the La. manifest;
- (c) tear off the last copy (Producer No. 1) of the Alabama manifest (if applicable);
- (d) tear off the green copy (Generator's first copy) of the Texas manifest (if applicable);
- (e) tear off the green copy (Generator's copy) of the PPG manifest; and,
- (f) attach a copy of the scale ticket to the copies removed from the manifests and send them to the Traffic Department.

14. The truck driver should:

- (a) take all of the manifests, the Material Safety Data Sheet, the original copy of the scale ticket and staple these together; and,
- (b) proceed to Gate 8, let the guard make a final check of the truck and paperwork, turn in his safety equipment, and sign out.