

Managing Small Quantity Chemical Use to Prevent Contamination of Drinking Water

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FACTS:

- *Small Quantity Chemical Use occurs all around us on a daily basis.*
- *Improper disposal of these chemicals into sewers can endanger POTW's abilities to properly treat wastewater.*
- *Hazardous waste is defined under RCRA.*
- *Chemical manufacturers can supply Material Safety Data Sheets (MSDS), which can help categorize chemicals and their wastes.*
- *Some of these chemicals can harm human health even in small doses by contaminating large amounts of drinking water.*
- *Some of the easiest and least expensive practices can produce the most effective pollution prevention results.*

Many small businesses, government agencies, and academic institutions use chemicals to carry out their business functions. Although varying greatly in purpose, these small quantity chemical users share in their ability to potentially contribute to the pollution of drinking water. Many small businesses understand their day-to-day business operations but may lack familiarity with procedures for proper use and management of chemicals. This fact sheet provides an overview of prevention measures and demonstrates how precaution must be taken in all areas regarding chemical use. Businesses that generate hazardous waste, as it is defined under the Resource Conservation and Recovery Act, should consult with their State hazardous waste agency regarding proper handling and disposal.

Small quantity chemical users include dry cleaners, beauty shops, photo finishers, vehicle repair shops, printers, laboratories, water supply facilities, academic institutions, nursing homes, medical facilities, and many others. It is the daily practices of these businesses that use chemicals and produce chemical waste. Degreasing, cleaning, polishing, paint preparation, rust removal, and photo processing are

just a fraction of the activities in which small businesses are engaged.

Improper disposal of chemicals from these users can reach ground or surface water through a number of pathways. If substances from these businesses are accidentally or intentionally discharged into sewers, contamination of ground and surface waters can occur. Improper disposal into sew-

ers can also endanger the ability of publicly-owned treatment works (POTWs) to properly treat wastewater. Chemicals poured into septic systems or dry wells can leach into ground water or contribute to treatment system failure. Chemical users should always ensure that haulers they hire to carry their waste off-site are properly licensed and that they deliver the waste to appropriate disposal sites.

Examples of places where small quantity chemical use occurs.



1 - Photo finishing.

2 - Household cleaning.



3 - Paint processing.

4 - Academic institutions.



Places Where Small Quantity Chemical Use Occurs

Perchloroethylene, a dry cleaning residue, causes kidney and liver damage in both humans and animals. It is among the most common contaminants in ground water and a very small amount can contaminate many thousands of gallons of water.

Why is it Important to Manage Small Quantity Chemical Use Near Sources of Drinking Water?

Many ordinary businesses use chemicals and produce chemical waste that can be harmful to humans if ingested. Types of chemicals used by these businesses include solvents, corrosives, dry cleaning agents, heavy metals and inorganics, inks and paint, lead-acid batteries, plating chemicals, cyanide, and wood preserving

agents. Each set of contaminants has its own environmental and health hazards. For example, a dry cleaning filtration residue, perchloroethylene, causes kidney and liver damage in both humans and animals. It is among the most common contaminants in ground water and a very small amount can contaminate many thou-

sands of gallons of water. Used cyanide, a common waste product of metal finishing, is considered an acutely hazardous waste and can be toxic in very small doses. Chemical manufacturers can supply Material Safety Data Sheets (MSDS) which list these kinds of dangers and help to categorize products and their waste.

Available Prevention Measures to Address Small Quantity Chemical Use

Due to the large number and variety of businesses that use chemicals, there are a vast number of prevention measures, many of which are specific to the facility of interest. This fact sheet discusses some prevention measures that are common to most chemical using facilities. Before a facility can implement any pollution prevention practice, it must first assess what kinds of chemicals are used and how they are used. Monitoring chemical use can help operators decide which option will be the most beneficial. Businesses should start with easy and inexpensive practices before considering more costly measures such as equipment and process modifications. Some of the

easiest and least expensive practices can produce the most effective pollution prevention results.

Please keep in mind that individual prevention measures may or may not be adequate to prevent contamination of source waters. Most likely, individual measures should be combined in an overall prevention approach that considers the nature of the potential source of contamination, the purpose, cost, operational, and maintenance requirements of the measures, the vulnerability of the source waters, the public's acceptance of the measures, and the community's desired degree of risk reduction.



5 - Measure carefully to avoid producing large quantities of useless material.

Ways to Avoid Excess Chemical Use:

Waste exchanges reduce disposal costs and quantities, reduce the demand for natural resources and increase the value of waste.



6 - Order materials on an as-needed basis.

Waste Reduction and Management -

Good waste reduction and management strategies can significantly reduce the threat of hazardous materials to drinking water sources. Make sure employees carefully follow the manufacturer's directions when mixing or using chemicals to prevent producing large quantities of useless material that must be disposed of as waste. The toxicity of waste can be reduced by using the least hazardous or least concentrated products avail-

able to accomplish their processes. Such substitutions include the use of water based paints, or high solids solvent based paints when water based paints are not available. Cleaning products and solvents, which can contain highly toxic or harsh chemicals, can be replaced with less hazardous counterparts. Printing businesses can use non-toxic inks that are free of heavy metal pigments.

Responsible Purchasing -

Responsible purchasing can also drastically decrease the amount of waste for disposal. This includes ordering materials on an as-needed basis and returning unused portions back to vendors. A facility may unwittingly create excess harmful materials by mixing hazardous with nonhazardous waste. Avoiding this practice

can significantly reduce the toxicity of waste disposed and increase the possibility of recycling materials. Another method of waste reduction is trading waste with other businesses. Waste exchanges reduce disposal costs and quantities, reduce the demand for natural resources, and increase the value of waste.

Proper Use and Handling of Chemicals:

Reading the Labels -

Reading the label on chemical containers is one of the simplest and most important prevention measures. The label provides information on proper use, storage, and disposal and may provide emergency information in the event the product is accidentally spilled or ingested. In cases where the chemical is highly dangerous, the label will contain special warnings or use restrictions.

7 - Labels provide information on proper use, storage and disposal.



8 - All staff should be trained on proper storage and spill protocols.

Employee Training -

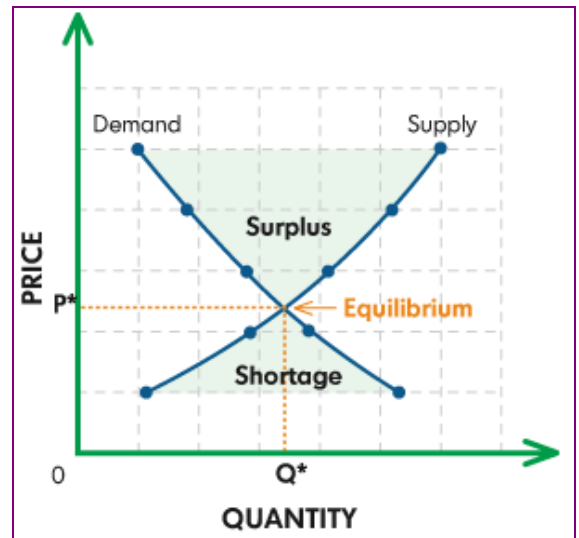
Employee training is critical in preventing source water pollution by chemical using facilities. While many preventive measures seem simple and straightforward, if they are not followed or employees are unaware of them, significant consequences can result. All staff should be trained to store materials properly and be aware of spill control and response protocols. Employees can be encouraged to learn and retain proper procedures through periodic drills, pollution prevention training workshops, and company incentive or reward programs.

Proper Storage and Disposal of Chemicals:

Proper On-Site Storage -

Proper on-site storage of hazardous substances helps to prevent accidental leaks and applies to both storage areas and containers. Designated storage areas should have paved or impervious surfaces, a protective cover, and secondary containment around all containers to catch spills. Containers should have clear and visible labels which include purchase date and all information presented on the distributor's original label. Dating materials allows facilities to use older

materials first. When not in use, storage containers must be sealed to prevent spills and evaporation. Storage areas and containers should be thoroughly inspected on a weekly basis and secured against unauthorized entry. Care should be taken that chemical storage and handling areas do not allow for contamination of storm water flows. EPA has developed extensive guidance providing BMPs for storm water management in industrial settings.



9 - Compare the chemical needs of a facility to the supply on-hand. Excess chemicals should be removed.



10 - Storage areas should have impervious surfaces, a protective cover, and secondary containment around all containers to catch spills.

Chemical Audits -

Chemical audits are a good starting point. It is important to understand chemical needs for the facility and compare these to the chemical supply on hand. Where appropriate, excess chemicals should be removed (and properly disposed), or future purchasing adjusted to

reduce stored inventories. A chemical management plan that includes a list of chemicals used, the method of disposal such as reclamation or contract hauling, and procedures for assuring that toxic chemicals are not discharged into source water should be implemented.

Spill Prevention and Control -

When hazardous substances are unintentionally released, the event is considered a spill and must be treated appropriately. Spill prevention and control includes spill response plans which serve as guidance for employees in the event of a large spill. A good plan minimizes environmental impact and reduces liability for clean-up costs and possible bodily injuries. It should be kept where it can be easily viewed by employees near mixing and storage areas. Besides detailed instructions for staff, a spill response plan includes a diagram showing the location of all chemicals, floor drains, exits, fire extinguishers, and spill response supplies. Spill response supplies (e.g., mop, pail, sponges,

absorbent materials) should also be listed. Someone trained in these procedures must be on site or easily reachable during hours of operation.

Other practices to control spills include the use of funnels when transferring harmful substances and drip pans placed under spigots, valves, and pumps to catch accidental leakage. Sloped floors allow leaks to run into collection areas. Catch basins in loading dock areas, where nearly one third of all accidental spills occur, can help recapture harmful chemicals. All practices should be performed in a way that allows the reuse or recycling of the spilled substance.

Emergency Contacts:			
Contact 1	Jar Lee	Office	3-745-11
Contact 2		Office	2-745-22
Contact 3		Emergency	1-11-11
Department	Medicine	Emergency	
Division	Cardiology	Emergency	
Access Limited To:			
FACILITY, STAFF, AND STUDENTS AUTHORIZED USERS ONLY DOOR MUST BE KEPT LOCKED DURING OFF-HOURS AND WEEKENDS			
Hazards and Warnings:			
NO SMOKING, EATING, OR DRINKING IN THIS AREA EYE PROTECTION REQUIRED WHEN USING HAZARDOUS CHEMICALS			
Emergency Response Contacts:			
Fire	Medical Emergency	Chemical Release	Biological Release
Environmental Health and Safety	North Line	Environmental Health and Safety	Environmental Health and Safety
#80201	#2222	#80201	#80201
PDRP Lab-Release Type-Categories			
Additional Information:			

11 - Hazardous waste warnings.

Proper Disposal Decisions and the MSDS -

Hazardous waste should never be discharged into floor drains, storm drains, toilets, sinks, other improper disposal areas, or other routes leading to public sewers, septic systems, or dry wells. Chemical waste should be disposed of according to the manufacturer's directions and State and local requirements. Many local communities sponsor household hazardous waste events to collect and properly dispose of small quantities of chemicals.

A useful tool for making disposal decisions is the Material Safety Data Sheet (MSDS). These sheets provide important information regarding contents of commercial products and enable a facility to determine whether materials will produce hazardous waste. MSDS data (i.e., chemical name, ingredients, possible carcinogens, and other known hazards) are also important for chemical use, storage and spill control. MSDS documents can be obtained from manufacturers and should be kept readily accessible.

SPILL RESPONSE PLAN - IN CASE OF A SPILL OR LEAK	
1. BE SAFE	<ul style="list-style-type: none"> If necessary wear appropriate safety gear. Is the spill a hazardous substance? Ensure availability of MSDS to confirm correct handling of product. Include where safety gear is located onsite or in which vehicle.
2. STOP THE SOURCE	<ul style="list-style-type: none"> Locate the source of the spill and stop any contributing activities eg. turn off equipment, plug the leak, upright the container.
3. PROTECT STORMWATER	<ul style="list-style-type: none"> Block access to the stormwater system with drain covers, shut-off valves, pipe bungs etc. Confine or divert the spill with sandbags, booms or other suitable material. Specify where drain covers etc can be found. If a mobile company indicate which vehicle onsite has the spill response kit.
4. NOTIFY	<ul style="list-style-type: none"> Tell your supervisor/site foreman/manager and other agencies if needed. For advice or assistance call: 24hr Water Pollution Hotline 377310700
5. CLEAN UP	<ul style="list-style-type: none"> Clean up all residues of the spill without allowing wastewater or sweepings to get into the stormwater system or the soil. Pump or sweep to a safe container or area. Do you need to neutralise hazardous substances? If so include details here. If appropriate include contact numbers of sucker trucks or other contractors you may require during the clean-up.
6. DISPOSE RESPONSIBLY	<ul style="list-style-type: none"> Use a responsible waste disposal contractor to remove contaminated material and clean-up gear. Include phone numbers of contractors you use. Specify where the waste should be disposed. Remember hazardous wastes eg. oily rags/absorbents cannot go in your normal waste collection.
7. RESTOCK AND REVIEW	<ul style="list-style-type: none"> Immediately replace all used clean-up material. Assess the cause of the spill and take any steps necessary to prevent recurrence. Have a site meeting to discuss the reason for the spill. Discuss at next team meeting. If appropriate include numbers for companies that can restock your spill kit.

12 - Sample response plan.

A good plan should be kept where it can be easily viewed by employees near mixing and storage areas. Besides detailed instructions for staff, a spill response plan includes a diagram showing the location of all chemicals, floor drains, exits, fire extinguishers, and spill response supplies.



13 - Chemical waste should be disposed of according to the manufacturer's directions and State and local requirements.

Additional Information

These sources contain information on small quantity chemical use pollution prevention practices. All of the documents listed are available free of charge on the Internet.

Assistance is available to communities wishing to enact ordinances to protect water supplies from contamination due to small quantity chemical use or to small businesses seeking to improve their operations with management measures. Local fire departments or departments of health have the authority to pass ordinances or regulations covering chemical use and safety. Contact local government authorities in your area to see if there are ordinances in place to manage small quantity chemical use. Numerous examples of local source water protection-related ordinances for various potential contaminant sources can be found at:

<http://www.epa.gov/r5water/ordcom/>

<http://www.epa.gov/owow/nps/ordinance/>

<http://www.epa.gov/owow/nps/ordinance/links.htm>.

The Small Business Environmental Home Page (<http://www.smallbiz-enviroweb.org/fundstat.html>) provides links to financial assistance programs and other available assistance in all 50 States.

The following resources provide information on selection and design of specific management measures:

Massachusetts Department of Environmental Protection, Bureau of Resource Protection, Drinking Water Program. (1996, June). Tips for Protecting Your Drinking Water Supply. Retrieved February 26, 2001, from the World Wide Web: <http://www.state.ma.us/dep/brp/dws/files/donts.htm>

Minnesota Pollution Control Agency. (1999, July). Disposal of Industrial Wastewater and Alternatives. UICP/8-02/July 1999. Retrieved February 21, 2001, from the World Wide Web: <http://www.pca.state.mn.us/water/pubs/8-02.pdf>

New Hampshire Department of Environmental Services. (1999, February). Best Management Practices (BMPs) for Groundwater Protection. WD-WSEB-22-4. Retrieved February 26, 2001, from the World Wide Web: <http://www.des.state.nh.us/factsheets/ws/ws-22-4.htm>

New York State Department of Environmental Conservation, Pollution Prevention Unit. (1998, March). Environmental Compliance and Pollution Prevention Guide for Small Quantity Generators. Retrieved January 2001, from the World Wide Web: <http://www.dec.state.ny.us/website/ppu/ecppsqg.pdf>

Ohio Environmental Protection Agency, Division of Hazardous Waste Management. (1997, August). Your Business and Hazardous Materials Management. Retrieved February 21, 2001, from the World Wide Web: <http://www.epa.state.oh.us/dhwm/dwatt/brochure.htm>

U.S. EPA, EnviroSense. (1993, February). Case Study: Preventing Ground Water Contamination. #1903. Retrieved February 21, 2001, from the World Wide Web: <http://es.epa.gov/techinfo/case/michigan/michcs15.html>

U.S. EPA, New England. (2000, April). What Role Does Your Business Have in Protecting Drinking Water Sources. EPA-901-F-00-001. Retrieved February 21, 2001, from the World Wide Web: <http://www.epa.gov/region01/eco/drinkwater/sourcewater.pdf>

U.S. EPA, Office of Solid Waste. (1996, April). Understanding the Hazardous Waste Rules. EPA530-K-95-001. Retrieved May 1, 2001, from the World Wide Web: http://www.epa.gov/epaoswer/hazwaste/sqg/handbook/sqg_pdf.pdf

U.S. EPA, Office of Wastewater Management. (1992, September). Storm Water Management for Industrial Activities: Developing Pollution Prevention Plans and BMPs. Retrieved May 1, 2001, from the World Wide Web: <http://www.epa.gov/owm/sw/indguide/index.htm>

The following sites provide information on preventive measures for small quantity chemical use: [downdrain.org](http://www.downdrain.org) is a site dedicated to reducing the threat of hazardous materials to our drinking water supply. <http://www.downdrain.org>

The Miami-Dade Department of Environmental Resource Management provides several best management practices fact sheets for various types of facilities. <http://www.co.miami-dade.fl.us/derm/>

The Small Business Environmental Home Page (<http://www.smallbiz-enviroweb.org>) helps small business access environmental compliance and pollution prevention information. Its publication section provides documents and web sites for various small quantity chemical users.

The U.S. EPA's Office of Enforcement and Compliance Assistance (<http://es.epa.gov/oeca/main/compasst/index.html>) provides documents and links related to small quantity chemical users.

Information on waste exchange can be found on U.S. EPA's Envirosense web site for Materials/Waste Exchange. <http://es.epa.gov/program/initiative/waste/waste.html>.

Image Credits

1 - 5 - Previous Small Quantity Chemical Use Bulletin from 2001.

6 - Shopping bags. Composite image of shopping bags.

7 - Previous Small Quantity Chemical Use Bulletin from 2001.

8 - Flickr Creative Commons: Attribute only search. Serene Computer Lab at Seward Montessori School, uploaded by "izzymunched" on September 21, 2007.

9 - Supply and Demand Curve: <http://sworlandoblog.com/2008/04/01/orlando-has-the-most-number-of-vacant-homes/>

10 - Image taken from the original 2001 Above Ground Storage Tank Bulletin.

11 - Hazardous Materials Sign taken from: http://www.med.cornell.edu/ehs/chem_waste/summary_requirements/index.html

12 - Spill Response Sample Plan taken from: <http://www.northshorecity.govt.nz/OurCommunity/EnvironmentalEducation/PollutionPrevention/Pages/PollutionPreventionAtWork.aspx>

13 - Previous Small Quantity Chemical Use Bulletin from 2001.

14 - http://www.labsafety.com/LAB-SAFETY-SUPPLY-Spill-Response-Drum-Kits_24549916/

Back Cover - Flickr Creative Commons: Attribute only search. Graduated cylinders and beaker filled with chemical compounds, uploaded by "Horia Varlan" on January 14, 2010.



14 - Sample of spill response supplies.



Source Water Protection Practices Bulletin

Managing Small Quantity Chemical Use to Prevent Contamination of Drinking Water

The mission of EPA is to protect human health
and to safeguard the natural environment --
air, water and land -- upon which life depends.

USEPA East (EPA East) [Old ICC Building]
1201 Constitution Avenue N.W.
Washington, DC 20004

