

567—103.5(455F) Operations plans and procedures.

103.5(1) Regional collection centers and satellite facilities must each prepare and maintain on site a current plan of operations.

103.5(2) Operations plan. The operations plan shall include, at a minimum, the following information:

- a.* Schedule of operations, including hours of operation for regional collection centers or satellite facilities.
- b.* Site selection procedures for mobile unit collections.
- c.* Standard receiving procedures for household hazardous materials and very small quantity generators.
- d.* Procedures for managing unknown materials.
- e.* Procedures for handling open or leaking containers.
- f.* Procedures for managing large quantities of wastes.
- g.* Recycling and reuse procedures for usable materials.
- h.* Disposal of nonhazardous waste.
- i.* Personal protection equipment.
- j.* Initial training requirements and continuing education of staff.
- k.* An emergency response plan, such as the facility's response to spills, fires or weather-related events.

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