



Household Hazardous Waste Program Standard Operating Guideline (SOG)



Title: Non-Standard HHW Collections

SOG Number: HHW-012-01

Applicability: Staff Volunteers Steering Committee

Responsibility for Implementation: Waste Diversion Manager

1.0 PURPOSE

This SOG outlines the program elements and procedures to offer fee based Household Hazardous Waste (HHW) collection events to entities that may request additional services, including incorporated cities, businesses, and other organized residential communities. A fee schedule for these collections will be established based on size of the event for services requested.

2.0 NON-STANDARD HHW COLLECTION

2.1 A non-standard HHW collection event can be requested to the Tucson Environmental Services Department (ES) by any entity wishing to provide these services to their residents or employees.

Current HHW collection events authorized under the City of Tucson and Pima County HHW Program Intergovernmental Agreement (IGA) and established by ES include:

- Pima County 1-day Collection Events
 - Spring - Tucson Estates Community
 - Spring - Green Valley
 - Fall - Green Valley

- City of Tucson 1-day Collection Events
 - Spring - Mid-Town Neighborhoods
 - Fall – Airport Area Employees
 - Summer/Fall – Roaming Collection

Monthly collection events located at the Eastside City Hall Service Yard.

Monthly collection events located at various sites: primary location at Tucson Water Plant 2; additional locations may be selected by reducing the frequency at Tucson Water Plant 2.

3.0 REVIEW OF COLLECTION REQUESTS

3.1 ES will assist any entity requesting a non-standard HHW collection to properly collect and dispose of HHW from residential communities. Requests will be evaluated based on the requirements listed below.

3.1.1 This service will only be provided within Pima County boundaries.

3.1.2 An adequate event site must be provided. The site must be large enough to allow vehicles to safely enter and exit the collection site, accommodate a 20’x20’ canopy, and provide enough space



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for vehicles to line up while being serviced so as to not cause unsafe traffic conditions on public road ways. ES staff will approve all proposed collection sites.

3.1.3 A letter of permission must be provided from the property owner, allowing the Tucson/Pima County HHW Program, to hold an outreach collection on their property. The letter must specify the collection date and times (allowing extra time for set-up and break-down) and must be signed by the property owner. Upon request, the property owner will receive an insurance certificate (proof of insurance). *If the property owner is the City of Tucson or Pima County, a letter of permission is not required.*

3.1.4 Local area volunteers must be provided to assist during the outreach collection. The HHW Program will train new volunteers prior to working at an event.

3.1.5 Adequate promotion of the event must be provided to include at least some of the following:

- Prepare an announcement postcard for bulk mailing within the collection boundaries.
- Generate a news release for the media announcing the event.
- Generate an announcement for the local NH Association(s) newsletter (if applicable).
- Generate an announcement for local retailers and/or major employers within the collection boundaries (if applicable).
- Generate posters or flyers to place in key public advertisement boards within the collection boundaries.
- Place electronic message board within the collection boundaries 1-week prior (optional).
- Place message banners within the collection boundaries 1-week prior (optional).

4.0 FEE SCHEDULE

4.1 Fees for non-standard HHW collection events will be established in Chapter 15 of the Tucson City Code. Applicable fees have been established based on collection size by number of residential participants expected. The fee includes full cost recovery for expenses related to ES staff labor, trucks, canopy, operating and disposal supplies, disposal, and ES overhead costs. A service agreement will be prepared for each client.

4.2 Collection of fees will be handled in accordance to SOG Number HHW-011-04, Collection of Fees, and deposited in the HHW Program account.

Review and Approved by	Date	Signed	Print Name
Director			

Attachment B

**PILOT NON-STANDARD HHW COLLECTION
FEE SCHEDULE
FISCAL YEAR 2013**

Collection Size (Participation)	Full Cost Recovery Price
up to 80	\$2,000
80-149	\$2,850
150-249	\$3,500
250-399	\$6,000
400-600	\$8,700