



Starting a Very Small Quantity Generator Hazardous Waste Collection Program

Summary of requirements

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Background

The Minnesota Hazardous Waste Rules (Part 7045.0320) allow persons or businesses to establish a program to collect hazardous waste from Very Small Quantity Generators (VSQGs). VSQGs are businesses that generate 220 pounds or 22 gallons or less of hazardous waste per month.

A collection program is required to get a license. The program may accept waste from VSQGs only and may store it for up to 90 days, possibly longer, depending on the quantity of waste collected. Although consolidating waste, the program does not need a hazardous waste facility permit.

If you reside in the Twin Cities metropolitan area, apply to your metropolitan county hazardous waste office for a license. If your county does not have a licensing program or if you live in Greater Minnesota, apply to the Minnesota Pollution Control Agency (MPCA) for a license.

What is a VSQG collection program?

A VSQG collection program is one site or multiple sites where waste is collected from VSQGs, possibly stored, and eventually transported to a permitted hazardous waste or recycling facility. The collection program may be a permanent site with a structure for storing waste or it may be a temporary event. Each collection program determines its operational schedule, requirements for participation, the types of waste it will accept, disposal charges and the procedures for participation.

An organization or individual may establish a VSQG collection program as part of their own business, as a service, or as a for-profit venture. VSQG collection programs may include:

- a hazardous waste management firm
- a government organization
- a Household Hazardous Waste (HHW) program: for HHW information see <http://www.pca.state.mn.us/publications/w-hhwsop3-08.doc>.
- a trade association

- a hazardous waste generator with multiple sites (may consolidate waste from its own VSQG sites at a central site)
- a hazardous waste generator of any size
- other qualified applicants

The MPCA does not establish or operate VSQG collection programs.

Who can deliver waste to a VSQG collection site?

Individual collection program operators determine the requirements for participation. Eligible VSQGs may deliver their own waste in their own vehicles to a licensed collection site. The waste must be accompanied by a shipping paper and meet U. S. Department of Transportation (DOT) regulations for transporting hazardous materials, including packaging, labeling, shipping papers, employee training and emergency response.

For more information, see <http://www.pca.state.mn.us/publications/w-hw2-53.pdf>.

What types and quantities of waste can be accepted?

Programs can accept waste only from VSQGs and only one pound or less of acutely hazardous waste. Other than these two restrictions, rules do not dictate the type of waste that a collection site can accept; however, there are two considerations:

1. Special hazards are associated with transporting and handling wastes classified by DOT as Table 1 (CFR 12.504) materials. The MPCA **strongly discourages** programs from accepting these materials and will **not approve** a program to collect them unless the program operator demonstrates adequate measures for safe handling and transport. Table 1 materials include:
 - explosives
 - poison gas and inhalation-hazard materials
 - dangerous-when-wet materials
 - radioactive materials
2. Before accepting dioxin or pesticide waste, a program operator needs to get approval from a permitted hazardous waste management or disposal facility that will accept the waste for final disposal.

Each program determines the types and quantities of waste it will accept. One program may collect only one or two specific wastes from certain business types; another program may choose to collect a wide range of waste from a variety of businesses. Examples of hazardous wastes that a VSQG collection program might collect include:

- solvents
- ink waste
- paint wastes
- electroplating waste
- lab wastes
- PCB waste*
- photo fixer
- antifreeze

- dental waste
- pesticides
- fluorescent lamps
- waste paint filters
- dry cleaning waste

***Note:** PCB waste requires a manifest.

What are the responsibilities of the program operator?

The responsibilities of a VSQG collection program operator are to:

- obtain a license to operate
- determine which waste(s) to accept
- perform administrative tasks, such as billing
- assist VSQGs with meeting transportation requirements
- track waste using shipping papers
- ensure proper waste storage and disposal
- keep records
- operate the program according to large quantity generator (LQG) standards

Administrative, waste management and storage requirements are discussed below. Refer to Minn. R. 7045.0205 to 7045.0320 for details.

What are the administrative requirements?

VSQG collection program operators have the following administrative requirements.

Costs

The program operator is responsible for the monetary costs associated with properly managing incoming waste, including collecting payment from the VSQG. The MPCA does not participate in financing collection activities.

Participants' conformance with program requirements

VSQG collection program participants may need assistance to meet certain program participation requirements, especially those related to waste transportation. While it is ultimately the VSQG's responsibility to comply with these requirements, the MPCA strongly recommends program operators assist by providing the VSQG with:

- a completed shipping paper including the DOT waste shipping name, waste code, and quantity
- instructions for marking and labeling waste containers
- instructions for transporting waste including the use of sturdy containers and information included in the *Transportation Guidelines for VSQG Collection Program* booklet*
- emergency response information, including the telephone number of a person qualified to give emergency response information (listed on the shipping paper)

**Transportation Guidelines for VSQG Collection Programs* is guidance prepared by the MPCA and MNDOT to help collection programs and participants. Find it on the MPCA Web site at <http://www.pca.state.mn.us/publications/w-hw2-54p.pdf>.

Program operators need to confirm that participants comply with the MPCA and DOT requirements. Participant pre-application and pre-approval of VSQG waste is strongly encouraged to verify the:

- shipping paper is completed correctly
- waste has been evaluated accurately and that the program will accept it
- waste disposal costs
- generator size is a VSQG
- participant has a hazardous waste generator identification number and is otherwise eligible to participate
- special instructions required for participation or transport are provided

Programs that choose not to assist participants in meeting the transportation requirements or that do not use a pre-application process shall demonstrate a satisfactory alternative in their license application.

Financial assurance/responsibility

All programs must demonstrate that they have the financial resources to properly

manage collected waste and provide for closure of the site, including cleanup or environmental remediation as may be necessary.

Upon receipt of a completed VSQG HW Collection Program License Application, the MPCA (or metropolitan county) may require the applicant to show evidence of financial ability. The evidence may be in the form of a letter of credit, a trust fund or some other mechanism agreed to by the MPCA or county and the applicant.

Closure plan

A program that collects 2200 pounds or more of waste per month needs a closure plan describing the procedures that will be used to close that site, and an estimate of the closure costs. The closure plan is submitted with the application. The plan must include an itemized estimate of:

- Hazardous wastes types that will be stored on site at any one time.
- Disposal cost for a third party contractor, (unrelated to the MPCA or applicant) to remove and properly manage the waste should the site close.
- Cost for decontamination of all hazardous waste residues, structures, secondary containment systems and equipment and any other activities necessary to ensure that the site would not pose a threat to human health or the environment should the site close.

Hazardous Waste Generator Identification Number

Waste received at the VSQG collection site will be shipped to a licensed treatment or disposal facility as if it was generated by the collection site operator. HHW collection sites may commingle VSQG and HHW and use the site hazardous waste generator identification number for shipment off site.

Keeping records

Each program operator must have written operating records that are available for inspection. Records should document VSQG waste received. The program operator shall provide a written receipt to the generator documenting the:

- date the waste was shipped from the collection site
- generator name
- waste name or description of each waste
- amount of each waste
- hazardous waste generator identification number
- signature of the generator or authorized representative
- signature of the program operator receiving the waste

Personnel training and contingency planning

VSQG collection programs are required to meet Large Quantity Generator training and contingency planning requirements. These requirements include:

- notifying local authorities of the activities on site
- instructing employees on the properties and hazards of the wastes they will be handling and how to properly manage those wastes
- preparing and following an emergency contingency plan

Requirements are discussed in more detail in these hazardous waste fact sheets available on the MPCA Web site at www.pca.state.mn.us/publications/w-hw1-08a.pdf and www.pca.state.mn.us/waste/pubs/1-09c.pdf. More related fact sheets are available at <http://www.pca.state.mn.us/waste/pubs/business.html#general>.

What are the waste management and storage requirements?

A program operator is responsible for ensuring that collected waste is managed according to Minnesota hazardous waste rules, including on-site management, storage, transportation, and disposal.

Storage area requirements

A storage area used for liquid wastes must have a floor surface that is impermeable to the waste stored on it and berms or curbing to contain any releases.

Outdoor waste storage areas need to be protected from unauthorized access and inadvertent damage from vehicles or equipment. Storage for ignitable or reactive wastes must be located at least 50 feet from property lines and constructed or positioned in a manner that will prevent wastes from being exposed to direct sunlight.

Containers holding incompatible waste shall be separated by a dike, berm, wall, or other secondary containment device.

The storage area shall be large enough to accommodate collected waste and provide adequate aisle space. The MPCA approves waste storage capacity based on site-specific information submitted in the application.

Note: If greater than 120 gallons of ignitable waste are stored on site, local fire and building codes and Occupational Safety and Health Administration rules may require automatic fire suppression, ventilation and other safety features. Program operators shall meet the requirements of all applicable codes and laws.

Receiving area requirements

The collection program’s waste receiving area shall allow for safe and efficient unloading and provide adequate room for the movement of vehicles. If waste will be received in 55 gallon drums, the operator often provides a loading dock, forklift or other mechanical lift mechanism. If such equipment is not available, participants must be instructed to deliver waste in container sizes that can be safely unloaded.

VSQG collection program operators need to take measures to prevent unauthorized delivery and waste abandonment at the collection site. Measures may include installing signs, fencing, lighting, or security monitors, as appropriate.

Waste container management

Place waste in sturdy and leak-proof containers that have lids, caps, hinges or other closure devices able to withstand dropping, overturning or other shock.

Mark waste containers with a clear description of the contents and the words “Hazardous Waste.”

Ensure containers are compatible with the hazardous waste stored inside.

If a container might degrade from exposure to moisture, store it indoors or in an area with a roof.

Do not store incompatible wastes in the same container.

Inspect storage areas weekly; document inspections.

Storage time limits

The length of time hazardous waste may be stored on site depends on the amount of material collected; see Table 1.

Table 1: Size and Storage Time Limits

Collection programs that receive:	May store the waste for:
Acute hazardous waste, such as pesticides or products containing arsenic or cyanide	Up to 90 days from the date of receipt.
2,200 pounds or 220 gallons (liquid) or more of hazardous waste per calendar month	Up to 90 days from the date of receipt.
Between 220 and 2,200 pounds (or 22 to 220 gallons liquid) of hazardous waste per calendar month	Up to 180 days* (or up to 270 days if the receiving facility is more than 200 miles away). Collection programs in this category may only store up to 6,600 pounds of waste at a time.
220 pounds or 22 gallons or less of hazardous waste per calendar month	As long as necessary to accumulate 2,200 pounds.* When 2,200 pounds is accumulated, ship waste off site within 180 days (or up to 270 if the receiving facility is more than 200 miles away).

Consolidating, recycling, and treatment

Waste received in small containers may be kept in the original container and placed in a drum with other wastes having similar hazardous properties to create a “lab-pack.” Place solvents, paints, oil and

antifreeze in separate, designated drums, each marked and labeled appropriately. When any of these wastes is received, it may be bulked (mixed together in the appropriate drum) without MPCA approval. A collection program operator **does** need MPCA approval before recycling or treating waste.

For each proposed consolidation, recycling or treatment activity, provide:

- the name of the person appointed to direct and oversee the process
- a detailed description and an explanation of how human health and the environment will be protected

Off-site waste management

The program operator is responsible for arranging for collected waste to be transported to an off-site permitted hazardous waste treatment or disposal facility that can manage it properly.* The waste must be transported by a DOT-licensed hazardous waste transporter. A program operator may transport waste between the sites of a multi-site program without using a licensed transporter provided transportation is in accordance with DOT regulations (including the use of shipping papers, proper containers, marking and placarding).

***Note:** Before accepting waste, waste management facilities require the generator (in this case the VSQG collection program operator), to supply information about the chemical constituents of the waste. Laboratory analysis may be required. For this reason, program operators should obtain as much information as is possible from the VSQG about chemical constituents of the waste – including analytical results, material safety data sheets (MSDSs) or information about the business process that created the waste. The facility may request a waste sample to analyze before the waste is shipped. Consult the facility or transporter for more information.

Combined small quantity hazardous waste generator/VSQG collection site

***Note:** This summary of waste management requirements is not a substitute for careful study of the applicable Minnesota Hazardous Waste Rules available on the MPCA Web site at http://www.pca.state.mn.us/waste/hw_mnrules.html.

Some of these requirements are explained further in MPCA fact sheets available on its website at <http://www.pca.state.mn.us/waste/pubs/business.html#general>.

How do you apply for a license application, approval and renewal?

A VSQG collection program may not operate without a license. VSQG collection programs need to apply for a license from their metropolitan county or the MPCA. The MPCA or licensing county will review the application, determine whether more information or a site visit is necessary, then approve or deny.

A VSQG collection program license awarded by the MPCA remains active unless revoked by the MPCA. Metropolitan county license administration requirements may differ. Each year licensed programs must update information about the types and amounts of waste collected during the previous calendar year on forms provided by the MPCA or licensing county.

Need more information?

Contact the MPCA VSQG collection program staff at 507-476-4254, or 800-657-3864, or contact the appropriate metropolitan county office.

Anoka County	763-422-7093
Carver County	952-361-1809
Dakota County	952-891-7548
Hennepin County	612-348-5790
Ramsey County	651-266-1199
Scott County	952-496-8652
Washington County	651-430-4036