

**Standard Operating Procedures
Regulated Substance Management
(Ottawa Yards Drum Storage Area)**

Periodically, various regulated substances are generated through City of Dayton municipal operations or processes. These substances include used oils, used anti-freeze, spent laboratory chemicals, waste paints, used parts washer solvents, expired chemicals, and universal wastes. Many of these substances are generated on a routine basis and are handled by the generating department.

The Drum Storage Area is divided in half with the west side being the “Waste-Side”, used to store regulated substances awaiting disposal. The east side being the “Clean Side” is used to store virgin materials or empty containers. This side is shared with Fleet Management and Street Maintenance.

The following procedures should be followed for any regulated substance containers, which are placed in or removed from the “Waste-Side” of the Ottawa Yards drum storage area.

For containers which are:

- I. Generated by a City process to be temporarily stored prior to arranged disposal**
- II. Unused, empty containers stored for City spill response**
- III. Used, empty City generated containers stored prior to return for reuse/disposal**
- IV. Used spill response containers: booms, pads, etc.**
- V. Abandoned containers stored temporarily for OEPA**

1. Notify the Division of Environmental Management (DEM) by calling 333-3725.
2. Label the container with the contents, department, quantity, and date.
3. Identify the fund code for disposal.
4. DEM may arrange to meet for review of container and contents.
5. DEM will approve placement of container into storage area.
6. Pick-up drum storage area key and *Drum Storage Facility Authorization Form* from Ottawa Yards guard shack.
7. Complete “*Drum Storage Facility Authorization Form*”.
8. Place drums into the designated area on a pallet in the west side of storage area (see diagram).
9. If container is removed, as in the case of the OEPA picking up an abandoned drum, Complete the *Authorization Form* identifying the drum removed, the removal Date, the Organization transporting the drum, and the destination of the drum.
10. If a container is removed for proper disposal through a waste contractor, a Manifest will be completed and maintained on file at the Division of Environmental Management.

If you have any questions about this procedure or materials disposal in general, please call DEM: Mike Cross at 333-3725.

Ottawa Yards Drum Storage Area

