



ADMINISTRATIVE DIRECTIVE

Title: **Recycling and Disposal of Aerosol Cans**
Issuing Department: Town Manager's Safety Office
Effective Date: June 1, 2014
Approved: Gilbert Davidson, Town Manager
Type of Action: New

1.0 PURPOSE

The purpose of this directive is to establish a procedure for the proper disposal of aerosol containers as a pollution prevention control measure.

2.0 DEPARTMENTS AFFECTED

All Town of Marana departments and employees

3.0 REFERENCES

3.1 Pima County Department of Environmental Quality Technical Guidance Document (TGD) - Recycling and Disposal of Aerosol Cans

4.0 DEFINITIONS

4.1 Aerosol: Solid or liquid particles suspended in a gaseous medium dispensed from pressurized propellant containers

4.2 Pesticide: A chemical product used to kill and/or control nuisance species such as cockroaches, spiders, mosquitos and flies. The term pesticide shall include insecticide and herbicide products.

4.3 Herbicide: A chemical product used to kill and control nuisance plant species

5.0 POLICIES AND PROCEDURES

5.1 Objectives. It is the policy of the Town of Marana to dispose of aerosol containers in an environmentally safe manner and to achieve the following objectives:

5.1.1 Promote and further the Town of Marana's recycling goals.

5.1.2 Reduce the volume of solid waste in landfills.

5.1.3 Minimize the introduction of possible contaminants into the landfills.

- 5.2 Receptacles. Each Town department that uses aerosol cans shall maintain receptacles in which to collect spent aerosol containers. Departments shall contact their Town of Marana Safety Committee member or the Town of Marana Safety Coordinator to obtain waste aerosol receptacles. Receptacles shall be labeled in the following manner:
- 5.2.1 “Non-Pesticide Aerosol Containers Only”
 - 5.2.2 “Pesticide Aerosol Containers Only”
- 5.3 Storage. Each department shall designate a location for aerosol collection receptacles as follows:
- 5.3.1 Collection locations that are indoors are preferred for protection from the elements. If collection at an outside location is necessary, receptacles must have secondary containment.
 - 5.3.2 Aerosol cans must not be stored or collected in the Marana Operations Center (MOC) Waste Yard where the puncture tool is located.
- 5.4 Puncturing. On a monthly basis, or more frequently as needed, aerosol collection receptacles shall be taken to the MOC Waste Yard for puncturing. Proper procedures for puncturing cans are as follows:
- 5.4.1 The aerosol container is to be placed in the tool right side up.
 - 5.4.2 Place the cap with the handle on top of the container and press down until a hole is made in the bottom of the container and the contents expelled.
 - 5.4.3 Caution: Some containers may contain free liquid. It is essential that the aerosol container be firmly held in the puncturing tool until all contents are expelled.
 - 5.4.4 The vent cap must remain on the puncture tool when not in use.
- 5.5 Pesticide Aerosol Containers. For purposes of this directive, pesticide, insecticide, and herbicide containers shall be treated the same.
- 5.5.1 Pesticide aerosol containers shall not be punctured.
 - 5.5.2 Departments shall contact the Facilities & Asset Manager to have full pesticide aerosol container drums picked up for disposal.
- 5.6 Training. Each department or division where appropriate shall designate employees to receive training in the operation of the puncture tool. Only those employees trained in its operation shall operate the puncture tool. Safety Committee members shall provide training to their respective departments/ divisions.
- 5.7 Disposal. All punctured aerosol containers shall be deposited in the scrap metal container immediately after puncturing. This container is located on the north side of the Fleet Services area. “Orphan waste” must not be left in the Fleet Services HAZMAT area, or any other Town locations.
- 5.8 Safety. Employees must wear eye protection, apron and gloves at all times while puncturing aerosol cans.

- 5.9 Housekeeping. Each person operating the puncture tool is responsible for the disposal procedures set forth in this directive and for keeping the area neat and orderly.
- 5.10 Equipment Malfunctions. If problems are encountered with the puncture tool, the puncturing process must stop and the employee encountering the malfunction must report it to their respective Safety Committee member, the Safety Coordinator, or the Fleet Services Supervisor. The employee using the tool shall tag the tool out of service.
- 5.11 Filter/Drum Replacement. The filter on the chemical receiving drum shall be replaced every six months. Fleet Services will supply replacement filters and drums. Chemical drums are to be changed when the drum is no more than $\frac{3}{4}$ full. Fleet Services shall be contacted to remove and replace the full drums and to dispose of the used filters.

6.0 RESPONSIBILITIES

- 6.1 The Safety Coordinator has overall responsibility for the Town's safety programs. The Safety Coordinator shall consult with the Town Manager regarding appropriate changes and amendments to this administrative directive.
- 6.2 Department Heads, managers and supervisors are responsible for ensuring that the requirements of this directive are fully implemented in their work areas.
- 6.3 Employees are responsible for attending all mandatory training classes, and understanding the policies and procedures outlined in this directive, as well as all Town health and safety procedures.
- 6.4 The Safety Coordinator and the Safety Committee are authorized to halt any operation of the Town where there is danger of serious personal injury.

7.0 ATTACHMENTS

None

REVISION HISTORY

<i>REV</i>	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	6/1/14

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