

# Store Operations Manual

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## Potentially Hazardous Material Management Policy

**Primary Contact: Operations**

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- Hazardous material is any substance or material which poses a hazard to human health or the environment when improperly managed
- Hazardous waste cannot be thrown out into the trash and cannot be dumped down a drain. We are required by law to dispose of Hazardous material properly.
- Smart and Final has partnered with StrongPak to ensure we dispose of hazardous waste properly.
- Stores should have an area in the store designated for hazardous waste.
- Any time a potentially hazardous material is leaking, about to leak, partially full, missing a cap, has a broken cap, missing a nozzle, crushed, or damaged it must be disposed of following specific procedures.
- At no time should a potentially hazardous item in the above condition be sent to the Distribution Center or thrown in the trash.
- Potentially Hazardous Waste must be processed per company policy.
- Stores carry six types of retail hazardous waste materials, examples of each type are listed below :
  - Flammables, flammable aerosols, and combustibles
  - Universal Waste
  - Toxics and non hazardous
  - Corrosive bases
  - Corrosive Acids
  - Oxidizers

### **Standard Operating Procedures:**

1. When a potentially hazardous material is leaking, about to leak, partially full, missing a cap, has a broken cap, missing a nozzle, crushed, or damaged do NOT throw it in the trash, dump it down the drain, or send it back to the DC.
2. If you discover the item in the above condition it must be bagged and labeled.
3. If the product is leaking, use gloves and add absorbent to any area where the product spilled.
4. Bag both the product and absorbent. Then double bag the product and absorbent.
5. There should only be one item per bag.
6. The bag should be completely sealed.
7. Make sure to always double bag and absorb leakers.
8. Once the item is bagged, write the name of the item on the outside of the bag.
9. Add the bagged item to the StrongPak Container labeled "To Be Determined."
11. If you are unsure how to handle a spill, refer to the training manual on the accumulation center, read the information posters that are placed around the accumulation center, and/or ask any member of management for guidance.

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## Example of Hazardous Waste Area Setup



**“To Be Determined” Container**