

Chapter 110

HAZARDOUS MATERIALS & OTHER WASTE HANDLING RESPONSIBILITIES

All City employees are responsible for reporting suspected hazardous materials, hazardous wastes, industrial wastes, biohazards, sewage, or any unidentified material or waste incidents to the Fire Department.

If the Fire Department determines there is a possibility that enforcement action may be taken against the responsible party, then all information and samples shall be documented in writing and treated as evidence. Each City department involved in supporting material/waste cleanup operations shall follow these written procedures concerning the safe handling of such materials/wastes.

Article 110.05

SITUATIONS:

The Fire Department Hazardous Materials Response Team shall contain and evaluate the situation at any incident involving suspected hazardous material/waste, industrial waste, biohazard, sewage, or unidentified material/waste to determine into which group the material/waste falls:

- Hazardous Material/Waste
- Motor Vehicle Fluid Spill
- Sewage
- Crime Scene Waste
- Biohazard
- Animal
- Universal and E-Waste
- Industrial Waste

After identifying the appropriate material/waste group, the Fire Department shall refer to the procedures section outlining the actions to be taken. Fire Department personnel shall also attempt to identify the party responsible for the incident.

Article 110.10

HAZARDOUS MATERIAL/WASTE

The Fire Department must always be the initial contact for any hazardous material/waste or unknown material; they will determine the relative hazard and assess the situation.

- A. If the hazardous material/hazardous waste is in the Public Right-of-Way and not traceable to an Individual Parcel or Responsible Party:
1. The Fire Department Hazardous Materials Response Team will contact LA County Health Hazardous Materials for direction and guidance on clean-up options-Those options may include the following:
 - Clean up may be coordinated by LA County Health Hazardous Materials unit;
 - Clean up may be coordinated by the Fire Department Hazardous Materials Team;
 - Clean up may be coordinated by LA County Department of Public Works.
 - Clean up may be conducted by one of the city contracted clean-up companies.

If the clean-up is initiated by the Fire Department, the Fire Prevention /Hazardous Materials Division/NPDES/Hazardous Waste Program Coordinators must be notified. If clean-up is made during off-hours, follow up communications regarding the incident and clean up shall be made to the Fire Prevention / NPDES/ Hazardous Materials Division Hazardous Waste Program Coordinators. All invoices and billings shall also be directed to the Haz Waste program Coordinator.

The Torrance Police Department shall be notified for any hazardous material/hazardous waste illegally dumped in the Public Right-of-Way to assist in the investigation and to complete a crime report.

The Fire Prevention/Hazardous Materials Division may be notified to assist in the coordination of the clean up and follow up as needed.

2. **Waste Oil** If testing excludes the presence of contaminants, waste oil may be taken by the Fire Department to Fleet Services for disposal in a waste oil tank; the HazCat sheet is to be sent to the Hazardous Waste Program Coordinator at the Fire Prevention / Hazardous Materials Division.

3. Car Batteries

- Undamaged (i.e. not leaking) vehicle batteries discarded in the public right-of-way may be collected by any city employee and taken to Fleet Services for proper disposal.
- Leaking vehicle batteries may be collected by Fire personnel for placement into a larger poly drum in the Hazardous Waste Storage Area at the City Yard.
- Notification shall also be made to the Hazardous Waste Program Coordinator at the Fire Prevention / Hazardous Materials Division with information regarding the circumstances involved in the collection.

4. Aerosols Containers City employees may pick up small quantities (less than 5 gallons) of waste aerosols and aerosol containers still bearing their original labels for storage in the Hazardous Waste Storage Area.

- Notification shall also be made to the Hazardous Waste Program Coordinator at the Fire Prevention / Hazardous Materials Division with information regarding the circumstances involved in the collection.

B. If the material/waste is in the Public Right-of-Way and is traceable to an Individual Parcel or Responsible Party, or is found on an Individual Parcel:

1. The Fire Department Hazardous Materials Response Team will contact LA County Health Hazardous Materials for direction and guidance on clean-up options.

. Those options may include the following:

- Clean up may be coordinated by LA County Health Hazardous Materials unit;
- Clean up may be coordinated by LA County Department of Public Works;
- Clean up may be coordinated by the Fire Department Hazardous Materials Team;
- Clean up may be conducted by one of the city contracted clean-up companies;
- The responsible party may clean up the hazardous material/hazardous waste under the direction of the Fire Department Hazardous Materials Response Team.

If the clean-up is initiated by the Fire Department, the Fire Prevention /Hazardous Materials Division/NPDES Hazardous Waste Program Coordinators must be notified. If clean-up is made during off-hours, follow up communications regarding the incident and clean up shall be made to the Fire Prevention / Hazardous Materials Division/NPDES⁵ Hazardous Waste Program Coordinators. All invoices and billings shall also be directed to the Hazardous Waste program Coordinator.

The Fire Prevention/Hazardous Materials Division may be notified to assist in the coordination of the clean up and follow up as needed.

Article 110.15

MOTOR VEHICLE FLUID SPILL

The Fire Department is responsible for the coordination of cleanup activities of vehicle fluids in the Public Right-of-Way, even if they originate on private property.

** Note: Gasoline, Transmission fluid, oil, gunk from cleaning the engine, grey water from a motor home, black water from a motor home.*

- A. If the fluids are spread over a large area and cleanup by the Fire Department is not practicable, the Fire Department will contact one of the appropriate City-contracted cleanup companies.
- B. Any spill of over 50 gallons of gasoline or 100 gallons of diesel fuel, or any amount which has gone into a waterway, storm drain, sewer, etc. will be treated as hazardous material/waste.

The Fire Prevention/Hazardous Materials Division may be notified to assist in the coordination of the clean up and follow up as needed.

Article 110.20

SEWAGE

A. If the sewage is in the Public Right-of-Way and can be traced to an Individual Private Parcel (including an RV on that parcel):

1. The Fire Department Hazardous Materials Response Team will respond and advise the responsible party to call a private cleanup company. The list of city approved cleanup firms may be provided upon request.

If the responsible party fails to promptly contact a private cleanup company, the Fire Department will:

- Contact one of the qualified City approved clean-up contractors to remediate the sewage both on the private property and in the public right-of-way with the responsible party to be billed for the cost of the service; and
- May contact the City's Public Works Department to assist in the containment of the sewage until the contacted clean up contractor arrives; with the responsible party being billed for cost of service.

2. The Fire Department Fire Prevention / Hazardous Materials Division may also be notified to assist in the coordination of the clean up and follow up.

B. If sewage is determined to be derived from a City source and is isolated in the public right-of way only, Public Works personnel will:

- Respond to the incident and clean up the sewage in the public right-of-way

C. If sewage is determined to be derived from a City source and is in the public right-of way and involves private property, Public Works will:

- Respond to the incident and clean up the sewage in the public right-of-way and around the exterior of building structures on private property; and if sewage is in the interior of a building structure on private property, then Public Works, with the consent of the responsible party of the property, will contact a qualified city approved clean up contractor to clean up the interior sewage situation. Public Works will incur the cost of the clean up contract service;

D. If it is determined by the Building & Safety of Community Development that a damaging spill was caused by the failure of a private backwater valve, the responsible party may be liable for associated costs and damages-

Note: In cases of single family residential or duplex residential, Environmental may assume the responsibilities of the Fire department after the initial assessment has been made by the Fire Department.

Article 110.25

CRIME SCENE WASTE

- A. If the crime has occurred on an Individual Parcel, the Police Department will advise the responsible party to contact a private cleanup company. The list of city approved cleanup firms may be provided upon request.
- B. If a police incident has occurred on a Public Right-of-Way and involves hazardous or waste materials; the Police Department will secure the scene **subject to the note below** and conduct their investigation. The crime scene investigation, if able to proceed prior to the removal of the hazardous or waste materials, shall be conducted with awareness and caution. Once the investigation is concluded, the Fire Department, if requested, will assume control of the site. The Fire Department will ensure final mitigation -coordinating clean up with any approved contracted clean up company.

Article 110.30

BIOHAZARDS

- A. If it appears that the biohazard may have been generated as the result of a crime (e.g., the presence of large quantities of blood), the Police Department is to be contacted before any clean up begins.
- B. If the Police Department does not respond or the volume/type of biohazard is such that it does not infer that a crime occurred:
 1. The Fire Department will respond and evaluate the scene for possible clean up options.
 2. All biohazard materials must be packaged in accordance with Health Department requirements.
 - All items contaminated with blood or body fluids must be placed in a properly labeled (with biohazard symbol), double red biohazard liner (double bagged).
 - NO LIQUIDS or LEAKING PRODUCTS; all liquids must be absorbed.
 3. Biohazards may be taken to Little Company of Mary Hospital for disposal by the approved procedures. (See Appendix I.)
 - Chemical waste, tissue waste, pharmaceutical waste, chemotherapeutic waste or radioactive waste will not be accepted under any circumstances.
 4. If the responsible staff cannot do the clean up, they will contact one of the appropriate City-contracted clean up companies.

C. Sharps

- The Fire Department will investigate all Bio-hazards including any large quantity of sharps; ultimate disposal of the sharps will be at the discretion of LA County Health HazMat.
- Single sharps are to be handled only by those with blood-borne pathogens training and as per the City's website at <http://www.tornet.com/9134.htm>:
- Note: *"Place in a rigid, hard plastic or metal container with a screw-on or tight-fitting lid, such as a plastic laundry detergent container or coffee can. The container should be puncture-resistant and leak proof. Milk containers are not puncture resistant-Contact the cities hazardous Waste Program Coordinator in the Fire Prevention Division for disposal options.*

Article 110.35

ANIMALS

- *Animal Control will respond to dead/injured/ill animals on public or private property and live marine wildlife on the beaches; they will contact a private contractor for the handling of dead marine mammals.*
- *Dead birds may be properly-handled (e.g., using proper blood-borne pathogens procedures), placed into plastic bags and disposed of as regular trash.*
- In cases of traffic collisions or crimes involving an animal, the Police Department and/or Fire Department will call Animal Control.
- If an animal is injured in a traffic collision or crime, Animal Control may be contacted to take the animal to a pet hospital.
- During non-business hours, Animal Control may not respond to dead animals unless the animal is large and/or causing a problem (e.g., traffic hazard, health & safety concern). In such instances, LA County Animal Care and Control may respond if requested to do so. (See **Contact Numbers** on page 12.)

Article 110.50

UNIVERSAL AND E-WASTES

- Small volumes of universal and e-wastes may be picked up by any City personnel and brought to the Hazardous Waste Storage Area.
- Notification shall also be made to the Hazardous Waste Program Coordinator at the Fire Prevention / Hazardous Materials Division with information regarding the circumstances involved in the collection.
- For larger volumes, (e.g., loads from trucks, abandoned materials on public property), the responding department shall contact a qualified City approved contractor.

INDUSTRIAL WASTES

- A. If liquid or solid waste can be traced to an individual parcel
1. The Fire Department will respond and evaluate the scene. The Fire Department will advise the responsible party that the cleanup is their responsibility. The list of cleanup firms may be provided upon request.
 2. If the responsible party fails to promptly perform or arrange for the cleanup, the Fire Department will contact one of the appropriate City-contracted cleanup companies and bill the responsible party.

NOTE: THE FIRE DEPARTMENT WILL ALWAYS RESPOND

- B. If the waste is in the Public Right-of-Way and not traceable to an Individual Parcel or Responsible Party:
1. Solid non-hazardous waste items (e.g. drywall, glass, concrete and lumber, etc.) will be picked up and properly disposed of by Public Works personnel.
 2. If liquid waste is found:
 - The Fire Department may handle small volumes of waste.
 - Wastes which are deemed by the Torrance Fire Department or LA County Health HazMat to be non-hazardous and appropriate for disposal into the sewer may be transported by Public Works personnel.
 - If the type or quantity of waste is beyond the capabilities of Public Works, Public Works will contact a qualified City approved clean up contractor..
- C. If requested, the Environmental Section of Community Development can assist with issuance of citations; however it is the responsibility of the Fire Department to contact/advise the responsible party to initiate clean up.

Article 110.50

RESPONSIBILITIES

- A. The Fire Department is first responder to all NPDES related spills and incidents and assumes primary responsibility for all such incidents with the exception of single family or duplex residential sewage spills, which may be handed over to Environmental or Building and Safety divisions after the initial assessment is made by the Fire Department.
- B. The Police Department shall provide support at hazardous material/hazardous waste incident sites and shall assist the Fire Department with perimeter control, establishing access routes for emergency equipment, evacuation of potentially affected areas and criminal investigation when necessary.
- C. The Public Works Department shall provide support at hazardous material/hazardous waste incident sites and shall provide any equipment and materials as needed, including traffic control devices. Every attempt shall be made to ensure that City equipment remains uncontaminated and that **no Public Works employees will directly participate in the cleanup of hazardous wastes.**
- D. The Finance Department's Purchasing Division shall assist the Fire Department in obtaining any materials, equipment, and/or services needed for the proper handling of material/waste.
- E. The General Services Department's City Services Warehouse shall store material/waste cleanup and containment supplies (absorbents, DOT-approved drums, etc.), and will issue them to City personnel on an as-needed basis.
- F. The Torrance Fire Prevention / Hazardous Materials - Hazardous Waste Program Coordinator shall:
 - 1. Operate and maintain the Hazardous Waste Storage Area. All materials/wastes placed in this area shall be inventoried and stored for a period not to exceed the CA Department of Toxic Substances Control's (DTSC) 90-day limit.
 - 2. Coordinate with other City departments to contract with a DTSC-registered hazardous waste hauler(s) for periodic transport of wastes.
 - 3. Maintain records of all wastes generated and disposed of from City sites.
 - 4. Remain current on existing and proposed hazardous material/ waste legislation at the Federal, State and Local levels which may affect City operations.
- G. The Environmental Section of Community Development shall:
 - 1. Respond to call-outs pertaining to oil well and oil pipeline spills, as requested, and shall expedite spill cleanup by the well or pipeline owners.

ARTICLE 110.55

REPORTS AND BILLINGS

Response crew leaders from departments providing service at the site of a hazardous material/hazardous waste incident shall complete incident reports on forms approved by their respective departments. Each department's report shall include, at a minimum:

1. A brief description of the incident;
2. The Fire Department's "Incident Number" assigned to the incident;
3. The job number assigned by the Finance Department for the tracking of City expenses and reimbursements related to the cleanup of material/waste spilled, dumped, leaked, or abandoned by non-City personnel;
4. A listing of all department personnel called out to the incident scene: at what time, by whom, etc.;
5. An itemization of the department man hours, materials, supplies, and equipment hours devoted to dealing with the incident.

The Fire Department's Incident Report shall also include a listing of work crews and equipment from other departments/agencies which responded to and provided services at the incident scene.

Article 110.60

REQUEST FOR BILLING

The following guidelines must be followed for a department to claim their expenses:

1. If the responsible party is identified and more than \$100 was expended in labor costs, materials, equipment fees, etc. each responding department shall prepare a Request for Billing (Finance Form #443-10) to recover costs from the responsible party.
2. Within 10 days of the incident, a legible copy of the Request for Billing and the Incident Report shall be forwarded to the Finance Department.
3. If reimbursement from the responsible party is received, each responding department's operating budget shall be reimbursed as appropriate.

Hazardous Materials & Other Waste Handling Responsibilities Procedure Chapter 110

CONTACT NUMBERS:

Animal Control	(310) 618-3850
After hours and on weekends:	
○ LA County Animal Care and Control	(562) 940-6898
• Emergency (Police Department and Fire Department):	911
Non-Emergency Situations:	
○ Police	(310) 328-3456
○ Fire Department Dispatch	(310) 781-7042
• Environmental Section of Community Development	(310) 618-5929
Fire Prevention/NPDES Inspection –	(310) 618-2973
Haz- Waste Program Coordinator	(310) 721-3519
NPDES Program Administration (Community Development)	(310) 618-2550
• Park Services Division of Community Services	(310) 781-6901
• Police Department Dispatch	(310) 618-5641
• Public Works	(310) 781-6900