STATE OF CALIFORNIA
CIWMB 303
5/95

CALIFORNIA INTEGRATED
WASTE MANAGEMENT BOARD

Form 303 Household Hazardous Waste Collection Information For Fiscal Year ____/____

A. INTRODUCTION

Purpose of this form

This form is to be completed by each jurisdiction in California that is required by the California Integrated Waste Management Board (CIWMB) to report information annually on the collection of household hazardous waste (HHW). The form is specifically intended to fulfill reporting requirements of the Household Hazardous Waste Element of the Countywide Integrated Waste Management Plans; and to contribute to the database the CIWMB and Department of Toxic Substances Control (DTSC) are mandated to develop and maintain for all HHW collection events, facilities, and programs within the state. The completed Form 303 must be submitted to the CIWMB each year.

The completed form for the program sponsored in the previous fiscal year, starting July 1 and ending June 30 is due on the **first Monday of October.**

Instructions

Detailed instructions have been written to help you complete this form. Please refer to the instructions titled "Instructions for Completing Form 303 Household Hazardous Waste Collection Information" on pages 4 through 8.

One Form 303 must be completed for each facility site that is used with a specific EPA identification number.

Only one form is to be filled out for each site used, regardless of how many times the site has been used throughout the fiscal year. For example, one facility site with one EPA identification number is used for a temporary collection facility five times in one year. Thus, one form will be filled out for this site. If, in addition, another site with another EPA identification number is used for a temporary collection facility in the same year, another form must be filled out.

Send to

Household Hazardous Waste Section
California Integrated Waste Management Board
8800 Cal Center Drive
Sacramento, CA 95826

_____ Check here if your agency did not have a collection program. Please complete Part B. Jurisdiction and return one copy only to CIWMB at the address shown above.

_____ Check this box if your agency participated in another agency's program. Please complete Part B. Jurisdiction and D. Sponsors and return one copy only to CIWMB at the address shown above.

[The next page is 806.255.]

B. JURISDICTION

Reporting Source	
Service Area	
Agency	
Address	
City	
State	
Zip	
County	
Contact Person	
Phone	( )
Location of event	

C. EPA ID NUMBER

CAH

D. SPONSORS

(Check all that apply)

__County	__Contractor
__City	__Joint (public/private)
__Private Company	__Non-profit group
__Other	

E. PROGRAM TYPE

(Check all that apply)

__Permanent	__Mobile
__Temporary (periodic)	__Recycle only program
__Other	

F. LOCATION

(Check all that apply)

__One site	__At a transfer station
__Multiple sites	__On city property
__Curbside	__On county property
__At a sanitary landfill	__On private property
__Other	

G. PARTICIPATION

Number of participants	participants
Number of days open	days
Population of service area	people

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EPA ID # CAH

H. WASTE VOLUMES COLLECTED

		Weight (in pounds)	Management Method(s) Include percentage if more than one method was used: DI	FI	L	N	RC	RU	S
1. Flammable & Poison	Flammable solid/liquid								
	Bulked flammable liquids								
	Oil-base paint								
	Poison (excl. aerosols)								
	Reactive and explosive								
	Subtotal								
2. Acid	Inorganic acid								
	Organic acid								
	Subtotal								
3. Base	Inorganic base								
	Organic base								
	Subtotal								
4. Oxidizer	Neutral oxidizers								
	Organic peroxides								
	Oxidizing acid								
	Oxidizing base								
	Subtotal								
5. PCB-containing	PCB-containing paint								
	Other PCB waste								
	Subtotal								
6. Aerosol	Corrosive aerosols								
	Flammable aerosols								
	Poison aerosols								
	Subtotal								
7. Reclaimable	Antifreeze								
	Car batteries								
	Fluorescent bulbs								
	Latex paint								
	Motor oil/oil products								
	Oil filters								
	Mercury (metallic)								
	Subtotal								
8. Other	Medical waste								
	Household batteries								
	Other								
	Subtotal								
9. Asbestos									
10. **Grand Total**									

Instructions for Completing Form 303 (Volumes)

Household Hazardous Waste Collection Information

Part B Jurisdiction

This section is completed by the person providing essential information on Form 303. *Reporting Source* is the name of the entity reporting, i.e., Stanislaus County. *Service Area* is the geographic area in which the program was conducted, i.e., Modesto, Turlock and unincorporated area. *Agency* is the name of the governmental entity in charge of the HHW program, i.e., Department of Environmental Health.

Part C EPA identification number

This is the number issued for HHW collection programs from the Department of Toxic Substances Control.

Part D Sponsor

Sponsor means a group involved in the planning, promotion, implementation and/or financial support of the program. If there is only one sponsor of the event, check the appropriate box for the reporting agency/company. If there are two or more sponsors, check all boxes that apply.

Part E Program type

Use these definitions and check all boxes that describe the HHW collection facility program.

Permanent means a permanent or semipermanent structure in which a HHW collection facility is operated and which meets both the following conditions:

(1) The facility is operated at the same location on a continuous, regular schedule.
(2) The hazardous waste stored at the facility is removed within one year after collection (HSC 25218.1 (h)).

Mobile means a portable structure within which a HHW collection facility is operated and meets all of the following conditions:

(1) The facility is operated not more than four times in any one calendar year at the same location.
(2) The facility is operated not more than three consecutive weeks within a two-month period at the same location.
(3) Upon the termination of operations, all equipment, materials, and waste are removed from the site within 144 hours (HSC 25218.1 (g)).

Temporary (Periodic) means a HHW collection facility that meets the following conditions:

(1) The facility is operated not more than once for a period of not more than two days in any one month at the same location.
(2) Upon termination of operations, all equipment, materials, and waste are removed from the site within 144 hours (HSC 25218.1 (l)).

Recycle-Only means a HHW collection facility that is operated in accordance with Section 25218.8 and accepts for recycling only recyclable HHW materials (HSC 25218.1 (k)).

Instructions for Completing Form 303 (Volumes)

Household Hazardous Waste Collection Information

Part F Location

Check all boxes that describe where household hazardous waste was collected for the jurisdiction.

Part G Participation

Number of participants. Enter the number of participants served by the collection program.

Number of days open. Enter the number of days the collection facility was operated during the reporting period.

Population of service area. Enter the population of people living in the service area of this collection site using the most recent Department of Finance population data.

Part H Waste Volume Collected

Use manifest to classify waste. Use Table 1 and your manifest records and/or inventories to classify each waste stream into the categories listed on Page 3 of the form. For each waste stream listed, enter the weight, and management method for each type of waste shipped from the collection program. Do not include waste volumes for certified oil collection centers.

First Column

Weight is defined as the number of pounds of hazardous waste (liquid or solid including container) shipped from the collection program(s) during the fiscal year. Weight includes the volume of absorbent in a drum.

If data was collected in gallons, convert waste amounts from gallons to pounds by multiplying the number of gallons times the conversion factor of 8.5 pounds/gallon. [Example: For a half-full 5 gallon container of a waste, labpacked in a 55 gallon drum, the volume is 2.5 gallons. 2.5 gallons x 8.5 pounds/gallon= 21.25 pounds.]

If your program does not inventory the volume/weight of waste for labpacks, estimate the volume based on an average according to the requirements of your Treatment, Storage, and Disposal Facility(ies). **[Example:** 127.5 pounds(15 gallons) waste per 55 gallon drum.]

Convert each oil filter and lead acid battery to pounds. Each oil filter = 1.5 pounds. And each lead acid battery = 40 pounds. It is not necessary to utilize the conversion formulas if you know the weight.

Second Column

Management Method. Use the following abbreviations to indicate how each waste type is managed. If more than one method was used for a waste stream, indicate, in percentages, the relative amounts managed by each method.

Instructions for Completing Form 303 (Volumes)
Household Hazardous Waste Collection Information

DI **Destructive Incineration**
Treatment by thermal destruction at a high temperature hazardous waste incinerator where the physical destruction is the sole intent of the treatment process.

FI **Fuel Incineration**
Treatment by thermal destruction where the waste, either by itself or blended with another material, is burned to recover its potential thermal energy.

L **Landfill**
Disposal of a waste in the ground at a hazardous waste landfill.

N **Neutralization/Treatment**
Treatment by chemically adjusting the pH of the waste such that the waste can be discharged into a publicly owned treatment works (does not apply if after neutralization, the waste is still hazardous and is sent for disposal or treatment by one of the other methods).

RC **Recycled**
Waste is sent for resource recovery where the raw materials used for making the material before it became a waste are recovered to make new materials of the same or different nature (does not include fuel incineration).

RU **Reused**
Waste is used without further treatment or handling for the original intended purpose of the material before it was disposed.

S **Stabilization**
Treatment where waste is chemically stabilized into a solid or semi-solid state such that it no longer exhibits hazardous characteristics and can be managed as non-hazardous waste (does not apply if after stabilization, waste is still hazardous and is sent for disposal or treatment by one of the other methods described here).

Table 1. Waste Types, DOT Descriptions and Examples

This table is meant only to depict examples of DOT hazardous materials descriptions and proper shipping names described in Section 172.101 of 49 Code of Federal Regulations (CFR), as they may relate to waste types on the form. For shipping purposes, the numerical designation of the hazard class or division, an identification number and the packing group number must be identified with the hazardouos material description. Refer to the lastest version of 49 CFR for additional information.

	Waste Type on Form	DOT Description	Examples
1	Flammable solid/liquid	Waste Flammable Solid, N.O.S.	*Flammable solids (bulked and labpacked)*: Asbestos-containing organic resins, non-asbestos-containing organic resins, roofing tar, putty, adhesives, paint sludge
		Waste Flammable Liquid, N.O.S.	*Flammable liquids (labpacked only)*: Organic solvents, chlorinated and non-chlorinated solvents, gasoline, alcohol, paint thinner, acetone
	Bulked flammable liquids	Waste Flammable Liquids, Toxic, N.O.S.	*Flammable liquids (bulked only)*: Organic solvents, chlorinated and non-chlorinated solvents, gasoline, alcohol, paint thinner, acetone
	Oil base paint	Waste Paint, Flammable Liquid	Oil base paint
	Poison (excl. aerosols)	Waste Flammable Liquids, Toxic, N.O.S.	Organic poisons, dioxin precursors, pesticides, herbicides
		Waste Flammable Liquids, Toxic, N.O.S.	Inorganic poisons, mercury-containing poisons, inorganic cyanides, arsenic compounds, solutions, containing regulated heavy metals
		Waste Flammable Solid, N.O.S.	Snail bait, poisonous solids, may include asbestos
	Reactive and explosive	Waste Water-Reactive Solid, Flammable, N.O.S.	Water reactive compounds, such as sodium metal, calcium carbide, amides, hydrides
2	Inorganic acid	Waste Corrosive Liquids, Acidic, N.O.S.	Inorganic acids, hydrochloric acid, sulfuric acid, phosphoric acid
	Organic acid	Waste Corrosive, Liquids, Acidic, Organic, N.O.S.	Organic acids, acetic acid, citric acid, butyric acid
3	Inorganic base	Waste Corrosive Liquids, Basic, Inorganic, N.O.S.	Inorganic bases, sodium hydroxide, lye, ammonia based cleaners
	Organic base	Waste Corrosive Liquid, Basic, Organic, N.O.S.	Organic bases, organo-amines
4	Neutral oxidizers	Waste Oxidizing Solid, N.O.S.	Managanese peroxide, hydrogen peroxide, sodium bromate, sodium perchlorate, sodium chromate, ammonium dichromate, sodium iodate, sodium nitrate, potassium permanganate
	Organic peroxides	Waste Organic Peroxide Solution, (Types A-F,) N.O.S.	Ketone peroxides, benzoyl peroxide
	Oxidizing acid	Waste Corrosive Liquids, Oxidizing, N.O.S.	Nitric acid, chromic acid, molybdic acid, perchloric acid, pholphomolybdic acid
	Oxidizing base	Waste Corrosive Liquids, Oxidizing, N.O.S.	Sodium hypochlorite, sodium chlorate, sodium perborate
5	PCB-containing paint	Waste Polychlorinated Biphenyls	PCB-containing paint

	Other PCB waste	Waste Polychlorinated Biphenyls	Transformer oil, PCB ballasts
6	Corrosive aerosols	Waste Aerosols, Non-Flammable, N.O.S.	Oven cleaners
	Flammable aerosols	Waste Aerosols, Flammable, N.O.S.	Spray paint
	Poison aerosols	Waste Aerosols, Poison, N.O. S.	Pesticides
7	Antifreeze	Non-RCRA Hazardous Waste Liquid (spent ethylene glycol) California Regulated Only	Antifreeze
	Car batteries	(not manifested)	Car, Truck, Motorcycle batteries
	Latex paint	(not manifested)	Latex paint
	Motor oil/oil products	Waste Petroleum Oil, N.O.S., California Regulated Only	Used motor oil, brake fluid, transmission fluid
	Oil filters (recyclables only)	Non-RCRA Hazardous Waste Solid (used oil filters) California Regulated Waste Only (not manifested)	Used oil filters
	Mercury (metalic)	Waste Mercury contained in manufactured items	Broken thermometers, liquid mercury
8	Medical waste	(not manifested)	Hypodermic needles, syringes, lancets
	Household batteries	Non-RCRA Hazardous Waste Solid. Batteries, dry containing potassium hydroxide solid, electric, storage	All types of household batteries
	Other	(varies)	Sulfur, etc.
9	Asbestos	Waste Asbestos	Friable and non-friable asbestos

HISTORY

1. Repealer and new form filed 6–14–93; operative 7–14–93 (Register 93, No. 25).
2. Editorial correction relocating form (Register 93, No. 25).
3. Amendment of form CIWMB 303 filed 9–6–95; operative 10–6–95 (Register 95, No. 36).
4. Change without regulatory effect moving Form 150 from section 18499 to new Appendix A following section 18831, filed 4–2–96 pursuant to section 100, title 1, California Code of Regulations (Register 96, No. 14).
5. Editorial correction of HISTORY 4 (Register 96, No. 16).