




## Administrative Policies and Procedures

Policy Title:	Response and Remediation of Hazardous Waste Discovered on City Property	Policy Number: 604
Effective:	1/10	
Supersedes:	APR #604 dated 9/92	
Approval:		Page 1 of 2

### 1. Purpose

To provide a clear and consistent set of guidelines for the procedures to be employed by all Service Areas in the event that hazardous waste is discovered on City of Ann Arbor property.

### 2. Policy

Once a call has been received reporting the possible presence of hazardous waste on city property both Police and Fire Units must be dispatched.

### 3. Definition

For a definition of hazardous waste refer to the Department of Public Health Occupational Health Standards Commission rules.

### 4. Responsibilities

#### 4.1 The responsibilities of all Service Areas include:

4.1.1 Establishing hazardous waste procedural guidelines and adequately training personnel to satisfy department rules, city ordinances, and State and Federal law.

#### 4.2 The responsibilities of the Fire Services Unit include:

- 4.2.1 Evaluation of the substance and immediate initiation of appropriate measures to protect the safety and well being of the community.
- 4.2.2 Instruction of Police personnel as to the seriousness of the situation and initiation of appropriate actions.
- 4.2.3 Notification of additional authorities, if necessary.
- 4.2.4 Monitoring of the substance, once it is determined to meet the criteria of hazardous waste, until it is properly disposed of by a qualified agency.
- 4.2.5 Contracting for the proper disposal of the materials deemed hazardous waste.
- 4.2.6 Strict adherence to all relevant guidelines and procedures as dictated by departmental policy, City Ordinance, State, and Federal law.
- 4.3 The responsibilities of the Police Services Unit include:
  - 4.3.1 Initial response and execution of appropriate procedures as needed in cooperation with the Fire Department.
  - 4.3.2 Follow-up investigation to try to determine the person(s) responsible for the illegal disposal of the hazardous waste.
  - 4.3.3 Taking appropriate legal action against the person(s) responsible for the illegal disposal of the hazardous waste.
  - 4.3.4 Strict adherence to all relevant guidelines and procedures as dictated by departmental policy, City Ordinance, State, and Federal law.
- 4.4 In the event that the Police investigation is unable to identify the party(s) responsible for the illegal disposal of hazardous waste, the Service Area department that manages the property where the waste was discovered shall be held responsible for the costs of handling, transportation, and disposal of said materials. The City Administrator or designee shall resolve any questions or disputes regarding disposal payments.
- 4.5 Throughout the process, the personnel and resources of pertinent Service Areas shall cooperatively be made available to the Fire Services as deemed necessary.