

**Gil Rebollar**  
City of Brawley  
**Sonia Carter**  
City of El Centro  
**Lisa Tylenda**  
City of Calexico  
**Javier Amezcua**  
City of Calipatria  
**Mike Goodsell**  
City of Holtville  
**Chairman**  
**Robert Amparano**  
City of Imperial



**Martha Cardenas-Singh**  
County of Imperial  
**John Hawk**  
County of Imperial  
**Ana Beltran**  
City of Westmorland

**David Aguirre**  
Executive Director  
**Cristi Lerma**  
Board Secretary

**300 S. IMPERIAL AVE., SUITE 6**  
**EL CENTRO, CA 92243-2875**  
**PHONE: 1-877-RECYCLE**  
**FAX: (760) 337-3184**  
[www.ivrma.org](http://www.ivrma.org)

## **IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY AGENDA**

**LARGE CONFERENCE ROOM**  
**1503 N. IMPERIAL AVE., SUITE 104**  
**EL CENTRO, CA 92243**

**WEDNESDAY, SEPTEMBER 24, 2025**  
**6:00 PM (OR AFTER ICTC, LTA OR SAFE)**

### **CHAIR: ROBERT AMPARANO**

### **VICE CHAIR: MARTHA CARDENAS-SINGH**

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting on the IVRMA's website: <http://ivrma.org/>

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, please contact the Secretary to the Board at (760) 592-4494 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

To Join Zoom Meeting click on the following link:

<https://us06web.zoom.us/j/84432208008?pwd=ZVZbaWcxvVa0GKebuitB9j4OxVFMGL.1>

To Join by phone dial (669) 444-9171

Meeting ID: 844 3220 8008

Passcode: 886757

### **I. CALL TO ORDER AND ROLL CALL**

### **II. PUBLIC COMMENTS**

This is an opportunity for members of the public to address the Board on any subject matter within the Board's jurisdiction, but not an item on the agenda. Any action taken because of public comment shall be limited to direction to staff. Each speaker should contact the Secretary to the Board at (760) 592-4494 or by email to [cristilerma@imperialctc.org](mailto:cristilerma@imperialctc.org). When addressing the Board, state your name for the record prior to providing your comments. Please address the Board as a whole, through the Chairperson. Individuals will be given three (3) minutes to address the Board; groups or topics will be given a maximum of fifteen (15) minutes. Public comments will be limited to a maximum of 30 minutes. If additional time is required for public comments, they will be heard at the end of the meeting. Please remember to follow the Public Comment Code of Conduct: No profanity or obscenity, yelling or screaming, no slander or defamatory statements, no personal threats, or attacks, no hateful or demeaning language based on hate of a person's race, religion, sexual orientation, ethnicity, gender, or disability, respect all people that are present or watching, obey the direction of the Chair and Secretary to the Board.

**SERVING THE CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL,  
WESTMORLAND, AND IMPERIAL COUNTY**

**III. CONSENT CALENDAR**

- A. IVRMA Board Draft Minutes for June 25, 2025

**IV. ACTION CALENDAR**

- A. IVRMA Regional Collection Facilities Standard Operating Procedures

Staff forward this item to the IVRMA Board after receiving public comments, if any:

- 1. Adoption of the IVRMA Regional Collection Facilities Standard Operating Procedures

- B. Standard Operating Procedures for the Implementation of Curbside Household Hazardous Waste Program for Seniors and People with Disabilities

Staff forward this item to the IVRMA Board after receiving public comments, if any:

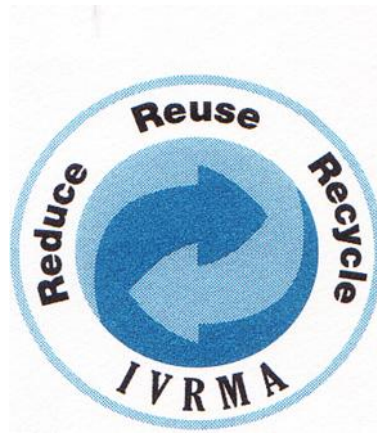
- 1. Adoption of the Standard Operating Procedures for the Implementation of Curbside Household Hazardous Waste Program for Seniors and People with Disabilities

**V. ADJOURNMENT**

### **III. CONSENT CALENDAR**

#### **A. IVRMA Board Draft Minutes for JUNE 25, 2025**

**Gil Rebollar**  
City of Brawley  
**Sonia Carter**  
City of El Centro  
**Lisa Tylanda**  
City of Calexico  
**Javier Amezcua**  
City of Calipatria  
**Mike Goodsell**  
City of Holtville  
**Chairman**  
**Robert Amparano**  
City of Imperial



**Vice-Chair**  
**Martha Cardenas-Singh**  
County of Imperial  
**John Hawk**  
County of Imperial  
**Ana Beltran**  
City of Westmorland

**David Aguirre**  
Executive Director  
**Cristi Lerma**  
Board Secretary

## MINUTES FOR June 25, 2025

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### VOTING MEMBERS PRESENT:

|                     |                    |
|---------------------|--------------------|
| City of Brawley     | Gil Rebollar       |
| City of Calipatria  | Javier Amezcua     |
| City of Calexico    | Lisa Tylanda       |
| City of El Centro   | Sonia Carter       |
| City of Imperial    | Robert Amparano    |
| City of Holtville   | Absent             |
| City of Westmorland | Ana Beltran (Zoom) |
| County of Imperial  | John Hawk          |
| County of Imperial  | Absent             |

STAFF PRESENT: David Aguirre, Cristi Lerma, Esperanza Avila, Gustavo Gomez, Michelle Bastidas  
OTHERS PRESENT: Eric Havens: ICTC Counsel; Ann Fox, Melina Pereira, John Garcia: Caltrans  
PUBLIC: None.

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### I. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chair Amprano at 7:10 p.m. and roll call was taken.

### II. PUBLIC COMMENTS

There were none.

### III. CONSENT CALENDAR

- A. IVRMA Board Draft Minutes for March 26, 2025
- B. Clean Earth Environmental Services Inc. Agreement - Ninth Modification
  - 1. Authorized the Chairperson to execute the Ninth Modification of the Clean Earth Environmental Services, Inc. Agreement for July 1, 2025, to June 30, 2026.
- C. Hunter Employment, LLC Agreement - Fifth Modification
  - 1. Authorized the Chairperson to execute the Sixth Modification of the Hunter Employment Services, LLC. Agreement for July 1, 2025, to June 30, 2026.

## IVRMA Board Meeting Minutes

June 25, 2025

Page 2

### D. Rubio Tires Co Agreement - First Modification

1. Authorized the Chairperson to execute a First Modification of the Rubio Tires Co. Agreement for July 1, 2025, to June 30, 2027.

A motion was made by [Rebollar](#) and seconded by [Hawk](#) to approve the consent calendar as presented, roll call:

| Agency                   | Roll call |
|--------------------------|-----------|
| City of Brawley          | Yes       |
| City of Calipatria       | Yes       |
| City of Calexico         | Yes       |
| City of El Centro        | Yes       |
| City of Holtville        | Absent    |
| City of Imperial         | Yes       |
| County of Imperial Hawk  | Yes       |
| County of Imperial Singh | Absent    |
| City of Westmorland      | Zoom      |

**Motion Carried.**

## IV. ACTION CALENDAR

### A. IVRMA FY 2025-26 Annual Membership Budget

1. Adopted the Draft IVRMA Budget for FY 2025/2026

A motion was made by [Amezcu](#) and seconded by [Tylenda](#) to approve the item as presented, roll call:

| Agency                   | Roll Call |
|--------------------------|-----------|
| City of Brawley          | Yes       |
| City of Calipatria       | Yes       |
| City of Calexico         | Yes       |
| City of El Centro        | Yes       |
| City of Holtville        | Absent    |
| City of Imperial         | Yes       |
| County of Imperial Hawk  | Yes       |
| County of Imperial Singh | Absent    |
| City of Westmorland      | Zoom      |

**Motion Carried.**

## V. ADJOURNMENT

- A. The meeting was adjourned at 7:35 p.m.

## **IV. ACTION CALENDAR**

### **A. IVRMA Regional Collection Facilities Standard Operating Procedures**

Staff forward this item to the IVRMA Board after receiving public comments, if any:

1. Adoption of the IVRMA Regional Collection Facilities Standard Operating Procedures



300 S. IMPERIAL AVE., SUITE 6  
EL CENTRO, CA 92243-2875  
PHONE: (760) 337-4537  
FAX: (760) 337-3184

September 19, 2025

Robert Amparano, Chairperson  
Imperial Valley Resource Management Agency  
300 S. Imperial Ave. Suite 6  
El Centro, CA 92243

SUBJECT: Adoption of IVRMA Regional Collection Facilities Standard Operating Procedures

Dear Board Members:

The purpose of this letter is to present for the Board's consideration the finalized **Regional Collection Facilities Standard Operating Procedures (SOP)** for the Imperial Valley Resource Management Agency (IVRMA). This official document is designed to consolidate and formalize the operational procedures currently practiced across all IVRMA facilities and regional collection programs.

The SOP establishes standardized policies for:

- Household Hazardous Waste (HHW) facility operations,
- Waste Tire Collection and Cleanup Programs,
- Universal Waste collection (batteries, fluorescent lamps, mercury devices, smoke detectors),
- Used oil, antifreeze, and oil filter programs,
- Electronic waste collection, and
- Community collection events.

These procedures have long been implemented at IVRMA's three HHW facilities—El Centro, Brawley, and Calexico—as well as through countywide collection events. By adopting this document, IVRMA will ensure that all programs are formally codified, transparent, and accessible for reference by staff, regulators, and the public.

It is important to emphasize that **there are no additional costs associated with the implementation of this document**. The SOP reflects current practices already in operation at IVRMA facilities and does not introduce new fiscal obligations. Instead, it serves as an official record to guide operations, document compliance, and support regulatory reporting.

Staff recommend that the Board receive and file the attached SOP, and, following public comment if any, formally adopt it as the official operating guide for IVRMA's regional collection facilities and programs.

Thank you for your continued support in ensuring safe, compliant, and equitable waste management services for all communities of Imperial County.

**SERVING THE CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE,  
IMPERIAL, WESTMORLAND, AND IMPERIAL COUNTY**

Thank you for your attention and continued support of our waste diversion and public health initiatives.

The Management Committee met on September 10, 2025; however, due to time constraints, this item could not be presented at that meeting. It is now being forwarded to the IVRMA Board for their review and approval following public comment, if any:


1. Authorize the Chairperson to adopt the IVRMA Regional Collection Facilities Standard Operating Procedures.

Sincerely,

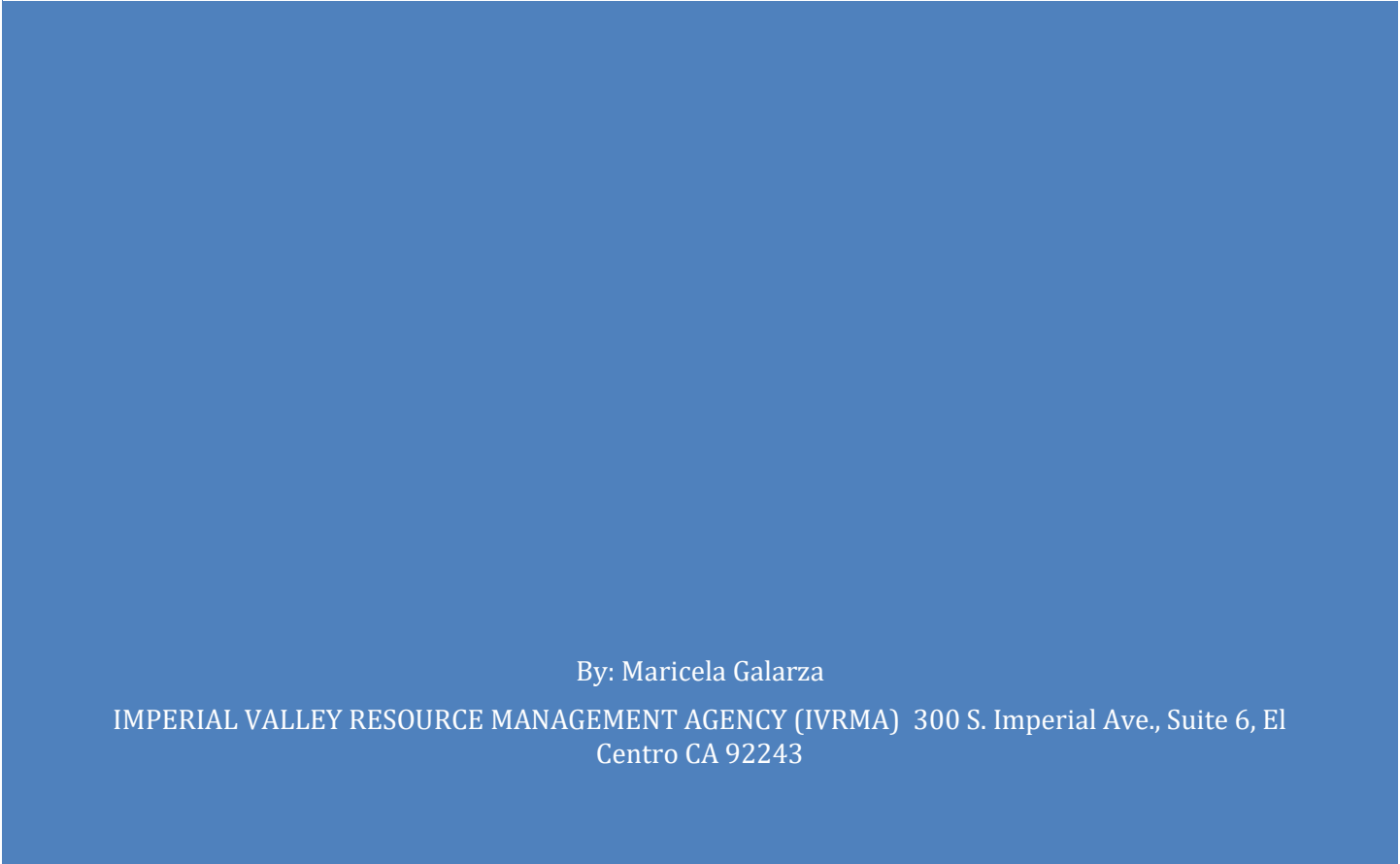


David Aguirre  
Executive Director

Attachment



# IVRMA REGIONAL COLLECTION FACILITIES STANDARD OPERATING PROCEDURES FOR REGIONAL COLLECTION PROGRAMS



By: Maricela Galarza

IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY (IVRMA) 300 S. Imperial Ave., Suite 6, El  
Centro CA 92243

# IVRMA REGIONAL COLLECTION FACILITIES STANDARD OPERATING PROCEDURE

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## Household Hazardous Waste (HHW) & Community Collection Programs

Imperial Valley Resource Management Agency (IVRMA)

### Scope of Services

All Imperial Valley Resource Management Agency (IVRMA) program services are available to all residents of Imperial County, regardless of jurisdiction. This includes the incorporated cities of:

- ❖ **City of Brawley**
- ❖ **City of Calexico**
- ❖ **City of Calipatria**
- ❖ **City of El Centro**
- ❖ **City of Holtville**
- ❖ **City of Imperial**
- ❖ **City of Westmorland**

In addition, services extend to the unincorporated areas of Imperial County, such as Seeley, Niland, Ocotillo, and other rural and outlying communities.

Through this countywide service model, IVRMA ensures equitable access to household hazardous waste management, recycling programs, and public outreach across the entire region.

### 1. Purpose and Scope

This SOP establishes a brief standardized regional procedure for:

- ❖ Household Hazardous Waste (HHW) Collection and Facility Operations
- ❖ Waste Tire Collection Program
- ❖ Universal Waste Collection (batteries, fluorescent lamps, mercury devices, smoke detectors)
- ❖ Used Oil, Antifreeze, and Oil Filter Recycling
- ❖ Electronic Waste (E-waste) Collection
- ❖ Community Collection Events (mobile and temporary sites)

The SOP applies to all IVRMA facilities and programs serving all communities and residents of Imperial County.

## 2. Roles and Responsibilities

- ❖ Program/Waste Manager (IVRMA): Overall compliance, reporting, contractor oversight, and regulatory liaison.
- ❖ Waste Coordinators/Technicians: Daily facility operations, segregation, bulking, packaging, inspections, and recordkeeping.
- ❖ Certified Collection Attendants: Public interaction, waste acceptance screening, initial sorting, and site safety.
- ❖ Certified Contractors (e.g., Clean Earth, Stericycle): Transportation, treatment, and final disposal/recycling of wastes.
- ❖ Emergency Coordinators: Implement contingency plan during spills, fires, or other incidents.

## 3. Facility Operations

There are three permanent HHW facilities in Imperial County:

- ❖ El Centro Facility: Open to the public every Saturday, 8:00 a.m. – 12:00 p.m.
- ❖ Brawley Facility: Open to the public every other Sunday, 8:00 a.m. – 12:00 p.m.
- ❖ Calexico Facility: Open to the public every other Sunday, 8:00 a.m. – 12:00 p.m.

General Operations:

- 🔧 Imperial County Residents remain in vehicles; staff unloads all materials.
- 🔧 Waste is segregated by hazard class.
- 🔧 Lab-pack, bulk, or loose-pack into DOT containers.
- 🔧 Storage limits not to exceed regulatory thresholds.
- 🔧 VSQG (business/small generator) services are available by appointment.
- 🔧 All facilities collectively serve Imperial County residents and communities.

## 6. Household Hazardous Waste Collection

Materials Accepted: Household items such as paints, cleaners, pesticides, and batteries that are flammable, toxic, corrosive, or reactive, among other hazardous substances. These materials pose significant risks to human health and the environment.

- ❖ Procedures:
  - 🔧 Segregate and containerize materials according to their specific type, in compliance with state regulations.
  - 🔧 Ensure all containers are properly labeled and securely packaged to prevent breakage or leaks.
  - 🔧 Store materials in designated storage containers that protect them from extreme weather conditions until they are transferred to a certified hazardous waste handler and transporter.
  - 🔧 Lead-Acid Batteries: Store on non-sparking surfaces and ship in batches of 25 or more.

## 4. Waste Tire Amnesty Collection Program

Collection Locations: Available at HHW facilities and community events.

- ❖ Procedures:
  - 🔧 Verify residency.
  - 🔧 Limit per resident (9 tires per trip unless waiver obtained).

- ☼ Store on impervious surface under cover.
- ☼ Collected tires are manifested to the state/Grant standards.
- ☼ Shipped to licensed recyclers under California Waste Tire Manifest System.

## 5. Waste Tire Clean Up Collection Program

Collection Locations: Imperial County Region Illegal Tire Pick ups.

- ❖ Procedures:
  - ☼ Verify illegal dumping by Local Enforcement Authority (LEA) for tires located within the city limits (e.g, Brawley, Calipatria, Calexico, etc.).
  - ☼ No limits for the collection of illegally dumped tires.
  - ☼ Immediately transported to vendor or is stored on impervious surface under cover.
  - ☼ Collected tires are manifested to the state/Grant standards.
  - ☼ Shipped to licensed recyclers under California Waste Tire Manifest System.

## 6. Universal Waste Collection

Materials accepted: Household batteries, fluorescent bulbs, mercury thermostats, smoke detectors and more.

- ❖ Procedures:
  - ☼ Segregation and containerization by type.
  - ☼ Packaged to prevent breakage or release.
  - ☼ Stored until transfer to certified universal waste handler.

## 7. Used Oil, Antifreeze, and Filter Program

Purpose: Provide used oil/used oil filter/antifreeze collection services to Imperial County communities/residents.

- ☼ Used Oil: Bulk in drums → transferred to 1000-gallon AST with secondary containment. Tested for halogens prior to storage.
- ☼ Antifreeze: Bulk in 55-gallon drums; stored until hauled by certified recycler.
- ☼ Oil Filters: Drained, stored in drums, recycled as scrap metal.

## 9. Electronic Waste (E-Waste)

Materials accepted: TVs, monitors, computers, peripherals, and small appliances.

- ❖ Procedures:
  - ☼ Collected separately from HHW.
  - ☼ Stored on pallets under cover.
  - ☼ Shipped to DTSC-certified e-waste recycler.

## 10. Community Collection Events

Purpose: Provide mobile/temporary services to underserved or remote Imperial County areas.

- ❖ Procedures:
  - ☼ Pre-event notifications in English/Spanish.
  - ☼ Traffic control and signage in place.
  - ☼ Residents remain in vehicles; staff unloads.

- ❖ Wastes handled per Sections 4–10.

Documentation: Event logs, participant counts, waste volumes, photos.

## **11. Personnel Training**

- ❖ 40-hr HAZWOPER & Hazard Communication training required.
- ❖ OSHA Handling & Compliance.
- ❖ Annual refresher training.
- ❖ PPE training (Level D and Level C).
- ❖ Emergency response, spill control, fire extinguisher, and first aid training.
- ❖ Training records retained for minimum of 3 years.

## **11. Emergency Procedures**

- ❖ Spill Response: Contain if safe, notify Waste Manager & DTSC.
- ❖ Fire Response: Call 911, evacuate upwind, extinguish if safe.
- ❖ Medical Emergencies: Provide first aid, call paramedics.
- ❖ Evacuation: Follow site contingency plan, regroup at safe zone.
- ❖ Reporting: DTSC notified within 24 hrs; written report within 15 days.

## **11. Records and Reporting**

- ❖ Daily: Site inspections, container checks, inventory updates.
- ❖ Annual: Form 303 reporting to CalRecycle, Universal Waste Electronics Devices Report to DTSC, DTSC report to California Environmental Reporting System.
- ❖ Quarterly or Semi Annual Reports: Waste tire reports for TA & TCU
- ❖ Other: Tire manifests, Used Oil Block Grant reports, recycler receipts.

## **12. Closure and Financial Responsibility**

- ❖ All waste will be removed by certified hauler.
- ❖ Equipment decontaminated or disposed of.
- ❖ DTSC will be notified of closure.
- ❖ IVRMA maintains financial assurance through SDRMA.

## IV. ACTION CALENDAR

- B. Standard Operating Procedures for the Implementation of Curbside Household Hazardous Waste Program for Seniors and People with Disabilities

Staff forward this item to the IVRMA Board after receiving public comments, if any:

- 1. Adoption of the Standard Operating Procedures for the Implementation of Curbside Household Hazardous Waste Program for Seniors and People with Disabilities



300 S. IMPERIAL AVE., SUITE 6  
EL CENTRO, CA 92243-2875  
PHONE: (760) 337-4537  
FAX: (760) 337-3184

September 19, 2025

Robert Amparano, Chairperson  
Imperial Valley Resource Management Agency  
300 S. Imperial Ave. Suite 6  
El Centro, CA 92243

SUBJECT: Standard Operations Procedures for the Implementation of Curbside Household Hazardous Waste Program for Seniors and People with Disabilities

Dear Board Members:

The purpose of this letter is to inform the Board of a new program initiative under the Imperial Valley Resource Management Agency (IVRMA) Household Hazardous Waste (HHW) Program. As part of our continued efforts to expand safe and equitable HHW services to all Imperial County residents, IVRMA is implementing a Curbside Household Hazardous Waste Collection Program designed specifically for seniors (65+) and individuals with disabilities.

This initiative is a requirement of the most recent Household Hazardous Waste grant opportunity and is consistent with IVRMA's mission to ensure safe, compliant, and accessible waste management services across the region. The program will provide appointment-based curbside collection of common HHW items, reducing barriers to service for vulnerable residents and ensuring proper diversion from landfills and illegal disposal.

Importantly, there are no additional costs associated with the implementation of this program. Procurement of the specialized HHW collection truck necessary for curbside operations has been included in the current HHW grant application. This ensures that equipment, staffing, and operational procedures will be supported through secured grant funding rather than imposing new financial obligations on IVRMA or its member jurisdictions.

Attached for the Board's reference is the Standard Operating Procedures (SOP) document, which outlines the detailed protocols for planning, staffing, safety, training, routing, and reporting associated with the curbside program. These procedures ensure compliance with all federal, state, and local regulations, as well as IVRMA's internal safety and quality assurance standards.

We respectfully submit this update to the Board for review and record. The program reflects IVRMA's proactive leadership in expanding HHW services, enhancing accessibility for underserved residents, and aligning with state grant requirements without additional fiscal impact.

**SERVING THE CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE,  
IMPERIAL, WESTMORLAND, AND IMPERIAL COUNTY**

Thank you for your attention and continued support of our waste diversion and public health initiatives.

The Management Committee met on June 14, 2023; however, due to time constraints, this item could not be presented at that meeting. It is now being forwarded to the IVRMA Board for their review and approval following public comment, if any:

1. Authorize the Chairperson to adopt the Standard Operations Procedures for the Implementation of Curbside Household Hazardous Waste Program for Seniors and People with Disabilities.

Sincerely,



David Aguirre  
Executive Director

Attachment

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# STANDARD OPERATING PROCEDURES (SOP's)

HHW Collection Events & Curbside  
Pick Up Program

SEPTEMBER 19

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IMPERIAL VALLEY RESOURCE MANAGEMENT  
AGENCY (IVRMA)

Authored by: Maricela Galarza



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# IVRMA – Curbside & Community-Requested HHW SOP

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Draft v1.0 • Imperial County, California

## IVRMA CURBSIDE & COMMUNITY-REQUESTED HHW EVENTS

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### STANDARD OPERATING PROCEDURE (SOP)

Service Area: Imperial County, California (all member jurisdictions and eligible unincorporated communities)

Version: Draft v1.0

Effective Date: TBD

Prepared by: IVRMA

Approvals: Program Manager ☐ | TAC ☐ | Management Committee ☐ | Board ☐

### 1) PURPOSE

This SOP establishes standardized policies and procedures for planning, staffing, operating, documenting, and evaluating:

- A curbside Household Hazardous Waste (HHW) pickup program for seniors (65+) and people with disabilities.
- Community-requested mobile HHW collection events prioritized for rural and Disadvantaged Community (DAC) ZIP codes.

It ensures consistent, safe, and compliant handling of HHW; equitable access; and accurate reporting and cost tracking across Imperial County.

### 2) SCOPE & APPLICABILITY

- Facilities: Permanent HHW facilities in Brawley, Calexico, and El Centro (receiving site for mobile/curbside consolidations).
- Operations: Appointment-based curbside pickups; pop-up/mobile events; same-day transport to El Centro HHW (unless otherwise authorized).
- Jurisdictions: All Imperial County member cities (Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, Westmorland) and eligible unincorporated areas.

- 
- Exclusions: Pharmaceuticals, explosives, ammunition, unknown/reactive materials without identification, radioactive materials, leaking containers.
  - Hierarchy: This SOP does not supersede applicable federal/state/local law, permits, plans, or directives. When conflicts arise, the more stringent requirement applies.

### 3) REFERENCES & AUTHORITIES (NON-EXHAUSTIVE)

- Occupational safety & health: HAZWOPER (29 CFR 1910.120), Hazard Communication (29 CFR 1910.1200), Cal/OSHA Heat Illness Prevention (8 CCR 3395).
- Transport & packaging of hazardous materials: U.S. DOT (49 CFR), including placarding, segregation, securement, and training.
- California HHW program requirements and reporting (e.g., DTSC/CalEPA, CalRecycle Form 303).
- Local fire code and authority having jurisdiction (AHJ) requirements for event layouts and operations.

Note: Cite specific permit numbers, EPA/DTSC IDs, and local approvals in Appendix A once confirmed.

### 4) DEFINITIONS (SELECTED)

- HHW: Household-origin wastes that exhibit hazardous characteristics or contain hazardous constituents (e.g., paints, solvents, pesticides, used oil, batteries, e-waste, mercury-containing devices, pool chemicals).
- VSQG (Very Small Quantity Generator): Eligible businesses served under IVRMA's established VSQG program.
- DAC: Disadvantaged Community as designated by the State of California (CalEnviroScreen indicators).
- Incompatible Materials: Waste streams that may react dangerously when mixed; require physical segregation and separate containment.
- Curbside Eligible Resident: A county resident who is 65+ and/or has a disability (self-attested) and books an IVRMA appointment.

### 5) ROLES & RESPONSIBILITIES

- Program Manager (PM): Approves schedules/budgets, ensures compliance, signs reports, leads corrective actions.
- HHW Coordinator: Maintains SOPs/SJPs (safe job procedures), plans routes and event calendars, secures sites/permits, vendor coordination, QA/QC of logs.
- Lead HHW Technician/Driver: Conducts pre-trip/post-trip inspections, supervises field crew, enforces PPE/segregation, completes manifests/shipping papers.
- HHW Technicians: On-scene intake, screening, packing, labeling, loading, spill-response readiness, customer education.
- Outreach & Access Specialist: Bilingual outreach, scheduling support, accommodation requests (ADA, large print, interpreter), door-hanger distribution.

- Safety Officer (Collateral Duty): Heat illness plan, tailgate safety briefings, incident/near-miss review, equipment checks.
- Data & Reporting Lead: Maintains appointment/event database, Form 303 data, equity KPIs, complaint/response log.

## 6) TRAINING & MEDICAL

### 6A) TRAINING PROGRAM DETAILS

IVRMA maintains a role-based training program to support safe, compliant curbside and mobile HHW operations. Training includes initial qualifications, annual refreshers, tailgate drills, and vendor/authority updates. All field staff must be current prior to independent duty; supervisors verify completion before assignment.

- Required Courses & Frequency: 8-hour HAZWOPER refresher (annual); DOT HazMat awareness/function-specific (initial + periodic per role); Hazard Communication (annual); Heat Illness Prevention (annual/seasonal tailgates); Defensive Driving (biennial); Fire Extinguisher (annual, hands-on); Liftgate/Material Handling (initial + as-needed); First Aid/CPR (preferred; biennial); Respiratory Protection (if applicable, per exposure assessment).
- Competency Checks: Field observation checklists; scenario tailgates (spill control, lithium battery thermal event, mercury release); document QA for labels/manifests/shipping papers.
- Language & Accessibility: Bilingual (English/Spanish) communication; ADA-aware customer service; plain-language set-out instructions for residents.
- Records & Matrix: Training Matrix (Appendix B) tracks course, provider, completion and expiration; no staff may perform covered tasks past expiration.
- Drill Cadence: Monthly tailgate drill covering one SOP topic (e.g., incompatibilities, heat illness, traffic control) with sign-in and corrective actions logged.
- New Equipment/Procedure Onboarding: Safety briefing and task demonstration prior to use (e.g., liftgate, telematics, new spill kits).
- KPI Targets: ≥95% refresher compliance; 100% new-hire completion before field deployment; downward trend in incidents/near-misses.
- Required: HAZWOPER (initial + refreshers), DOT HazMat awareness/function-specific, hazard communication, liftgate/material handling, fire extinguisher, heat illness prevention, defensive driving.
- Records: Maintain training matrix and expiration dates (Appendix B).
- Medical: Fit-for-duty and respirator clearance if respirators are used per exposure assessment; first-aid/CPR preferred.

## 7) EQUIPMENT & VEHICLES

- Dedicated HHW Truck (Class 5–6) with enclosed box: Secondary containment, lockable chemical cabinets, interior lighting/ventilation, spill-response storage, segregation compartments, racks for lamps/batteries/paint, tie-downs, hazmat placards, telematics.
- Material Handling: Liftgate, drum dollies, pallet jack, ramps.

- PPE: Safety boots, chemical-resistant gloves, eye/face protection, hi-viz, coveralls/aprons as needed; cooling gear for heat.
- Spill Response: Absorbents, neutralizers, overpack drums, non-sparking tools, drain covers, disposal bags.
- Signs/Traffic Control (Events): Cones, barricades, directional signage, shade canopies, lighting for early/late ops as needed.
- Communication: Cell/radios, incident cards, camera/tablet for documentation.

#### Pre-Trip (Daily) – Driver/Lead Tech:

- Vehicle condition (brakes/tires/lights/fluids).
- Emergency equipment (extinguishers, first-aid, eyewash).
- PPE & spill kit inventory.
- Placards and documents (shipping papers, route plan, site contacts).
- Securement systems and empty containers/drums.

#### Post-Trip:

- Clean and decontaminate surfaces as needed; inventory used supplies.
- Remove waste residues; secure all compartments.
- Fueling and maintenance tickets filed.

## 8) ACCEPTED & PROHIBITED MATERIALS

Accepted (examples, not exhaustive): Antifreeze; batteries (lead-acid, household); drain cleaners; e-waste (TVs, monitors, phones); glues/adhesives; household/oven cleaners; paints/stains/varnishes; pesticides; pool chemicals; solvents; used oil & filters; mercury-containing devices (thermometers, fluorescent lamps); aerosol cans (non-explosive).

- Prohibited: Pharmaceuticals, explosives/ammunition/fireworks, unknown/reactive chemicals without identification, compressed gases beyond program parameters (e.g., acetylene), radioactive materials and leaking containers.
- Limits: Reasonable household quantities; VSQG quantities per program rules and pre-approval.

#### Segregation (Minimum):

- Acids vs. Bases (separate), Oxidizers separate from organics, Flammables separate from oxidizers/corrosives, Toxics/Pesticides separate, Mercury isolated and cushioned, Aerosols/Propane vent-safe zone.

## 9) ACCESS & ELIGIBILITY (CURBSIDE)

- Who qualifies: Seniors (65+) and/or people with disabilities (self-attestation acceptable); caregivers may schedule on behalf of residents.
- How to book: Phone hotline, web form, 2-1-1 referral, or partner agencies (senior centers, disability services, clinics).

- 
- Accommodations: Bilingual (English/Spanish) support; large-print materials; interpreters upon request; ADA-aware set-out instructions.
  - Set-Out: Items in original containers where possible; sealed; placed at ground level in a shaded exterior area, not behind locked gates unless someone is present.
  - Limits/Screening: Scheduler screens for prohibited items; flag unknowns for special handling.

## 10) SCHEDULING & ROUTING

- Curbside Windows: Tues–Fri, 8:00 a.m.–2:00 p.m. (or as approved). Prioritize clusters to minimize miles per pound.
- Community-Requested Events: Calendar proposed quarterly; site requests triaged by demand, DAC priority, and site suitability.
- Notifications: Residents receive confirmation, prep checklist, and 24–48 hr. reminder. Event notices posted ≥3 weeks prior.

## 11) CURBSIDE FIELD PROCEDURE (CHECKLIST)

### Arrival & Safety

- Park safely; set cones if necessary; tailgate safety brief (heat, slip/trip, chemical compatibility).
- Don PPE; confirm materials remain in shaded area.

### Screening & Intake

- Verify appointment; confirm identity/address; offer brochure about permanent facilities.
- Visual inspect containers; identify hazards; do not open sealed/pressurized/compromised containers without controls.
- Reject prohibited items and provide referral guidance.

### Packing & Labeling

- Segregate by hazard class; place in secondary containment; pad/cushion fragile items (e.g., mercury devices).
- Fill out Household Intake Log (Appendix C); affix internal labels as needed.
- For VSQG stops (pre-approved): complete generator paperwork; ensure profile on file.

### Loading & Transport

- Secure loads with tie-downs; keep incompatibles in separate compartments; apply placards as required.
- Maintain shipping papers/route plan accessible to the driver.
- Transport to El Centro HHW same day unless otherwise authorized.

### Close-Out

- Provide thank-you card with disposal tips; log time/weights by category if scales available onsite or at receiving.

- 
- Update database (Appendix D) within 24 hrs.

## **12) MOBILE EVENT PROCEDURE (CHECKLIST)**

### Pre-Event (≥14–21 days)

- Site selection & approvals (school/clinic/parking lot), traffic plan, restroom and shade, water/heat mitigations, security, waste vendor on standby.
- Outreach: radio/social/door-hangers/utility inserts; bilingual flyers; update service map; coordinate with city and partners.
- Confirm staffing, equipment, emergency contacts, and waste profiles/containers.

### Set-Up (Event Day)

- Site walk & safety huddle; assign roles; establish entry/exit lanes; place signage/cones.
- Set up intake table, screening area, segregation lines, and shade.
- Stage spill kits and emergency gear; verify comms.

### Operations

- Greet residents; verify residency; provide education handouts.
- Screen/segregate/pack/label by hazard; maintain incompatibility distances.
- Keep flammables away from ignition; manage aerosols/propane separately; cushion mercury devices.
- Maintain logs and counts; periodic volume checks to prevent over-accumulation.

### Tear-Down & Transport

- Final inventory; complete shipping papers/manifests; secure all loads.
- Police line for debris; remove signage/cones; return site to prior condition.
- Same-day transport to nearest HHW facility unless otherwise authorized.

### Post-Event

- Submit event summary within 3 business days (Appendix E): weights by category, participants, ZIP code distribution, incidents/near-misses, complaints and responses.
- Update KPIs dashboard; share highlights with TAC/Management Committee.

## **13) WASTE-SPECIFIC HANDLING NOTES (ABBREVIATED)**

- Used Oil & Filters: Keep segregated; use sealed rated containers; wipe drips; label “Used Oil.”
- Batteries: Lead-acid upright and strapped; isolate lithium and tape terminals; use non-conductive bins.
- Paints/Flammables: Keep away from heat/ignition; verify latex vs. oil-based; store in flammable-rated containment.
- Pesticides/Toxics: Maintain original labels if possible; avoid cross-contamination; segregate from oxidizers.

- Mercury Devices/Lamps: Cushion; pack to prevent breakage; have mercury spill kit accessible.
- Aerosols/Small Cylinders: Keep upright, segregated; do not compact; treat unknowns as full.

#### **14) SPILL, EMERGENCY & INCIDENT RESPONSE**

- Immediate Actions: Stop, isolate, notify (SIN). Ensure crew safety, don appropriate PPE, eliminate ignition sources, contain with absorbents/booms.
- Escalation: If beyond crew capability, call 9-1-1 and notify AHJ; provide SDS/labels info if available.
- Reporting: Document in Incident Report (Appendix F) within 24 hrs; notify PM and Safety Officer; preserve photos.
- Decon: Manage cleanup waste as hazardous if contaminated; restock spill kits; conduct tailgate review.

#### **15) HEAT ILLNESS PREVENTION (IMPERIAL COUNTY PRIORITY)**

- Environmental Controls: Shade canopies; cool water ( $\geq 1$  quart/person/hour); rest breaks; acclimatization for new/returning workers.
- Monitoring: Buddy checks; symptom recognition; adjust work/rest cycles by temperature index.
- Response: Move to shade, cool, hydrate; call EMS for heat stroke signs; document incident.

#### **16) DOCUMENTATION & RECORDKEEPING**

- Curbside: Appointment record, intake log, weights by category, time on site, photos if needed, resident education provided.
- Events: Site approval, staffing roster, participant counts, weights by category, shipping papers/manifests, incident log.
- Training/Equipment: Training matrix, inspection forms, maintenance logs.
- Reporting: Quarterly KPI dashboard; annual CalRecycle/DTSC reporting as applicable.
- Privacy: Protect personally identifiable information; restrict database access to authorized staff.

#### **17) QUALITY ASSURANCE & CONTINUOUS IMPROVEMENT**

- Audits: Random field audits ( $\geq 2$ /quarter) by HHW Coordinator/Safety Officer.
- Corrective Actions: Root-cause analysis for incidents/near-misses; update SOP/SJPs as needed.
- Stakeholder Feedback: Collect resident surveys (QR/phone); share findings with TAC/Management Committee; adjust routes/sites accordingly.

#### **18) COMMUNICATION & COMMUNITY ENGAGEMENT**

- Bilingual & ADA-Conscious: All public materials in English/Spanish; large-print formats; interpreter on request.
- Channels: Radio/streaming, social media, door hangers, utility bill inserts, partner newsletters.

- 
- Service Map: Maintain a public-facing map of curbside coverage and rotating event sites; update at least quarterly.

## **19) DATA, KPIs & REPORTING TARGETS (YR 1–2)**

- ≥600 curbside appointments completed; ≥12–18 added mobile events; ≥25–40% increase in HHW from rural/DAC ZIPs; 10–20% reduction in toxics-dumping complaints; ≥85% satisfaction.
- Publish quarterly KPI snapshots to TAC/Management Committee; annual public summary.

## **20) REVISION CONTROL**

- Change Log: Record version, date, section changed, reason, approver.
- Review Cycle: At least annually, or after any significant incident, regulatory change, or program expansion.

## **APPENDICES (TEMPLATES)**

(See following pages.)

# APPENDICES

## Appendix A – Permits/IDs & AHJ Contacts

*Complete with actual permit numbers, EPA/DTSC IDs, and local approvals once confirmed.*

| Item / Facility / Event | ID / Permit No. | Issuing Agency / AHJ | Primary Contact | Phone | Email | Notes |
|-------------------------|-----------------|----------------------|-----------------|-------|-------|-------|
|                         |                 |                      |                 |       |       |       |
|                         |                 |                      |                 |       |       |       |
|                         |                 |                      |                 |       |       |       |
|                         |                 |                      |                 |       |       |       |
|                         |                 |                      |                 |       |       |       |
|                         |                 |                      |                 |       |       |       |

Emergency / Medical:

• 9-1-1 (life-threatening) • Local Fire Marshal: \_\_\_\_\_ • Nearest Urgent Care: \_\_\_\_\_ • Poison Control: 1-800-222-1222

## Appendix B – Training Matrix

Use Matrix 1 to define requirements by role (Y/N). Use Matrix 2 to log completions by person.

Matrix 1 – Role vs. Required Trainings (mark Y/N):

| Role                         | HAZWOPER | DOT Haz Mat | HazCom | Heat Illness | Defensive Driving | Fire Extinguisher | Liftgate/ Mat Handling | First Aid/CPR | Respiratory (if appl.) | Other |
|------------------------------|----------|-------------|--------|--------------|-------------------|-------------------|------------------------|---------------|------------------------|-------|
| Program Manager              |          |             |        |              |                   |                   |                        |               |                        |       |
| HHW Coordinator              |          |             |        |              |                   |                   |                        |               |                        |       |
| Lead HHW Tech/Driver         |          |             |        |              |                   |                   |                        |               |                        |       |
| HHW Technician               |          |             |        |              |                   |                   |                        |               |                        |       |
| Outreach & Access Specialist |          |             |        |              |                   |                   |                        |               |                        |       |
| Safety Officer (Collateral)  |          |             |        |              |                   |                   |                        |               |                        |       |
| Data & Reporting Lead        |          |             |        |              |                   |                   |                        |               |                        |       |

Matrix 2 – Training Log (by employee):

| Employee Name | Role | Course | Provider | Date Completed | Expiration Date | Certificate/ID | Notes |
|---------------|------|--------|----------|----------------|-----------------|----------------|-------|
|               |      |        |          |                |                 |                |       |
|               |      |        |          |                |                 |                |       |
|               |      |        |          |                |                 |                |       |
|               |      |        |          |                |                 |                |       |
|               |      |        |          |                |                 |                |       |
|               |      |        |          |                |                 |                |       |
|               |      |        |          |                |                 |                |       |
|               |      |        |          |                |                 |                |       |
|               |      |        |          |                |                 |                |       |
|               |      |        |          |                |                 |                |       |

## Appendix C – Curbside Household Intake Log (Template)

|                 |       |       |               |
|-----------------|-------|-------|---------------|
| Appointment ID  | Date  | Time  | Technician(s) |
|                 |       |       |               |
| Resident Name   | Phone | Email |               |
|                 |       |       |               |
| Service Address | City  | ZIP   |               |
|                 |       |       |               |

Eligibility (check all that apply): ☐ Senior (65+) ☐ Person with Disability ☐ Caregiver Authorized

Accommodations requested: ☐ Interpreter ☐ Large Print ☐ Other: \_\_\_\_\_

### Materials Accepted – Itemized

| Material Category | Description/Brand | Container Size | Quantity | Condition (intact/leaking) | Notes |
|-------------------|-------------------|----------------|----------|----------------------------|-------|
|                   |                   |                |          |                            |       |
|                   |                   |                |          |                            |       |
|                   |                   |                |          |                            |       |
|                   |                   |                |          |                            |       |
|                   |                   |                |          |                            |       |
|                   |                   |                |          |                            |       |
|                   |                   |                |          |                            |       |
|                   |                   |                |          |                            |       |
|                   |                   |                |          |                            |       |
|                   |                   |                |          |                            |       |

### Rejected Items (with reason)

| Item | Reason for Rejection | Referral/Disposal Guidance Provided |
|------|----------------------|-------------------------------------|
|      |                      |                                     |
|      |                      |                                     |
|      |                      |                                     |
|      |                      |                                     |

Photo(s) captured: ☐ Yes ☐ No Education Provided: ☐ Yes ☐ No

|  |                                |
|--|--------------------------------|
| Resident Acknowledgment (signature/date) | Staff Signature(s) / Badge No. |
|  |                                |

## Appendix D – Appointment & Event Database Fields

*Recommended fields for simple CRM/spreadsheet tracking.*

| Field Name            | Type         | Description / Use                          | Example                             |
|-----------------------|--------------|--|-------------------------------------|
| Record ID             | Text/Auto    | Unique identifier for appointment or event | CURB-000123                         |
| Record Type           | Dropdown     | Appointment / Event                        | Appointment                         |
| Date                  | Date         | Service date                               | 2025-09-15                          |
| Start Time            | Time         | Scheduled start                            | 09:00                               |
| ZIP                   | Text         | Resident/event ZIP code                    | 92233                               |
| DAC Flag              | Checkbox     | Disadvantaged community indicator          | <input checked="" type="checkbox"/> |
| Resident Name         | Text         | Curbside only; PII protected               | —                                   |
| Address               | Text         | Curbside only; PII protected               | —                                   |
| Materials – Category  | Multi-select | Paints, Batteries, Oil, E-waste, etc.      | Paints; Batteries                   |
| Weights by Category   | Numeric      | Pounds per category; enter upon receipt    | Paint: 125 lb                       |
| Miles Driven          | Numeric      | For routing/efficiency reporting           | 18.4                                |
| Staff Hours           | Numeric      | Labor hours for cost tracking              | 3.5                                 |
| Outreach Source       | Text         | How participant learned about service      | Door hanger                         |
| Incidents/Near-Misses | Text         | Any safety/operational incident            | None                                |
| Complaints/Responses  | Text         | Customer service feedback log              | Noise complaint addressed           |
| Notes                 | Long text    | Additional context                         | Gate code provided                  |

## Appendix E – Event Summary Report (Template)

|                         |                                     |                           |            |
|-------------------------|-------------------------------------|---------------------------|------------|
| Event Title             | Date                                | Start-End Time            | City / ZIP |
| Site Address / Location | Site Owner/Contact<br>(phone/email) | DAC Flag (Y/N)            |            |
| Permits/Approvals       | Traffic Plan / Security             | Restrooms / Shade / Water |            |

### Staffing Roster

| Name | Role | Time On | Time Off | Notes |
|------|------|---------|----------|-------|
|      |      |         |          |       |
|      |      |         |          |       |
|      |      |         |          |       |
|      |      |         |          |       |
|      |      |         |          |       |
|      |      |         |          |       |

### Participants & Throughput

| Participant # | Residency Verified<br>(Y/N) | ZIP | Arrival Time | Notes |
|---------------|-----------------------------|-----|--------------|-------|
|               |                             |     |              |       |
|               |                             |     |              |       |
|               |                             |     |              |       |
|               |                             |     |              |       |
|               |                             |     |              |       |
|               |                             |     |              |       |
|               |                             |     |              |       |
|               |                             |     |              |       |
|               |                             |     |              |       |
|               |                             |     |              |       |
|               |                             |     |              |       |

### Weights by Category (lbs)

| Paints | Batteries | Used Oil | E-waste | Pesticides/Toxics | Mercury Devices/Lamps | Aerosols/Propane | Other (specify) |
|--------|-----------|----------|---------|-------------------|-----------------------|------------------|-----------------|
|        |           |          |         |                   |                       |                  |                 |
|        |           |          |         |                   |                       |                  |                 |
|        |           |          |         |                   |                       |                  |                 |
|        |           |          |         |                   |                       |                  |                 |

### Incidents/Near-Misses (attach Incident Report if applicable)

| What Happened | When/Where | Response Actions | Injuries/Exposures | Follow-Up/Corrective Actions |
|---------------|------------|------------------|--------------------|------------------------------|
|               |            |                  |                    |                              |
|               |            |                  |                    |                              |
|               |            |                  |                    |                              |



Complaints & Responses

| Complaint | Received From | Response/Resolution | Date Closed |
|-----------|---------------|---------------------|-------------|
|           |               |                     |             |
|           |               |                     |             |
|           |               |                     |             |
|           |               |                     |             |

Lessons Learned / Recommendations

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix F – Incident/Near-Miss Report (Template)

|                              |                               |                               |             |
|------------------------------|-------------------------------|-------------------------------|-------------|
| Type (Incident/Near-Miss)    | Date/Time                     | Location                      | Reported By |
|                              |                               |                               |             |
| Description – What happened? | Material(s) involved          | Injuries/Exposures            |             |
|                              |                               |                               |             |
|                              |                               |                               |             |
|                              |                               |                               |             |
| Immediate Actions Taken      | Notifications (AHJ/911/PM)    | Photos Taken (Y/N)            |             |
|                              |                               |                               |             |
|                              |                               |                               |             |
| Root Cause (preliminary)     | Corrective/Preventive Actions | Responsible Person / Due Date |             |
|                              |                               |                               |             |
|                              |                               |                               |             |

Supervisor Review / Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix G – Pre-Trip & Post-Trip Inspection Forms

G1. Pre-Trip Inspection (Driver/Lead Tech) – mark ✓, X, or N/A and add comments.

| Item                                     | ✓ / X / N/A | Comments |
|--|-------------|----------|
| Brakes / Steering / Suspension           |             |          |
| Tires / Wheels / Lug Nuts                |             |          |
| Lights / Signals / Beacons               |             |          |
| Mirrors / Windshield / Wipers            |             |          |
| Fluids (oil, coolant, brake, DEF)        |             |          |
| Liftgate Operation / Controls            |             |          |
| Tie-Downs / Straps / Racks               |             |          |
| Placards / Shipping Papers               |             |          |
| Spill Kit (absorbents, neutralizers)     |             |          |
| PPE (gloves, goggles, hi-viz, etc.)      |             |          |
| Fire Extinguishers / Eyewash             |             |          |
| Empty Drums / Secondary Containment      |             |          |
| Material Handling (dollies, pallet jack) |             |          |
| Comms (phone/radio) & Telematics         |             |          |

G2. Post-Trip Inspection – mark ✓, X, or N/A and add comments.

| Item                                       | ✓ / X / N/A | Comments |
|--|-------------|----------|
| Vehicle Cleaned / Decontaminated as Needed |             |          |
| Spill Kit Replenished                      |             |          |
| PPE Replaced / Restocked                   |             |          |
| Waste Residues Removed from Vehicle        |             |          |
| Compartments Secured / Locked              |             |          |
| Fuel Level / Maintenance Tickets Filed     |             |          |
| Damage / Defects Reported                  |             |          |
| Photos/Docs Uploaded                       |             |          |
| Notes for Next Shift                       |             |          |

---

## Appendix H – Incompatibility Quick Guide (Field Card)

*Simplified reference. When uncertain, segregate and consult the vendor/SDS before packing.*

| Hazard Class                           | Keep SEPARATE From                | Field Notes                    |
|--|-----------------------------------|--------------------------------|
| Acids                                  | Bases; Cyanides; Bleach/oxidizers | Store low; vented if required  |
| Bases                                  | Acids; Ammonium salts; Aluminum   | Avoid contact with aluminum    |
| Oxidizers (e.g., bleach)               | Flammables/organics; Acids        | Keep away from fuels/solvents  |
| Flammables/Organics (paints, solvents) | Oxidizers; Corrosives             | No ignition sources            |
| Toxics/Pesticides                      | Food/feeds; Incompatibles above   | Maintain original labels       |
| Mercury Devices/Lamps                  | Acids; Breakables                 | Cushion; protect from breakage |
| Aerosols/Propane                       | Heat/ignition; Crushing           | Do not compact; keep upright   |
| Water Reactives (if encountered)       | Water; Acids                      | Isolate; vendor guidance       |

---

## Appendix I – Heat Illness Field Card

| Warning Signs                                 | Immediate Response   |
|---|--|
| Heat cramps; heavy sweating                   | Rest in shade; hydrate; gentle stretching                                  |
| Headache; dizziness; nausea                   | Cool in shade/AC; sip water; monitor                                       |
| Skin hot/dry OR profuse sweat; confusion      | Cool rapidly; ice packs to neck/armpits/groin; call EMS if symptoms severe |
| Rapid pulse; fainting                         | Lay down; elevate legs; cool; call EMS if needed                           |
| Heat stroke suspected (altered mental status) | Call 9-1-1; cool aggressively until help arrives                           |
| Any concern during hazardous handling         | Stop work; notify lead; document   |

Work/Rest – Increase breaks with higher temperature and heavy PPE. Always provide shade and ≥1 quart of cool water per person per hour.

---

## Appendix J – Public-Facing Materials (Samples)

### 1. Door Hanger (Bilingual – English/Spanish) – Sample Copy

Front (English):

SAFE HHW DISPOSAL COMES TO YOU!

Curbside pickup for seniors & people with disabilities.

Book: 1(877) Recycle • [ivrma.org/curbside](http://ivrma.org/curbside)

Accepted: paints, batteries, oil, e-waste, pesticides, more.

No medications, leaking containers, leaking containers or unknowns.

Back (Español):

¡RECOLECCIÓN DE RESIDUOS PELIGROSOS DEL HOGAR CERCA DE USTED!

Recolección en la acera para personas mayores y con discapacidades.

Citas: 1(877) Recycle • [ivrma.org/curbside](http://ivrma.org/curbside)

Aceptados: pinturas, baterías, aceite usado, electrónicos, pesticidas, y más.

No medicinas, contenedores con fugas, explosivos o químicos desconocidos.

### 2. Radio/Streaming Script (30s) – English/Spanish

English (30s):

Need to safely get rid of old paint, batteries, or pesticides? IVRMA now offers curbside HHW pickup for seniors and people with disabilities—plus more community events across Imperial County. Call 1(877) Recycle or visit [ivrma.org/HHW](http://ivrma.org/HHW).

Español (30s):

¿Necesita desechar pintura, baterías o pesticidas? IVRMA ofrece recolección en la acera para personas mayores y con discapacidades—y más eventos comunitarios en el condado. Llame al 1 (877) Recycle o visite [ivrma.org/HHW](http://ivrma.org/HHW).

### 3. Social Media Post

English: We'll pick up your HHW—safely. Seniors & people with disabilities can book curbside. More pop-up events, too! Details: [ivrma.org/HHW](http://ivrma.org/HHW) #ImperialCounty #HHW #SaferHomes

Español: Recogemos sus residuos peligrosos del hogar—de forma segura. Personas mayores y con discapacidades pueden hacer cita en la acera. ¡Más eventos también! Detalles: [ivrma.org/HHW](http://ivrma.org/HHW) #ImperialCounty #Residuos

## Appendix B1 – Training Curriculum & Refresher Schedule

Use this curriculum to plan and verify role-based training. Cross-reference Appendix B (Training Matrix) for individual completions.

| Course                                   | Audience (Roles)                        | Frequency                   | Delivery (Provider)                      | Verification             | Notes                             |
|--|---|-----------------------------|--|--------------------------|-----------------------------------|
| HAZWOPER – 8-hour Refresher              | Lead Tech/Driver; HHW Tech; Coordinator | Annual                      | Accredited provider / internal refresher | Roster + certificate     | Scenario drill included           |
| DOT HazMat Awareness / Function-Specific | All handling/transport roles            | Initial + periodic          | Qualified trainer / vendor               | Roster + quiz            | Shipping papers/segregation focus |
| Hazard Communication (HazCom)            | All staff                               | Annual                      | Internal                                 | Roster + SDS quiz        | Labels/SDS updates                |
| Heat Illness Prevention                  | All field roles                         | Annual + seasonal tailgates | Internal (Cal/OSHA-aligned)              | Tailgate sign-in         | Water/shade/work-rest cycles      |
| Defensive Driving                        | Drivers                                 | Biennial                    | External/insurance                       | Certificate              | Telematics coaching               |
| Fire Extinguisher (Hands-On)             | All field roles                         | Annual                      | Local fire/contractor                    | Roster                   | PASS technique                    |
| Liftgate/Material Handling               | Drivers/Techs                           | Initial + as-needed         | Internal/Vendor                          | Skill check              | Ergonomics & pinch-point          |
| First Aid/CPR                            | Preferred: All field roles              | Biennial                    | External                                 | Card                     | —                                 |
| Respiratory Protection (if applicable)   | If required by assessment               | Per program                 | External clinic + fit test               | Med clearance + fit test | Only if needed                    |

KPI Benchmarks: ≥95% refresher compliance across covered roles; 100% completion for new hires before field duty; documented monthly tailgates; zero reportable violations