



City of Tucson & Pima County
Household Hazardous Waste Program
Information Compiled for

September 21, 2011

**Program Coordinator's Report
August 2011**

Operations

- Participation for August 2011 was 2,762 including 245 “first timers”. Participation from the first Saturday collection during August was 523. Participation for August 2010 was 2,791.
- Waste materials weighing approximately 78,171 pounds were processed and shipped in August, including 20,550 pounds distributed through the Drop and Swap table.
- An estimated 1,716 people participated at the ABOP stations during the month of August. Eighty three people obtained recycled paint from the program. One hundred three people obtained recycled materials from the Drop and Swap tables at the main site.
- One new volunteer was trained this month.
- NW Site, Pusch Ridge Christian Church, 440 W. Calle Concordia, participation dropped to 20 this month. Participants were directed to alternate drop-off sites. Signs and a map will be posted at this location for the remainder of the fiscal year and will be monitored for orphaned waste.
- A pre-proposal meeting for the hazardous materials request for proposals (RFP's) was held this month. Over eight competitor companies were present. The evaluation committee (Mike Jones, Harold Maxwell, and Frank Bonillas) will review proposals and submit a recommendation.
- Staff has been participating on the Environmental Services Uniform Committee.
- A request for proposals (RFP) for mercury containing materials was published, proposals submitted, but all submittals were non-responsive. A new RFP will be published.

Outreach

- Staff continues to coordinate first Saturday of the month outreach collections. This includes volunteer refreshments, tent rentals, truck rentals and equipment preparation/set-up.

Training/Seminars

- Staff attended an annual OSHA HAZWOPER refresher offered through Ninyo & Moore.
- Frank Bonillas attended a SWANA HHW Certification class at WASTECON in Nashville, TN.

Waste Handling 11/12

August 2011

Treatment Type	Waste Type	Weight (lbs)	Count
Fuels			
	Chlorinated Solvent	457	2 drum (55 gal)
	Paint Sludge	10,991	23 drum (55 gal)
	Soap & Wax	1,867	4 drum (55 gal)
		13,315	29
Recycled			
	Antifreeze	1,360	170 gallon
	Auto Battery	450	18 unit
	Cardboard	1,125	4 drop
	Computer Equip (2)	3,050	122 unit
	Latex Sludge	8,796	15 drum (55 gal)
	Oil	27,600	3,450 gallon
	Rechargeable Battery (BX)	91	2 box (40 lbs)
	Rechargeable Battery (DM)	478	1 drum (55 gal)
		42,950	3,782
Redistributed			
	Drop and Swap	5,050	1,081 item
	HHWP Paint	15,500	310 bucket (5 gal)
		20,550	1,391
Treatment			
	Acid	512	1 drum (55 gal)
	Pesticide	844	2 drum (55 gal)
		1,356	3
	Grand Total:	78,171	

Participation 11/12

August 2011

Collection Site	Events	Participants	% of Total	First Time	% of Location
Catalina Transfer	1	128	4.6%		
Drop & Swap	1	103	3.7%		
East Side	1	396	14.3%	138	34.8%
HHWP Paint	1	83	3.0%		
Los Reales Landfill	2	758	27.4%		
Main Site	8	410	14.8%	81	19.8%
Ryan Field Transfer	1	141	5.1%		
Sahuarita Landfill	1	249	9.0%		
Tangerine Landfill	1	440	15.9%		
Tucson Water Plant 2	1	54	2.0%	26	48.1%
Grand Total:	18	2,762		245	

ABOP Participation 11/12

August 2011

Collection Site	Participants
Catalina Transfer	128
Los Reales Landfill	758
Ryan Field Transfer	141
Sahuarita Landfill	249
Tangerine Landfill	440
Grand Total:	1,716

SBWAP Collections 11/12

August 2011

Waste Type	Pounds Collected	% of Weight	Revenue
Latex Sludge	517	8.75%	\$178.60
Antifreeze	500	8.46%	\$65.50
Base	414	7.00%	\$307.74
Chlorinated Solvent	240	4.06%	\$146.08
Compact Lamps	53	0.90%	\$33.92
Developer Wastes	90	1.52%	\$66.90
Flammable Liquid	924	15.63%	\$338.25
Acid	70	1.18%	\$46.83
Latex Paint	571	9.66%	\$76.60
U-Tube Lamps	1	0.02%	\$0.76
Liquid Pesticide	9	0.15%	\$7.75
Mercury Debris	1	0.01%	\$17.90
Paint Sludge	313	5.29%	\$116.80
Soap & Wax	970	16.41%	\$341.70
Sodium Lamps	10	0.17%	\$14.50
Solid Pesticide	430	7.27%	\$533.20
Solid Waste	1	0.01%	\$0.00
Fluorescent Light	798	13.51%	\$687.14
Grand Total:	5,911		\$2,980.17

Waste Handling 11/12

As of August 31, 2011

Treatment Type	Waste Type	Weight (lbs)	Count
Fuels			
	Chlorinated Solvent	457	2 drum (55 gal)
	Paint Sludge	10,991	23 drum (55 gal)
	Soap & Wax	1,867	4 drum (55 gal)
		13,315	29
Recycled			
	Antifreeze	2,160	270 gallon
	Auto Battery	1,800	72 unit
	Cardboard	2,490	9 drop
	Computer Equip (2)	5,900	236 unit
	Latex Sludge	8,796	15 drum (55 gal)
	Metal	8,320	2 drop
	Oil	54,400	6,800 gallon
	Rechrable Battery (BX)	434	9 box (40 lbs)
	Rechrable Battery (DM)	478	1 drum (55 gal)
		84,778	7,414
Redistributed			
	Drop and Swap	9,707	2,390 item
	HHWP Paint	36,300	726 bucket (5 gal)
		46,007	3,116
Treatment			
	Acid	512	1 drum (55 gal)
	Pesticide	844	2 drum (55 gal)
		1,356	3
	<u>Grand Total:</u>	<u>145,456</u>	

Participation 11/12

As of August 31, 2011

Collection Site	Events	Participants	% of Total	First Time	% of Location
Catalina Transfer	2	184	3.2%		
Drop & Swap	2	260	4.6%		
East Side	2	693	12.2%	228	32.9%
HHWP Paint	2	190	3.4%		
Los Reales Landfill	4	1,572	27.7%		
Main Site	20	1,245	22.0%	218	17.5%
Ryan Field Transfer	2	279	4.9%		
Sahuarita Landfill	2	482	8.5%		
Tangerine Landfill	2	662	11.7%		
Tucson Water Plant 2	2	102	1.8%	53	52.0%
<u>Grand Total:</u>	<u>40</u>	<u>5,669</u>		<u>499</u>	

ABOP Participation 11/12

As of August 31, 2011

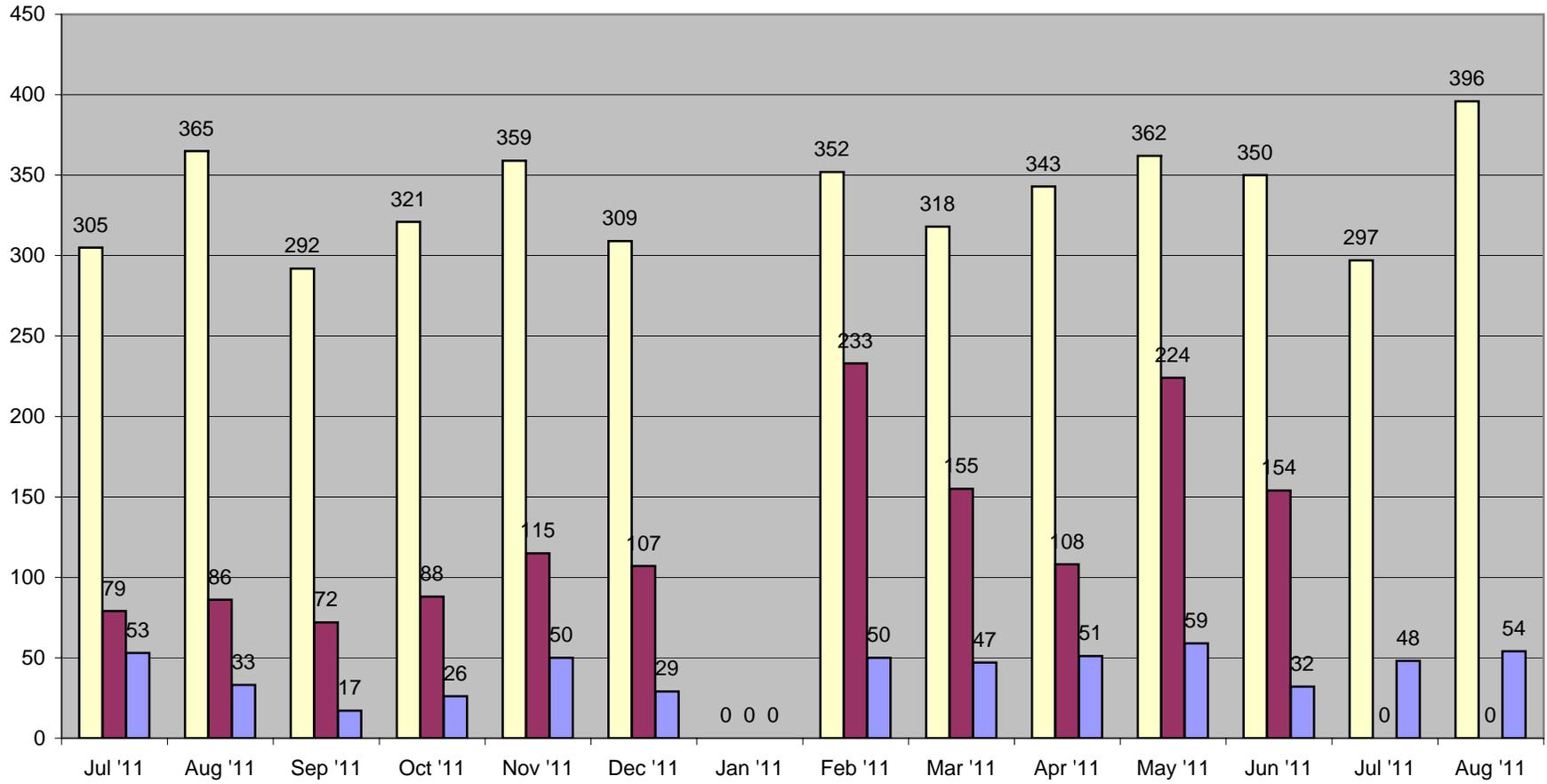
Collection Site	Participants
Catalina Transfer	184
Los Reales Landfill	1,572
Ryan Field Transfer	279
Sahuarita Landfill	482
Tangerine Landfill	662
<u>Grand Total:</u>	<u>3,179</u>

SBWAP Collections 11/12

As of August 31, 2011

Waste Type	Pounds Collected	% of Weight	Revenue
Mercury Debris	1	0.01%	\$50.11
Antifreeze	500	4.98%	\$65.50
Base	417	4.15%	\$311.76
Chlorinated Solvent	280	2.79%	\$170.20
Compact Lamps	54	0.54%	\$34.56
Developer Wastes	135	1.34%	\$99.70
Flammable Liquid	1,420	14.13%	\$496.20
Fluorescent Light	1,225	12.19%	\$1,056.86
Hydrogen Bulbs	1	0.01%	\$1.45
Latex Paint	931	9.27%	\$123.40
Latex Sludge	1,155	11.50%	\$399.00
Acid	80	0.79%	\$55.01
Liquid Pesticide	9	0.09%	\$7.75
U-Tube Lamps	5	0.05%	\$3.80
Oil	240	2.39%	\$25.50
Oxidizer	2	0.02%	\$3.46
Paint Sludge	1,727	17.19%	\$638.35
PCB Ballast	95	0.95%	\$95.00
Rechargeable Batts	11	0.11%	\$1.76
Soap & Wax	1,220	12.14%	\$428.73
Sodium Lamps	11	0.11%	\$15.95
Solid Flammables	2	0.02%	\$7.96
Solid Pesticide	431	4.29%	\$534.44
Solid Waste	1	0.00%	\$0.00
Lead Acid Battery	95	0.95%	\$15.20
<u>Grand Total:</u>	<u>10,046</u>		<u>\$4,641.64</u>

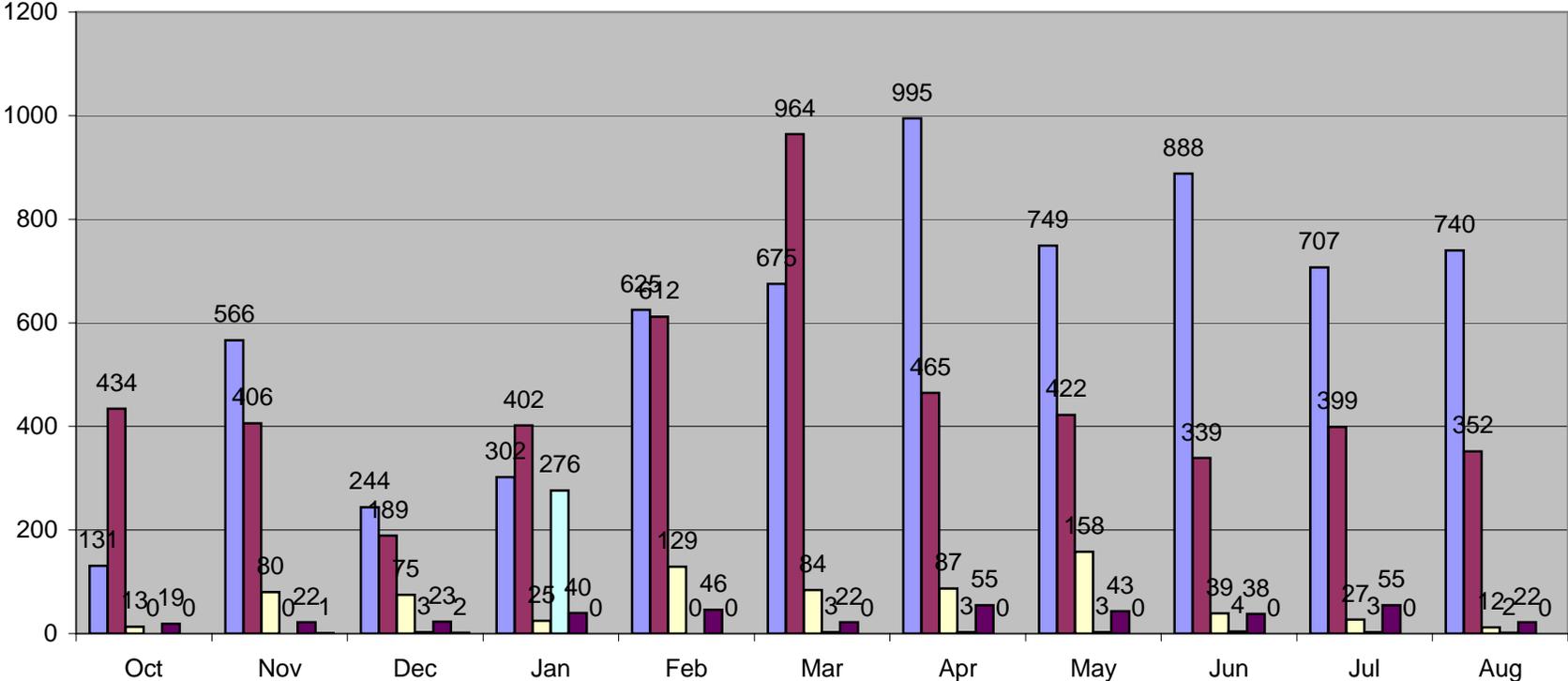
Participation FY 2011 - 2012 1st Saturday Outreach Collections



ES City Hall
Northwest
Water Plant 2

	Staff	Volunteers
ES City Hall	3	12
Northwest	1	5
Water Plant 2	1	2

HHW Participation 2011 - 2012

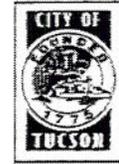


■ Tucson
■ County
■ Oro Valley
■ Sahuarita
■ Marana
■ S. Tucson

	Total	%
Tucson	6,622	50.9
County	4,984	38.3
Oro Valley	729	5.6
Sahuarita	297	2.3
Marana	385	3.0
S. Tucson	3	0.02



Household Hazardous Waste Program Standard Operating Guideline (SOG)



Title: Collection of Fees

SOG Number: HHW-011-03

Applicability: Staff Volunteers Steering Committee

Responsibility for Implementation: ES Landfill Administrator

1.0 PURPOSE

This SOG outlines the procedures for the collection and handling of fees from the sale of latex paint mixed at the Household Hazardous Waste (HHW) Program Facility or the Small Business Waste Assistance Program (SBWAP). Fees collected from the sale of latex paint are for the cost recovery of the buckets and lids associated with the packaging of the latex paint intended for redistribution into the community. Latex paint will be sold at the HHW drop-off facilities located on Sweetwater Drive and at the Los Reales landfill. Fees collected from the SBWAP customers are for the cost recovery of the disposal of hazardous materials from Conditionally Exempt Small Quantity Generators (CESQG). Following these procedures ensures proper handling of monies collected.

2.0 CHANGE ACCOUNT

2.1 An Imprest Account (Petty Cash Account), authorized by the Finance Department, shall be established by the Director of Environmental Services for use by the Household Hazardous Waste Program. The Director shall designate a custodian and alternate custodian(s), as needed.

2.2 The custodian and alternate custodian(s) are responsible to the Director for controlling the activity of the account on a continuing basis, making deposits, and safeguarding the funds.

3.0 ACCEPTANCE OF FEES

3.1 Fees for recycled latex paint packaged in 5 gallon buckets are established at \$5.00 per bucket. Residents can receive up to 15 gallons of recycled latex paint per household per year. Non-profits and other community groups, for community projects, may receive the same amount or may receive larger amounts, if available. In such instances, staff will make a determination on a case-by-case basis.

3.2 Residents, non-profits and other community groups must sign the Indemnification Form (Attachment 1) before any paint may be issued.

3.3 Applicable fees for latex paint sold at the HHW Sweetwater facility or from SBWAP customers will be collected by the assigned cashier. Some SBWAP customers are billed for disposal services. Customer billing will be handled through Environmental Services' billing system. The custodian and alternate custodians will not serve as the cashier. The cashier will sign for the cash box and receipt book at the beginning of the collection day, ensuring he/she counts the funds to ensure the cash box money is complete, and will recount the change fund and sign in the cash box and receipt book at the end of the day (Attachment 2).



Household Hazardous Waste Program Standard Operating Guideline (SOG)



3.4 The beginning and ending corresponding numbers on the receipt book will be logged on the Cash Box Sign Out/In Log. The customer will receive an original numbered receipt and a copy of the receipt will be retained to reconcile the cash box and to submit with the deposit. If the payment is for a SBWAP invoice then the cashier will also record the corresponding SBWAP invoice on the customer's payment receipt. The Custodian or Alternate Custodian(s) will reconcile which SBWAP invoices have been paid and perform follow up contact as needed. See SBWAP Fee Assessment SOG Number: HHW-007-04 for additional information.

3.5 At the end of each fee collection day at the Sweetwater facility, the alternate custodian and custodian will verify the amount of the change fund; complete the cash count report (Attachment 3) and place it back in the cash box. All remaining cash or checks will be counted, reconciled with the daily paint receipts or with corresponding SBWAP invoices, and logged on a deposit log sheet (Attachment 4). If an Overage or Shortage occurs when the cash box is counted, record the amount and reason on the daily deposit sheet, and notify the Landfill Administrator in a timely manner of any such variances.

3.6 A deposit will be processed by the Custodian weekly at a City Cashier. The custodian will batch the deposit receipt, Cash Count Report, Deposit Log Sheet, and Receipts and will forward them to Environmental Services Finance personnel for review and record keeping. Finance staff will notify the ES Landfill Administrator if any subsequent variances not previously reported are noted.

3.7 The cash box and any money taken in will be kept locked at all times in a locking cash drawer, and the cash box will be stored in a locked cabinet overnight or when otherwise not in use.

3.8 For latex paint sold at the Los Reales landfill, the customer will pay for the paint at the Los Reales Scalehouse and the transaction will be recorded in the Autoscale computer system following the Scalehouse's cash handling policies and procedures. The customer will be issued a dual copy receipt – one for their purchase and a second to be turned in to the landfill staff issuing latex paint at the landfill. As paint is issued to customers the landfill staff member will stamp the receipts indicating the paint has been issued to the customer, thereby canceling the receipt from being filled again.

3.9 Records of the amount of Latex paint delivered for sale to the public at the Los Reales will be maintained by the ES HHW Superintendent. A weekly report from the Autoscale system of all paint sold will be sent to the ES HHW Superintendent with copies of the canceled paint receipts processed by the landfill staff. The ES HHW Superintendent will complete a reconciliation of the receipts to the amount of paint issued and maintain the records and corresponding paint inventory logs. Reconciliation results will be forwarded to the ES Landfill Administrator for final review.

Review and Approved by	Date	Signed	Print Name
Director	10/22/10		Quisley

**Household Hazardous Waste Program
Environmental Services Department**

Cash Count Report

Date: _____

	Cash Box	Reserves		
CURRENCY	_____	_____	x Ones	=
	_____	_____	x Twos	=
	_____	_____	x Fives	=
	_____	_____	x Tens	=
	_____	_____	x Twenties	=
	_____	_____	x Fifties	=
	_____	_____	x Hundreds	=
	Total Currency			
COIN	_____	_____	x .01	=
	_____	_____	x .05	=
	_____	_____	x .10	=
	_____	_____	x .25	=
	_____	_____	x .50	=
	_____	_____	x 1.00	=
	Total Coin			

Total Checks	\$	_____
GRAND TOTAL	\$	<input type="text"/>
Less Cash Box	\$	- 150.00
DEPOSIT TOTAL	\$	<input type="text"/>
RECEIPTS TOTAL	\$	<input type="text"/>
OVER/SHORT	\$	<input type="text"/>

Reason for Over/Short: _____

Custodian/Alternate: _____

Verified by: _____

