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June 29, 2019

Bruce M. Flower, Chairman  
Town of Wappinger Planning Board  
20 Middlebush Road  
Wappingers Falls, NY 12590

Dear Chairman Flower & Planning Board Members:

**RE: Acura/Tractor Supply – Amended Site Development Plan Review  
Tax Lot #6157-04-570395, Route 9, Wappinger, NY  
Response to Public and Board Member Comments**

This letter is in response to the Public and Board Member Comments that were presented at the June 17, 2019 meeting of the Town of Wappinger Planning Board. Our responses are in bold type below each comment.

6 Fowlerhouse Road:

- Concerns over privacy, the project's impact on adjacent property values, and how dirt will be contained during construction.

**We are proposing a 4' to 6' high landscaped berm with a staggered row of evergreens planted along the top. At the Planning Board meeting, it was recommended that we install a privacy fence along the top of the berm. The applicant is more than willing to provide this, but we believe it will interfere with the staggered row of evergreens that are to be planted along the top of the berm.**

**The abutting property currently borders a commercial zone and so this factor's impact on property values is likely already taken into consideration during the appraisal process.**

**Dirt and dust from construction will be controlled in accordance with the New York State Department of Environmental Conservation Standards and Specifications for Erosion and Sediment Control 2016 Blue Book. Erosion from blowing wind (dust) shall be controlled by spraying water on construction surfaces. In addition, the construction of the building will take place during the fall and winter seasons, when wind erosion does not typically occur.**

- This abutting property owner also said that they wanted to see the building separation increased to 50-70 feet, citing Section 240-37, bulk table (most restrictive setback) and Section 240-25, non-residential using a 20 foot buffer.

**Per Section 240-5 of the Town Zoning Code, Side Yard is defined as “A yard between the side lot line and the nearest line of the building and extending from the front yard to the rear yard or, in the absence of either of such yards, extending to the front lot line or rear lot line, as the case may be.” Per Zoning Code Attachment #4, footnote #4 states “Where a lot abuts land in a residential district, the most restrictive side yard setback requirement of either district shall govern.” This property abuts an R-20/40 residential district to the south. The side yard setback requirement for the HB zone is 10’ and for the R-20/40 zone is 25’. Therefore, we are required to provide a minimum of a 25’ setback to the proposed building. The closest point of this building is 50.98’, more than double what is required.**

**Per Section 240-25.B Buffer requirements (2) the minimum buffer “shall be at least 20’ in width.” The landscape buffer proposed has a minimum width of 25’.**

#### 10 Fowlerhouse Road:

- Concerned about air pollution during construction, safety, chemicals stored on site, and runoff from the garden center polluting nearby wells.

**All construction will be done in accordance with all applicable New York State Department of Environmental Conservation and EPA Standards and Specifications.**

**All of the construction work will be done in accordance with all applicable OSHA Standards and Specifications.**

**Please see the attached “Tractor Supply Company Hazardous Waste Disposal Program” for more information regarding chemicals found onsite.**

**There is no garden center proposed.**

- Instances in which TSC was cited by the EPA.

**The six (6) violations that were mentioned at the Planning Board meeting pertained to the sale of certain items. TSC addressed all of these violations as soon as they were identified.**

**TSC presently has over 1,700 stores in 49 states. It takes compliance with EPA regulations very seriously. Both the Store Support Center and the Distribution Center, which recently opened in Frankfort, New York, received Silver Leed Awards.**

- Requesting an elevated berm with privacy fence and evergreens, and raised concerns about second floor offices and outdoor speakers.

We are proposing a 4' to 6' high landscaped berm with a staggered row of evergreens planted along the top.

There are no second floor offices and/or mezzanines proposed for this building and no outdoor speaker system proposed. Communication between store personnel is via hand-held units.

- Requesting limited delivery times and concerned about light pollution

Deliveries typically occur during business hours, which are 8 a.m. to 9 p.m. The loading area and dumpster have been located on the opposite side of the building, away from the residences in order to protect them from any noise associated with these operations.

All site lights will be on timers. They will turn on one hour before the open of business and turn off one hour after the close of business. They are not on motion sensors.

#### 4 Fowler house Road:

- Concerned with privacy, requesting a fence along the berm and the berm planted with Norway Spruce, increasing the buffer, and protecting their existing chain link fence, adjacent property, and stone wall from damage during clearing and construction.

As previously discussed, we are proposing a 4' to 6' high landscaped berm with a staggered row of evergreens planted along the top. At the Planning Board meeting, it was recommended that we install a privacy fence along the top of the berm. The applicant is more than willing to provide this, but we believe it will interfere with the staggered row of evergreens that are to be planted along the top of the berm. Per the submitted Landscaping Plan, the top so the berm will be planted with a staggered row of evergreens consisting of Green Giant Arborvitae, Canaan Fir and Mountbatten Juniper. A fence will be provided if required by the Board.

The plans presented currently meet and exceed the requirements of the Town Zoning Code as previously discussed herein.

The existing chain link fence at 4 Fowlerhouse is not on our site. Therefore, it should not be impacted by construction. A temporary construction fence will be installed along the property line to prevent any contractor from going beyond the property line and possibly causing damage to either the fence or adjacent properties. The stone wall is located approximately 1' onto the project. We are proposing a 5' wide "no grading area" along this property line. This will also help prevent any possible damage to the stone wall and fences along this property line.

- Question about blasting, the storage of feed and rodent control, and concerns over noise generated from the PA system and the dumpsters.

If blasting is required, it will be done in accordance with the Town of Wappinger and State of New York Fire Code requirements.

All pet food is stored and displayed in the store. Any damaged or broken bags are disposed of in a timely manner to prevent rodents. TSC takes rodent control very seriously due to the potential impact on the products that it is selling.

There is no PA system proposed.

The majority of the trash is handled by means of a bailer inside the building. There will only be a small 6 cubic yard dumpster outside of the building. This dumpster will have a plastic lid to prevent a loud noise upon closing. The dumpster has been located on the opposite side of the building, away from the residences to protect them from any noise associated with the dumpster.

- Concerns over the installation of security cameras, damage from shopping carts, and delivery hours.

All security cameras will be directed away from the residences.

The customer parking is located in front of the building and that is the primary area where shopping carts will be used. The parking area is graded back towards the proposed building. If a cart were to roll, it would be towards the building.

As previously mentioned, deliveries typically occur during business hours of 8 a.m. to 9 p.m.

- Concerns over traffic on Fowlerhouse Road and the speed limit.

There is no connection from this site to or from Fowlerhouse Road. Therefore, there will not be any traffic from this site entering or exiting. Because Fowlerhouse is a dead-end road, there should not be any traffic from customers as they cannot cut through Fowlerhouse Road to get to the store.

Changing the speed limit on Fowlerhouse Road to 20 MPH is a town-related issue and cannot be addressed by the applicant. This development will not have an adverse impact on the travel speed along Fowlerhouse Road.

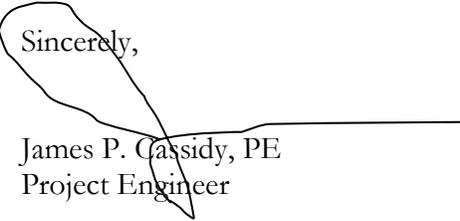
Planning Board:

- Comments concerned hazardous materials proposed to be on site, the storage of feed and rodent control/prevention and the use of a temporary orange construction fence.

All of these comments have previously been addressed herein.

Kindly contact me should you require further information in regards to any of the responses submitted herein.

Sincerely,



James P. Cassidy, PE  
Project Engineer

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# Hazardous Waste Disposal Program

**SAFETY DATA SHEET**  
PRODUCT AND COMPANY IDENTIFICATION

**SECTION 1**

**PRODUCT**  
Product Name: MOBIL PERMAZONE ANTIFREEZE & COOLANT  
Product Description: Glycol  
Product Code: 300293-00, 351010101505, 970852, 97Z170  
Intended Use: Antifreeze/coolant

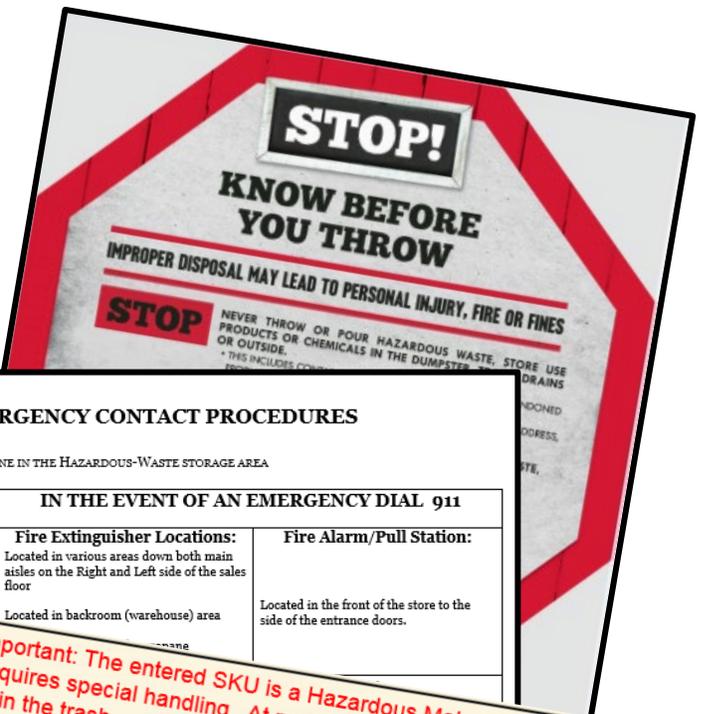
**COMPANY IDENTIFICATION**  
Supplier: EXXON MOBIL CORPORATION  
22777 Springwoods Village Parkway  
Spring, TX 77389 USA  
800-737-4411  
800-424-9300 or 703-527-3887 CHEMTEC  
800-662-4525  
http://www.exxon.com, http://www.mobil.com

24 Hour Health Emergency  
Transportation Emergency Phone  
Product Technical Information  
MSDS Internet Address

**SECTION 2**  
This material is hazardous according to the classification:  
Acute oral toxicant: Category 4

**LABEL:**  
Pictogram:

Signal Word: Warning  
Hazard Statements:  
H302: Harmful if swallowed



**TRACTOR SUPPLY CO EMERGENCY CONTACT PROCEDURES**

POST THIS CLOSE TO THE TELEPHONE IN THE HAZARDOUS-WASTE STORAGE AREA

<b>STORE INFORMATION:</b> Store Address: _____ Store #: _____ Store Phone Number: _____	<b>IN THE EVENT OF AN EMERGENCY DIAL 911</b> <b>Fire Extinguisher Locations:</b> Located in various areas down both main aisles on the Right and Left side of the sales floor Located in backroom (warehouse) area	<b>Fire Alarm/Pull Station:</b> Located in the front of the store to the side of the entrance doors.
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**RED HAZARDOUS WASTE IGNITABLE**

Tractor Supply Company \_\_\_\_\_ (Address)  
\_\_\_\_\_, \_\_\_\_\_ (City, St, Zip)

Accumulation Start Date (MM/DD/YYYY) \_\_\_\_\_

Contents: \_\_\_\_\_ CONSUMER PRODUCT WASTE

Physical State:  Solid  Liquid

\*\*\* Container lid MUST remain closed except when adding waste.  
\*\*\* This label is NOT to be used as a shipping label.

TSC1400282

**Important: The entered SKU is a Hazardous Material Product that requires special handling. At no time can this product be thrown away in the trash, on the ground or poured down the toilet or drain.**

**Action Needed**

**Option 1 (Preferred Option)**  
Can the product be markdown and sold?  
Can the product be repaired and sold?  
Choose "Cancel" unless the product has spilled, is leaking or reselling poses a safety or hygiene risk.

**Option 2**  
Can it be donated?  
Choose "Add SKU" to continue and key out the product and complete a product donation form.

**Option 3**  
If unable to Sell, Repair or Donate, then dispose through the Hazardous Waste Disposal Program.  
Choose "Add SKU" to continue and key out the product.  
Follow the Hazardous Waste Disposal Program Procedures; ignore the defective instructions prompt.

By entering your Employee ID# below, you **confirm** that this product cannot be sold or donated and you have or will dispose of this product in accordance with the Hazardous Waste Disposal Program procedures.

**YELLOW CONTAINER**

Employee ID#

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**Additional Sections (TABS):**

- Appendix A – Empty Container Procedure**
- Appendix B – Trash Management Procedure**
- Appendix C – Roles and Responsibilities**
- Appendix D – Training Requirements**
- Appendix E – Waste Stream Legend**
- Appendix F – Sharps Handling Procedure**
- Appendix G – Removing Fluids & Depressurizing Returned Equipment**
- Hazardous Waste Handling Procedure**
- Manifests**

## 1.0 INTRODUCTION

Tractor Supply Company (TSC) sells some consumer products that are classified as hazardous materials due to chemical make-up or physical properties of the product. *Products that are hazardous materials may become hazardous waste when they can no longer be used for their intended purpose.* Some common examples include everyday products such as household cleaners, pet medications, some electronics, insect sprays as well as some oils and fuel additives. United States Environmental Protection Agency (USEPA) and State environmental laws strictly regulate handling and disposal of hazardous waste.

In addition, TSC sells products that, when they *can no longer be used for their intended purpose*, are considered scrap metal and are exempted from USEPA and State solid and hazardous waste regulations as long as the products are recycled. Examples of products considered to be scrap metal include air compressors, lawnmowers, empty pressure tanks and emergency generators. The TSC Backroom function will provide direction on products determined to be scrap metal.

This binder contains important information regarding products that are hazardous materials and instructions on how to handle these products should they become a hazardous waste.

You will find detailed procedures in this binder to be followed to ensure your store remains in compliance with USEPA and State environmental laws. Sections included are:

- Section 2: Employee Right-to-Know
- Section 3: Solid Waste Disposal
- Section 4: Hazardous Waste Disposal Program
- Section 5: Sharps Handling
- Section 6: Program Supplies
- Section 7: Who to Contact

It is important to follow the instructions found within this binder, to not only comply with USEPA and State environmental laws, but to protect you, our customers and the communities in which TSC does business.

## **2.0 EMPLOYEE RIGHT-TO-KNOW**

Regulations under the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard require retailers to make available to its employees and customers information regarding products that are considered to be hazardous materials due to chemical make-up or physical properties. The information is provided in a formal document called a Safety Data Sheet (SDS), formerly known as a Material Safety Data Sheet (MSDS).

TSC maintains and makes available Safety Data Sheets (SDSs) on products that are considered to be hazardous materials. TSC maintains an electronic library of over 10,000 SDSs for products in stores. You can access this library through the Barn, under: Tools/SDS. If a product's SDS is not in the library, call 855-TSC4YOU (855-872-4968), option 3 or e-mail: [hazmat@tractorsupply.com](mailto:hazmat@tractorsupply.com).

### 3.0 SOLID WASTE DISPOSAL

Trash is produced as part of normal business operations. USEPA and State regulations require that if you produce trash, called solid waste in the regulations, you need to also determine if that solid waste could be a hazardous waste. Products likely to be hazardous waste or require special handling, if disposed may include some:

- Consumer products
- Products used for cleaning and housekeeping within the store
- Products used with the Pet Wash Program
- Electronics
- Pet Medications
- Products such as hydraulic oil used in the assembly of products or fuel for operation of store equipment.

Section 4.0 provides you with the tools to identify hazardous waste and instructions for proper management of that waste.

Solid waste typically consists of such items as human food scraps, paper products such as paper plates, napkins and paper towels, disposable food utensils, cardboard, plastic soft drink bottles and empty product containers that have been drained by following the Empty Container Procedure described in **Appendix A**. Some States and local ordinances require solid waste like cardboard, plastic soft drink bottles and plastic shrink wrap be recycled. Be sure these valuable commodities are never disposed of in the dumpster.

**REMEMBER:** Only **non-hazardous** solid waste can be thrown away in the store trash.

#### 3.1 Empty Containers

Federal and State regulations allow for the disposal of containers that formerly held hazardous waste in the trash if the container meets the definition of “empty.” This standard of “empty” is much different than what most of us would consider “empty” at home. Regulations require that hazardous waste liquids must be removed from the container. This means when the container is turned upside down or sideways, no continuous stream of liquid drains from the container. **Never rinse a container.**

The procedure to be followed to ensure a container is empty can be found in **Appendix A**.

#### 3.2 Trash Management

It’s important to maintain control over items put in the dumpster to prevent products or other items that may be considered hazardous waste from entering store trash, including containers with liquids. This procedure ensures the store does not place hazardous waste in the trash, and prevents third parties from placing hazardous waste in your store’s dumpster.

In addition, Federal and State regulations prohibit the disposal of hazardous or non-hazardous liquids in landfills. To comply with this requirement, large amounts of non-hazardous liquids should never be placed in the dumpster.

The procedure to be followed to prevent unlawful items from entering store trash can be found in **Appendix B**.

## 4.0 HAZARDOUS WASTE DISPOSAL PROGRAM

As mentioned in Section 1.0, some products sold by TSC are hazardous materials. Some of these products require disposal as a hazardous waste *when they can no longer be used for their intended purpose*. This would include products that are damaged, expired, defective, or spilled and, where appropriate, can no longer be marked down for sale or donated to the local community. These products include consumer products sold in stores, as well as products used within the store for housekeeping, maintenance, or product assembly such as hydraulic oils, gasoline and store-supplied cleaning products. This also includes materials used to cleanup spills, such as paper towels and absorbent.

Products identified as hazardous waste must be handled following the instructions in this section to protect you, the environment, and to comply with USEPA and State regulations for the management of hazardous waste. **Hazardous waste cannot be thrown in the trash, on the ground or poured down the drain or toilet. Hazardous waste cannot be sent back to the vendor/distributor or Distribution Center, and cannot be sent to any third party reverse logistics providers. Hazardous waste must be handled through the Hazardous Waste Disposal Program.**

The main elements of the Hazardous Waste Disposal Program are:

- Roles and Responsibilities
- Training
- General set-up of the Program
- Emergency Contact List and Signage
- Identifying and Classifying Hazardous Waste
- Hazardous Waste Handling
- Handling Spill Clean-up and Unknown Materials
- Hazardous Waste Pick-ups
- Record Management

The detailed instructions contained in this section, along with the Hazardous Waste Handling Procedure, referenced appendices and training provided through the TMS “Hazardous Waste Disposal Program” course, will give you the knowledge and tools to manage spill clean-ups and disposal of damaged, expired or defective products that are hazardous waste.

If you require assistance to safely manage a spill of a product – contact our 24/7 Emergency Response Hotline at 1-855-TSC4YOU (1-855-872-4968), option 3.

For questions or assistance regarding the Hazardous Waste Disposal Program, evaluating a product that *cannot be used for its intended purpose* or waste determination related to disposal, e-mail [hazmat@tractorsupply.com](mailto:hazmat@tractorsupply.com).

### 4.1 Roles and Responsibilities

**ALL** Team Members have a role in the responsible and safe disposal of products when they become hazardous waste. A list of responsibilities associated with various Team Member roles can be found in **Appendix C**.

### 4.2 Training Requirements

Team Members will receive training based on job level and responsibilities. Team Members will receive training at the time of hire, or when a role has changed. Depending on level of

responsibility, some Team Members will receive additional training. A summary of training courses is provided in **Appendix D**.

### 4.3 General Overview of the Hazardous Waste Disposal Program

The Hazardous Waste Disposal Program will require you to locate an area in the backroom where the hazardous waste containers can be accumulated until picked-up by a licensed hazardous waste hauler. The container accumulation area will be the focal point of the Program. You will need to complete the Emergency Contact sign, and post all required signs in designated areas. Further directions on how to set up the various elements of the hazardous waste accumulation area can be found in the following sections.

### 4.4 Program Signage

There are five (5) mandatory signs that must be posted in designated areas within the backroom. Details on each sign are provided below:

#### 4.4.1 Emergency Contact Sign

The **“Emergency Contact”** sign included with this Program binder must be completed and kept up-to-date at all times. A blank sign can be found in the **front pocket** of the binder. When updating is needed, refer to Section 6.0 for information on how to reprint a new sign.

Fill out each sign with the following information:

- Store number
- Store address
- Store phone number
- Store Manager’s name and phone number

Place the completed sign in an 11 x 7 magnetic sign holder and post at the Receiver’s Desk so it is visible to all. **It is the Receiver’s responsibility** to ensure the information on the sign is current at all times.

The sign will require updating anytime there is a change in Store Managers.

In the event of a fire, explosion or need for emergency evacuation, **dial 911** or activate the store’s pull station and then notify the Store Manager. Additional emergency procedures are covered in the Critical Store Procedures Flipchart located in the breakroom.

#### 4.4.2 Know Before You Throw Sign

Included with this Program kit are four (4) **“Know Before You Throw”** signs to be posted as a reminder of proper handling of hazardous wastes in stores. The sign outlines procedures Team Members **MUST** follow in order to determine if a product is a hazardous waste and how to appropriately handle the waste. The Store Manager **MUST** review the sign with new hires to bring additional awareness to the topic of handling hazardous waste.

This sign must be hung in these four (4) locations:

- Mop sink
- Breakroom sink
- Hazardous waste accumulation area
- Backroom exit door or next to the roll-up door leading to the dumpster area

If the sign is missing, refer to Section 6.0 for information on how to obtain a new one.



**4.4.3 Betco Fastdraw Sign**

Currently, TSC is using Betco Fastdraw products for our store-use cleaning products. These products require proper handling and disposal once the container is empty or the products *can no longer be used for their intended purposes*. These products must always be used as directed. NEVER throw excess product down the drain or toilet, on the ground or in the trash. This sign provides instruction on how to properly handle these products when they become waste.

Product	Uses	TSC Hazardous Waste Disposal Directions (Applies to Products in Containers or Spray Bottles)
AF79 Concentrate	Restroom Cleaner / Disinfecting	Orange - Corrosive ALL STATES
Clear Image	Glass and Surface Cleaner	Black CA & TX Only
Velocity	All Purpose Cleaner / Degreaser for walls, doors, shelves	Black CA & TX Only
pH7 Ultra	Daily Floor Cleaner - mop bucket or auto scrubber	Black CA & TX Only

✓ NEVER pour remaining liquid down the drain or rinse these containers.  
 ✓ NEVER throw away empty containers unless thoroughly and completely drained (Rotate side-to-side and then upside down; it's only empty when no free-flowing liquid drains out.)  
 ✓ Drain remaining liquid into absorbent before throwing away the container, unless unable to thoroughly empty.  
 ✓ Place absorbent (or container) in the color-labeled hazardous waste container as directed above.

The sign is provided by R&R Sales with the Betco Fastdraw dispensing kit and must be hung above the dispensing area. If the sign is missing, see Section 6.0 for information on how to obtain a new one.

**4.4.4 Pet Wash Sign**

In some stores, TSC offers a pet wash station for customers to bathe their pets. This service provides an assortment of shampoos, conditioners and an anti-septic for nail clipping. Those products and the store-use products used to disinfect the area after customer use, may be hazardous waste *when the products can no longer be used for their intended purpose*. Stores offering pet wash were sent a set-up kit with various signage, including a sign with directions for the proper handling of pet washing products when they become waste.

Product	Semi-skin Hypoallergenic Shampoo	Deodorizing Shampoo with Odortrel	D-Mat All Coat Conditioner with Anti/Stat	Oatmeal Anti-Itch Shampoo	Citrus Plus Shampoo	Zap Quick Clean Detergent	Nail-Safe Styptic Powder
Supply Chart Order #	TSC1600147	TSC1600144	TSC1600130	TSC1600141	TSC1600105	TSC1600133	TSC1600138
Hazardous Waste Disposal Directions and Applicable States	BLACK CA, CT, MI & WA ONLY	BLACK CA, CT, MI & WA ONLY	BLACK CA, CT, MI & WA ONLY	BLACK CA, CT, MI & WA ONLY	BLACK CA, CT, MI & WA ONLY	YELLOW CA, CT, MI, NY, VA & WA ONLY	YELLOW CA, CT, MI & WA ONLY

✓ Applies to spills and empty containers  
 ✓ NEVER pour remaining liquid down the drain or rinse these containers.  
 ✓ NEVER throw away empty containers unless thoroughly and completely drained (Rotate side-to-side and then upside down; it's only empty when no free-flowing liquid drains out.)  
 ✓ Drain remaining liquid into absorbent before throwing away the container, unless unable to thoroughly empty.  
 ✓ Place absorbent (or container) in the color-labeled hazardous waste container as directed above.  
 ✓ In the event of a spill, follow the spill clean-up procedures in the program binder.

Post: Inside Door of Pet Wash Area Storage Cabinet

This sign must be posted on the inside of the cabinet in the pet wash area. If the sign is missing, see Section 6.0 for information on how to order a new sign.

**4.4.5 Assembly Area Sign**

Many products used in the assembly area would be considered hazardous waste when disposed of. Some common examples include lubricating oils, degreasers, and paint. This sign must be posted to remind assemblers that certain products require management through the Hazardous Waste Disposal Program and provides direction for proper handling.

**ATTENTION ASSEMBLERS**

Some products used in the assembly process may require special handling through the Hazardous Waste Disposal program and should never be thrown in the trash.

**EXAMPLES OF THESE PRODUCTS INCLUDE:**  
 Oils, greases, fuels, lubricants, all aerosol cans, automotive fluids, and paints.

Check with your Receiver before throwing away any product used for assembly or repair. This includes spill cleanup or empty containers.

This sign can be found in the **front pocket** of the binder and must be hung in a highly visible space in the assembly area. If the sign is missing, see Section 6.0 for information on how to obtain a new one.

#### **4.5 Hazardous Waste Accumulation Area**

The hazardous waste accumulation area will be the central location for the following:

- The Hazardous Waste Disposal Program binder
- Containers holding hazardous waste and scrap metal
- The sharps container and shipping materials
- Spill clean-up kit
- Supplies for the safe handling and disposal of hazardous waste

The Hazardous Waste Disposal Program is based on a system of color-coded containers primarily consisting of 5-gallon buckets. The color-coded labels correlate with waste characteristics and will ensure proper segregation of hazardous waste. It is important that you follow the instructions here to ensure hazardous waste is properly segregated and stored until picked up for disposal by a licensed hazardous waste hauler.

##### **4.5.1 Directions for Setting up the Hazardous Waste Accumulation Area**

Each store must identify an area where hazardous waste will be accumulated in the color-coded containers until picked up by a licensed hazardous waste hauler. It is mandatory this area be in the backroom near the Receiver's desk and away from public access. Please take care when selecting the location of the accumulation area and set up the area as directed. Directions and the planogram for setting up the area are provided below:

##### **➤ Selecting the Right Location**

- Select an area easily accessible to the Store Receiver's desk. The Store Receiver has the primary responsibility for processing waste
- Avoid high traffic areas
- Stay at least 3 feet away from the Store's electrical panel and allow at least a 3-foot clearance around the area
- Install a 4-foot gondola with 19-inch shelves in the selected area
- Area must be kept free of clutter and be accessible at all times
- Hazardous Waste must always be kept in the accumulation area and can NEVER be stored outside

##### **➤ Planogram for the Hazardous Waste Accumulation Area**

All Program materials, color-coded hazardous waste containers, sharps container, program binder, lightbulb box, and spill kit must be setup as shown in the planogram found in the **front pocket** of this binder or in the Planogram Lookup on the Barn.

##### **➤ Hazardous Waste Program Binder**

- Place the binder on the shelf in the hazardous waste accumulation area.

##### **➤ Hazardous Waste Containers**

- You have been provided twelve (12) 5-gallon containers with lids and a 4-foot waste lamp (light bulb) box.
- Hazardous waste containers must be kept closed at all times, except when adding or removing waste.
- Spare containers can be stacked and put out of the way until needed. (Do not label these containers until needed.)
- Additional containers are available through the Supply Chest - See Section 6.0.

➤ **Scrap Metal Container**

- You have been provided with a large cardboard container for the storage of consumer products that will be recycled as scrap metal.
- Do not use this container for any other scrap metal generated at the store, such as metal crates or racking.

➤ **Labels**

You have been provided color-coded labels for the proper segregation of hazardous waste: **YELLOW, RED, GREEN, ORANGE, BLUE AND BLACK**. When you affix a label to a container as part of the initial set-up, **ONLY** fill out the store address information. The remaining information is completed when you add your **first waste item** to the container. **DO NOT** date containers during the set-up stage.

In addition, you are receiving labels for products that meet the Scrap Metal exemption for recycling titled: **SCRAP METAL FOR RECYCLING**.

Additional labels are ordered through the Supply Chest – See Section 6.0.

Place labels onto the waste containers as outlined:

- **YELLOW, RED and GREEN** Labels:
  - Affix each colored label to an individual 5-gallon container
- **ORANGE** Labels:
  - Affix an **ORANGE** label to two 5-gallon containers
  - On one container mark an “X” in the box identified for Corrosive - Acid
  - On the other container mark an “X” in the box identified for Corrosive - Base
- **BLUE** Universal Waste Labels:
  - Affix a **BLUE** label with contents identified as “Batteries for Recycling” to a 5-gallon container
  - Affix a **BLUE** label with contents identified as “Electronic Devices for Recycling (e-Waste)” to a 5-gallon container
  - Affix one **BLUE** label with contents identified as “Waste Lamps (Lightbulbs) for Recycling” to a 5-gallon container and a second to the 4-foot lightbulb box provided
- **SCRAP METAL** Labels:
  - The **SCRAP METAL** label has been pre-printed on the scrap metal box provided. Set up the scrap metal box as directed in the instructions included with the box.
- Place all labeled containers on the gondola as shown on the planogram provided.

➤ **Sharps Container**

A specially designed red plastic container has been incorporated into the hazardous waste accumulation area to provide a method for safe disposal of sharps.

- Remove the Red Sharps container from the shipping boxes.
  - **IMPORTANT:** This is a Mail Back/Auto Replenish program. Do not discard the white box, brown inner box, plastic bag or any shipping documents and instructions. They will be needed for shipping once the container is full.
- Place the Red sharps container in the hazardous waste accumulation area as shown in the planogram
- Details regarding handling the sharps container are provided in Section 5.0.

➤ **Spill Clean-up Kit**

A spill clean-up kit must be assembled and kept within the Hazardous Waste Accumulation area. The kit will be comprised of the following:

- Safe T Sorb
- Container to hold absorbent
- Disposable gloves
- Eye protection - safety glasses or goggles
- Baking soda
- Small container to hold gloves, eye protection and baking soda
- Broom and dustpan

**KEEP THESE ITEMS REPLENISHED AND HANDY IN THE EVENT OF A SPILL**

#### **4.6 Filling out Container Labels**

Having accurate labels on the color-coded containers is important to ensure hazardous waste is properly segregated and the accumulation time is tracked. Because some State regulations limit the amount of time hazardous waste can be accumulated on-site, TSC has chosen to arrange for hazardous waste pick-ups to occur every 180 days or 6-months. **Regulations require you write the date on the container at the time the first item is placed into it.** This is called the “Accumulation Start Date” and starts the clock toward the 180-day accumulation limit. The date must include the month/day/year.

At the time you place the first waste item in a container, you must do the following:

- Put the date (month/day/year) in the Accumulation Start Date box
- Mark the physical state of the waste: solid or liquid. Based on what is added into the container over time, you may need to mark both solid and liquid on the label.

After you have a waste pick-up, the waste hauler will return all containers to you for re-use. You may re-use the container for **only** the storage of the same waste type. This means, if the container was labeled with a **YELLOW** coded label, that container can only be re-labeled with a **YELLOW** coded label.

Once containers are returned, the waste accumulation area will need to be reset. Place a new label of the same color over the old to reflect the container is not in use. Complete the store address information. All remaining information is completed when you add your first waste item to the container.

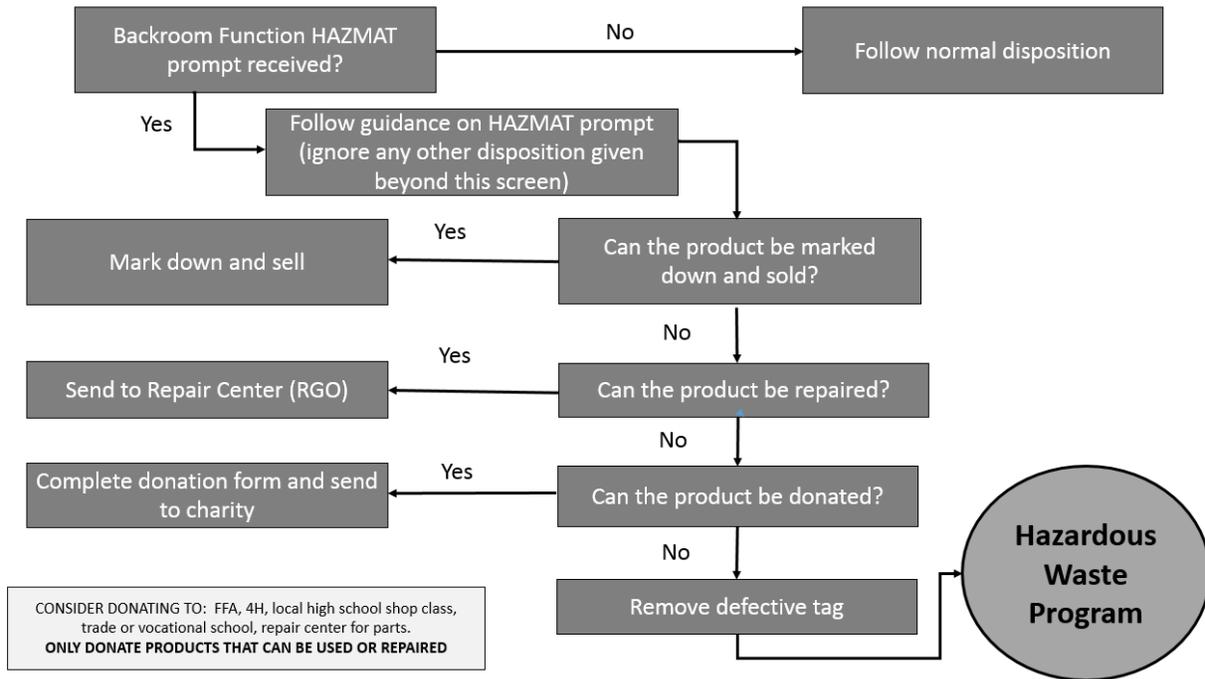
All remaining unused containers should either have a large **X** placed over the old label or a new blank label of the same color placed over the old. They can then be nested/stacked and stored away for future use. Don't forget to complete labels as these containers are placed into service.

**Remember:**

- Put a large **X** through old labels or place a new label over the old to show the container is out of service.
- Fill-out the accumulation start date **only** when you place your **first item** in an empty container (not when you initially set up the container). Ensure label is thoroughly filled out at that time; store address, date and physical properties.

### 4.7 Waste Determination

Most products for sale in a Tractor Supply store or used for the general operation of the store become a solid waste when these products *can no longer be used for their intended purpose*. Before throwing these products in the trash, you must determine whether or not each is a hazardous waste. This would include products that are damaged, expired, broken, defective, leaking or spilled. In some cases, the empty container must be handled as a hazardous waste. Refer to the Empty Container Procedure in **Appendix A**. When determining if a product is a waste, ask these simple questions:



All donated products need to be in good, useable condition and only donated to charities that have a need for the product. A signed Product Donation form must be obtained on all products. A copy has been provided in the **front pocket** of this binder or can be located on the Barn as instructed in Section 6.0.

Spilled products mixed with absorbent are always considered a solid waste as are residual liquids drained from containers and/or equipment into absorbent.

Once a product has been determined to be a solid waste, environmental regulations require the product to be reviewed to determine if it is also a hazardous waste. The Backroom Function is used to determine how an item must be managed. The Backroom Function will prompt you with the container color (e.g., Red) which corresponds to a hazardous waste classification or other product classification (e.g., Scrap Metal), and any other information needed for the correct placement of a product requiring disposal or recycling.

There may be occasions where a product flags as a hazardous waste but does not provide a container color or cannot be scanned, such as a store-use cleaning product. For these situations, you will need to follow prompt directions to contact [hazmat@tractorsupply.com](mailto:hazmat@tractorsupply.com) or review Section 4.8.4 on store-use products. When keying items out to junk using the scan gun, refer to the Backroom Function for disposition.

## 4.8 Product Classification and Coding

Hazardous waste regulations classify waste based on certain characteristics and chemical properties. TSC has retained third-party resources to assist with waste classification and color coding of products for disposal. This data has been uploaded into the TSC Backroom Function.

Hazardous waste characteristics have been assigned color codes to make the waste classification process easier for Team Members. As discussed above, container colors will correspond to specific waste characteristics.

The Waste Stream Legend table in **Appendix E** shows the color codes with waste characteristics and examples of typical consumer products that fall into various waste classes. This table is for reference to be used only when there is no hazmat prompt given in the Backroom Function.

Each container label has a waste characteristic associated with it:

- **GREEN:** Ignitable/Reactive - Aerosols
- **RED:** Ignitable
- **YELLOW:** Toxic
- **ORANGE:** Corrosive Acid or Corrosive Base
- **BLUE:** Universal Waste – Batteries for Recycling, Waste Lamps (Light Bulbs) for Recycling, Electronic Devices for Recycling (e-Waste)
- **BLACK:** Non-RCRA / State Regulated Toxic

### 4.8.1 Universal Waste

Within the hazardous waste regulations, there is a category of waste called Universal Waste. Universal Wastes are wastes that USEPA has acknowledged as widely-generated waste that pose low risk to human health and the environment. Universal waste includes batteries, electronic devices (e-Waste) and waste lamps (light bulbs). While all Universal wastes are coded with **BLUE** labels, there are separate **BLUE** labels for each Universal Waste type.

### 4.8.2 Used Oil

If your store operates a DIY Used Oil Collection program for customers, you may use the tank to recycle oils that may be generated by the store. This would include oils such as: motor oil, hydraulic oil, gear oil, etc. Used oil may result from leftover oil from the assembly or minor repair of equipment.

**Stores with a DIY Tank:** Residual oil in a container from the assembly or repair of equipment should be drained directly into the DIY Tank until no steady stream of liquid is present. Never place fuel or fuel/oil blends (2-cycle) in this tank. Once drained, mark as empty, initial the container and place the container in the regular trash.

**Stores without a DIY Tank:** Residual oil (less than 2 inches of liquid) in a container from the assembly or repair of equipment should be drained from the container following the procedure for Empty Containers in **Appendix A**. If there is more than 2 inches of oil in the container, dispose the entire container and its contents of remaining oil through the Hazardous Waste Disposal Program.

### 4.8.3 Removing Fluids and/or Depressurizing Returned Equipment

Liquids in returned equipment must be drained before the equipment can be placed in the accumulation container. This includes products considered scrap metal, e-Waste or being returned through the RTV process. **Appendix G** provides instruction on removing fluids and depressurizing returned equipment. The waste hauler will not remove any equipment containing liquids or any pressurized equipment.

#### 4.8.4 Store-Use Products

Store-use products, including those not sold by Tractor Supply stores must be reviewed to determine if they are hazardous waste before throwing away in the trash. Use the Waste Stream Legend in **Appendix E** to determine the correct colored container for the product. If unsure, email [hazmat@tractorsupply.com](mailto:hazmat@tractorsupply.com). Store-use products include but are not limited to:

- Betco Fastdraw Cleaning Products
- All aerosol cans
- Some general cleaning supplies (toilet bowl cleaner, scale removers, etc.)
- Grooming or Pet-wash products (nail antiseptic, etc.)
- Some products used during merchandise assembly

Refer to **Appendix A** “Empty Container Procedure” before throwing any container in the trash. Instructions on handling Betco products can be found on the Betco Fastdraw sign hanging in the dispensing area. Instructions on handling pet wash products can be found on the sign hanging on the inside door of the storage cabinet in the pet wash room.

#### 4.9 Hazardous Waste Handling Procedure

USEPA and State hazardous waste regulations have requirements for the handling of hazardous waste. The **Hazardous Waste Handling Procedure** tab of this Program binder has been developed to meet those requirements. These procedures will provide you with the tools to easily handle products that are hazardous waste.

Please keep the following practices top of mind:

- **Aerosol Cans:** **ALL** aerosol cans must always be disposed of through the hazardous waste program, even if you think the can is completely empty (**GREEN** Label).
- **Batteries:** All battery terminals must be taped before placing in the battery container to avoid any chance of fire (**BLUE** Label). Only batteries should be placed in the battery container.
- **Add-Ons:** Often certain products contain add-ons that must be disposed of separately from the main product. Examples include:
  - Electric clippers. The clippers would go in the Scrap Metal container, but the tube of lubricating oil would go in the **BLACK** waste container. Also, if operated by battery, the battery would go in the **BLUE** Universal – Batteries container.
  - Lamps with a lightbulb. The lightbulb would go in the **BLUE** Universal – Waste Lamp container, but the light fixture would go in the **BLUE** Universal - Electronic Devices container

#### 4.10 Leaking or Spilled Products

Product spills or leaking products may occasionally occur as part of normal business. Depending on the product, the residual in the container along with the spill clean-up materials may be a hazardous waste. To protect our customers and Team Members, follow the action steps listed in the **Hazardous Waste Handling Procedures** tab, Section 2.0.

If unsure how to clean-up the spilled product or it is too large, contact our 24/7 emergency response hotline at 1-855-TSC4YOU (1-855-872-4968) option 3 for assistance.

#### 4.11 Spills on Exterior of Building

It is important that packaging on products stored outside are always in good condition and never broken, tattered or torn open. If a package is damaged, repair the packaging as soon as noticed and sweep the area to prevent the product from running off into storm drains or water ways during rain or snow events. Place the sweepings in a plastic bag and mark the name of the product on the bag. Use the Backroom Function or Waste Stream Legend to determine the appropriate color container for the sweepings.

In addition, any spill occurring on the exterior portion of the building be contained and prevented from running off into storm drains or grass areas. If a spill occurs, make every effort to immediately block off the area to contain the spilled product.

Follow the instructions in the **Hazardous Waste Handling Procedures** tab, Section 2.0 for handling of the spill clean-up material. If you don't know how to clean-up the spilled product or it is too large, contact our 24/7 emergency response vendor at 1-855-TSC4YOU (1-855-872-4968) option 3 for assistance.

#### 4.12 Weekly Inspections

The hazardous waste container accumulation area needs be inspected weekly to ensure containers are in good condition and the area is free of leaks or spills. Inspection questions have been developed to help you complete weekly inspection of the container accumulation area. Refer to the Receiver's Weekly Checklist for the list of questions.

It is important that you complete this checklist on a weekly basis and that you note any corrections you make to ensure compliance with the Hazardous Waste Disposal Program.

#### 4.13 Hazardous Waste Pick-ups

Twice a year, products handled through the Hazardous Waste Disposal Program will be picked up for disposal by a licensed hazardous waste disposal company. TSC has a contract with a licensed hazardous Waste Disposal Vendor for the removal, re-packaging, transport and disposal of hazardous waste. The Vendor will contact the store to schedule a pick-up date approximately every 6 months.

When on site:

- The Waste Disposal Vendor should be directed to the hazardous waste accumulation area
- The Waste Disposal Vendor will re-package each container for transportation and disposal
- The Waste Disposal Vendor will prepare all required paperwork for shipping and disposal
- Containers will be returned to the store for reuse

A container must always be used for the same color it started as (i.e., a **GREEN** container must always be **GREEN** and never used for another color). Either place a large **X** through the old label or place a new label over the old on all returned containers before nesting/stacking for future use.

#### **IMPORTANT:**

- To minimize the amount of time the Waste Disposal Vendor spends on-site and to drive efficiencies in the Program, please keep in mind:
  - Remove all packaging that does not need to be disposed of through the Hazardous Waste Disposal Program (cardboard, plastic, etc.) as long as the product can be identified without packaging. See the **Hazardous Waste Handling Procedure** tab within this binder for additional details.
  - Be prepared for the Waste Disposal Vendor based on the scheduled date of pickup to limit the time they spend on site.

#### 4.14 Manifests, Land Disposal Restrictions and Bill of Ladings

The Waste Disposal Vendor will be responsible for completing all paperwork required to safely and responsibly transport and dispose of the hazardous and non-hazardous waste collected from the store. This paperwork may include a Hazardous Waste Manifest, Land Disposal Restriction (LDR) form and/or Bill of Lading (BOL).

- A **manifest** is the legal document that demonstrates hazardous waste has been disposed of properly, often called the “cradle to grave” process. A manifest has 3 sections that require signature to document the process. The first section is called the generator section.
  - The Waste Disposal Vendor will sign the generator section on behalf of TSC and provide a copy to you upon completion of service.
  - You must review the manifest to make sure the address is correct and that the weight reported on the manifest generally agrees with the amount of waste that was on-site.
  - Copies of all manifests must be filed behind the **Manifest tab** found in the back of this Program binder. The waste hauler will sign as the transporter. Once the hazardous waste is received at a disposal facility, the accepting disposal facility will sign the last section of the manifest and return the copy to your store. That copy with all 3 signatures is your final documentation that the waste was properly disposed.
  - You should receive the fully executed manifest within 60 days of the waste leaving your store. If you do not receive your fully executed (Final) manifest within that timeframe, please email [hazmat@tractorsupply.com](mailto:hazmat@tractorsupply.com).
  - Once you receive the fully executed manifest, you will need to locate the generator copy and staple it to the fully executed manifest. File both copies together behind the **Manifest tab**.
- Depending on the circumstances, the Waste Disposal Vendor may also prepare an **LDR** form. This form states that the waste being disposed has been reviewed for land disposal requirements. The Waste Disposal Vendor will leave a copy of the **LDR** form with you upon completion of service.
- In addition, **BOLs** will be prepared for the removal of non-RCRA hazardous waste such as Universal Waste (batteries, lightbulbs and e-Waste). The Waste Disposal vendor will provide a copy of the **BOL** before leaving the site.

**MANDATORY REQUIREMENT:** Manifests, LDRs and BOLs need to be kept on file behind the **Manifest tab** for the current year plus **3 complete past years**.

#### 4.15 Agency Inspections

Your store may be visited by a regulator to inspect your Hazardous Waste Disposal Program for compliance with USEPA and State hazardous waste regulations. Below is a list of Team Member roles to be followed if an inspector arrives at your store for an inspection.

##### ➤ **The Team Members Role:**

- All Team Members should be courteous to the Inspector and contact the Manager-on-Duty immediately upon the arrival of the inspector.
- Ask the inspector to wait in the front of the store until the Manager-on-duty meets them in the front of the store.
- Direct all questions from the inspector to the Manager-on-duty. **Do not** attempt to answer the inspector’s questions.

➤ **The Manager-on-Duty's Role:**

- Greet the Inspector.
- Ask the inspector's name and phone number and obtain a business card, if available.
- Ask the inspector to give you a moment to gather a pen, paper and camera (cell phone camera).
- Take the inspector directly to the hazardous waste accumulation area and remain with the inspector during the inspection. If the Receiver is available, ask them to participate.
- Answer questions directly. If you don't understand the question or are unsure on how to respond, tell the inspector you will get back to them or call the Help Desk at Store Support for assistance.
- Take detailed notes throughout the inspection.
- Maintain a list of all documents provided to the inspector during the visit and any documents that have been requested but unavailable at that time. Make sure you note how long you are given to produce them.
- If photos are taken by the inspector, take the same photos for our records.
- Email [hazmat@tractorsupply.com](mailto:hazmat@tractorsupply.com) immediately after the inspection to discuss the inspection, any potential violations that were identified and to make a plan to address potential violations as required.
- The Environmental Department will respond to the inspecting Agency on behalf of the store.

**4.16 Program Monitoring and Assessment**

Performance of the Hazardous Waste Disposal Program is subject to monitoring and assessment on a regular basis to ensure compliance at the store level and to identify opportunities for process improvement. In partnership with our Waste Disposal Vendor and Internal Audit, data will be collected and provided to Store Support for analysis. Store Support, in collaboration with Store Operations, will take action to ensure compliance is maintained at the store level and make enhancements to drive efficiencies in the overall Hazardous Waste Disposal Program.

In addition, a 3<sup>rd</sup> party vendor will be engaged to inspect store dumpsters and the hazardous waste accumulation area. These events are meant to ensure stores are following the Trash Management procedure (**Appendix B**) designed to keep hazardous waste from being thrown in the trash. They will also serve as quick assessment of the Hazardous Waste Disposal Program by checking on program elements such as, accumulation start dates on containers and retention of manifests.

All information gathered will be used to assess implementation of the Hazardous Waste Disposal Program and to continuously improve processes and the overall Program design.

## 5.0 SHARPS HANDLING

Sharps is a general term for objects with sharp points or edges that can puncture or cut skin such as hypodermic needles, syringes, pins, and blades from a box cutter. Sharps can be generated by:

- Team Members as part of routine health maintenance
- Abandoned items, like syringes, on our property or in our stores
- Pre-filled injectable product in syringes
- Blades from box cutters

It is very important sharps are collected and handled properly to not only be compliant with USEPA and State laws, but to protect our Team Members from unexpected contact and injury with sharps. Be aware, some States prohibit the disposal of sharps in the trash. **Under NO circumstances can sharps ever be put in the trash.**

**NOTE:** TSC does not accept sharps from our contracted, on-site veterinary clinics. All their waste, including sharps, must be removed by the veterinarian at the end of the event.

See **Appendix F** for instructions on the safe handling of sharps.

## 6.0 PROGRAM SUPPLIES

A complete list of supplies for the Hazardous Waste Disposal Program are identified below. Stores must keep spare waste containers, plastic bags and color labels on hand at all times. Supplies can be ordered as outlined below:

ITEM	WHERE TO OBTAIN OR ORDER
<b>➤ Labels</b>	
BLACK: Non-RCRA / State Regulated - Toxic	Supply Chest: TSC1400276
RED: Ignitable	Supply Chest: TSC1400282
BLUE: Universal Waste – Batteries for Recycling	Supply Chest: TSC1700186
BLUE: Universal Waste – Waste Lamps (Lightbulbs) for Recycling	Supply Chest: TSC1700192
BLUE: Universal Waste – Electronic Devices for Recycling (e-Waste)	Supply Chest: TSC1400288
YELLOW: Toxic	Supply Chest: TSC1400294
ORANGE: Corrosive Acid	Supply Chest: TSC1400300
ORANGE: Corrosive Base	Supply Chest: TSC1400300
GREEN: Ignitable/Reactive - Aerosols	Supply Chest: TSC1400306
SCRAP METAL	Supply Chest: TSC1700198
<b>➤ Other Program Supplies</b>	
1-gallon plastic sealable bags	Supply Chest: TSC1300278
2-gallon plastic sealable bags	Supply Chest: TSC1700231
5-gallon container with lid	Supply Chest: TSC1400348
Scrap Metal container with bottom (box)	Supply Chest: TSC1700210
4-foot Waste Lamp (Lightbulb) box	Supply Chest: TSC1700204
Gondola Shelf Strips	Supply Chest: TSC1700234
Black electrical tape to tape battery terminals	Store Use: SKU 3607958
<b>➤ Spill Kit</b>	
Safe T Sorb Absorbent	Store Use: SKU 800989
Baking Soda	Store Use: SKU 1029575
Disposable Gloves	Store Use: SKU 1022661
Safety Glasses	Store Use: SKU 1011951
<b>➤ Program Signs</b>	
Emergency Contact Sign	Sign Library: Emergencycontactsign
Know Before You Throw Sign	Supply Chest: TSC1700228
Betco Fastdraw Cleaning Products Sign	Call R&R Sales: 866-423-6289
Assembly Area Sign	Sign Library: Assemblyareahazardouswaste
Pet Wash Program Sign	Supply Chest: TSC1700240
Product Donation Form	Barn: Departments/Store Ops/Forms
<b>➤ Sharps Container</b>	
Sharps containers are set up on a mail-back/auto replenish program. Allow 3 weeks after mailing for replenishment to occur. Contact information for: Replacement of Sharps Container Replacement of mail-back box or shipping labels	Email: <a href="mailto:hazmat@tractorsupply.com">hazmat@tractorsupply.com</a>

## 7.0 WHO TO CONTACT

Your Tractor Supply Company – Store Support Center (SSC) contacts for all questions about the Hazardous Waste Disposal Program are:

QUESTIONS?	WHO TO CONTACT?
To request an SDS, assistance with spill clean-up or to report a hazardous waste emergency	855-TSC4YOU, option 3 (855-872-4968) Available 24/7
Instructions on product disposition (container color), program questions or to report an inspection	Environmental Department <a href="mailto:hazmat@tractorsupply.com">hazmat@tractorsupply.com</a>
Assistance ordering program supplies such as labels or signs	TSC Help Desk 866-872-4850
Dumpster locks	West Rock 800-333-8879

## APPENDIX A EMPTY CONTAINER PROCEDURE

**NOTE: These procedures do not apply to ANY PESTICIDE product or any NON-LIQUID product**

Federal and State regulations do not allow for the disposal of containers that formerly held hazardous waste in the trash unless the container meets the definition of “empty.” Regulations require that hazardous waste liquids must be removed from the container so that when the container is turned upside down or sideways, no continuous stream of liquid drips from the container. Only empty containers that have been drained as described in this procedure can be thrown in the trash dumpster.

**Never pour contents of containers down the drain or in toilets. Never rinse a container.**

### Containers with Pourable Products

These procedures apply to metal, glass or plastic containers, 5-gallon or less in size and with less than 2 inches of liquid left in them.

**IMPORTANT:** Regardless of the amount of hazardous substance in a container, the following containers and the liquids in them can NEVER be emptied and must ALWAYS be managed through the Hazardous Waste Disposal Program:

- Containers greater than 5-gallons in size
- Containers with more than 2 inches of hazardous liquid
- Containers with, or that previously held a **pesticide**
- Sprayers with, or that previously held a pesticide or an unknown product
- All aerosol containers
- Any container with non-liquid product

### Containers with Pourable Products

Step	<b>Action Steps for Container with Pourable Products</b> <b>NOTE: This does not apply to sprayers and their contents. Refer to Appendix G, Section 2.2 for details on how to handle sprayers.</b>
1	Drain the liquid into a self-sealing plastic bag with enough absorbent to soak up all the liquid drained from the container. NEVER add absorbent directly into the product’s container to absorb the residual liquid; that practice would not adequately remove the product from the container and would not satisfy the guidance for Empty.
2	<ul style="list-style-type: none"> <li>• Keep the container draining into the absorbent for at least 1 hour.</li> <li>• After an hour, check the container to see if the contents are still draining in a steady continuous stream. <b>REMINDER:</b> The test for empty is to rotate the container side-to-side and upside down. If no liquid drips from the container in a steady continuous stream, the container is empty.</li> <li>• Thicker liquids may take longer than an hour to drain from the container. You will need to use judgment regarding whether the container should be drained longer than the required 1 hour. If you have any doubt about whether the container is empty, continue to let it drain.</li> </ul> <p><b>IMPORTANT: Some products may not be able to be drained completely and MUST go through the hazardous waste program.</b></p>

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3	<p>Once the container has been drained, seal the bag and place it in another bag (double-bag). Since there will be no way for the Waste Disposal Vendor to know what chemical was absorbed, it is <b>important to label the outer plastic bag with the name of the product.</b></p>  <p>✓ Any items that come in contact with the liquid when draining (gloves, towels, etc.) must be placed in the plastic bag for disposal.</p>
4	<p>Manage the bagged contents through the Hazardous Waste Disposal Program. If the item is a retail product, look up the sku to determine the appropriate waste container color; if not, refer to <b>Appendix E</b>, Waste Stream Legend or email <a href="mailto:hazmat@tractorsupply.com">hazmat@tractorsupply.com</a> to determine appropriate waste characterization.</p>
5	<p>Screw the cap back on the emptied product container. <b>Mark the empty container with the words "Empty" and your initials</b> so the Manager-on-Duty knows it was properly emptied before allowing it to be thrown in the trash.</p> 
6	<p>Place the marked, empty container in the store trash.</p>

### Containers with Plastic Liners (Bladders) holding Pourable Products

If the container has a plastic liner and holds a pourable liquid that is not a pesticide, follow the procedure above for Containers with Pourable Products.

### Containers with Non-Pourable Products

Metal or plastic containers with product that is too thick and viscous to drain within a reasonable amount of time, product dried-up, stuck or caked in the container, or containers you cannot be reasonably sure can be emptied must be managed through Hazardous Waste Disposal Program. **Never rinse the container.**

### Containers Made of Wood, Cardboard or Other Absorptive Materials

Unlined containers with residual product that are made of wood, cardboard, or other absorptive materials must be managed through the Hazardous Waste Disposal Program. This includes tote or shipping boxes that absorbed spilled material. Cut away any portion of the box that contains absorbed product, bag it and place it in the appropriate waste container. Remaining cardboard can be placed with all other cardboard.

## **APPENDIX B TRASH MANAGEMENT PROCEDURES**

### **DAILY REQUIREMENT OF THE MANAGER-ON-DUTY**

It's important to maintain control over items put in your dumpster to prevent items that may be considered hazardous waste from entering your store's trash. The following procedures will help ensure you maintain control of what is going in your store's trash:

#### **DUMPSTERS**

First thing in the morning check the dumpster area for items that may have been illegally thrown into the dumpster enclosure area or are in the dumpster. If a questionable item is found, talk with the Receiver to determine if the item can be thrown in the trash or if it should be managed through the Hazardous Waste Disposal Program. If this is a recurring problem for your store, dumpsters can be locked. Contact West Rock for assistance (see Section 7.0, Who to Contact).

#### **STORE TRASH PROCESS**

- Use only clear plastic bags for the collection and disposal of store trash.
- Before trash bags are taken to the dumpster, the Manager-on-Duty should review the bags to ensure all empty containers in the trash bag reflect the words "Empty" along with the Receiver's initials and that there are no other items potentially considered hazardous in the trash bag such as aerosol cans.
  - ✓ In stores offering the TSC Pet Wash service, extra care should be taken to ensure customers have not thrown items in the trash that are prohibited from disposal in the dumpster.
- If a questionable item is identified, the Manager-on-duty should work with the Receiver to determine if the item is acceptable for trash or if the item must be removed and managed through the Hazardous Waste Disposal Program
- **Never place large amounts of non-hazardous liquids in the trash.** In total, if you have more than one (1) gallon of non-hazardous liquids, contact [hazmat@tractorsupply.com](mailto:hazmat@tractorsupply.com) for guidance on disposal.

#### **ABANDONED PRODUCTS**

Abandoned products may be left in our parking lot on occasion and should be handled as follows:

- Products (empty or not) should be brought to the Receiver or Manager-on-Duty.
- **NEVER** place in the store trash.
- The Receiver will determine the appropriate disposition – trash or Hazardous Waste Disposal Program.

#### **LANDLORD/PROPERTY MANAGEMENT COMPANY**

Under no circumstances should landlords and/or property management companies throw anything in our dumpsters or dumpster enclosure area. If you find this is an issue, email [hazmat@tractorsupply.com](mailto:hazmat@tractorsupply.com).

## APPENDIX C ROLES AND RESPONSIBILITIES

All Team Members have a role in the responsible and safe disposal of products when they become hazardous waste. Below is a list of responsibilities associated with various Team Member roles.

<b>Roles:</b>	<b>Responsibilities:</b>
<b>All Team Members</b>	<ul style="list-style-type: none"> <li>• Complete the “General Awareness of Hazardous Materials and Your Right to Know” training upon hire and periodic thereafter.</li> <li>• Ensure all returns are properly processed and placed in the Receiver’s defective return area.</li> <li>• Any returned product that contains a liquid is placed in a plastic bag before placing in the Receiver’s defective return area.</li> <li>• If a sprayer is returned, include the name of the liquid on the defective tag so the Receiver knows how to handle disposal of the sprayer and its contents.</li> <li>• Know what items can be thrown in the trash and what items need to be given to the Store Manager or Receiver for proper management. If in doubt, ask. Never assume whether something can be thrown away in the trash or not. This includes store-use items or even items brought from home.</li> <li>• Isolate and place caution signs/cones in the area of the spill to warn and protect customers and Team Members from injury.</li> <li>• Immediately report spilled hazmat products to the Manager-on-Duty or Receiver for clean-up.</li> </ul>
Store Manager, Asst Store Manager, Manager-in- Training	<ul style="list-style-type: none"> <li>• Complete the Hazardous Waste Disposal Program training when notified by the Talent Management System (TMS).</li> <li>• Make sure all Team Members receive training based on job level and that they understand the Program.</li> <li>• Ensure the overall execution of the Hazardous Waste Disposal Program by all Team Members.</li> <li>• Ensure the Emergency Contact sign is posted at the Receiver’s desk and is up-to-date.</li> <li>• Verify Program signs are hung and in good condition.</li> <li>• Confirm hazardous waste manifests (generator and final), bills of lading and other documents are filed in this Program binder.</li> <li>• Contact our Emergency Response hotline in the event of a large spill requiring outside assistance with clean-up.</li> <li>• Ensure items placed in the trash are not hazardous waste and that only solid waste and empty containers with the words “Empty” and the Receiver’s initials, are in the dumpster.</li> <li>• Ensure products stored in the outdoor display areas are in good condition - no torn or broken packaging and, if product is spilled from torn or broken packaging, it is cleaned up immediately and disposed of properly.</li> <li>• Ensure hazardous waste containers are never stored outside.</li> </ul>

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<p>Store Receiver</p>	<ul style="list-style-type: none"> <li>• Complete Hazardous Waste Disposal Program training when notified by the Talent Management System (TMS).</li> <li>• Understand and become familiar with all procedures within this Program binder to properly handle hazardous waste.</li> <li>• Maintain proper set-up of the containers within the accumulation area.</li> <li>• Ensure labels are properly filled out.</li> <li>• Ensure waste is processed in a timely manner and not allowed to build-up in the Receiving Area.</li> <li>• Ensure cashiers know to place all returned products containing liquids in plastic bags before placing in the defective bin to keep from leaking. If any leaks do occur in the defective bin, they are cleaned up immediately.</li> <li>• Complete the weekly inspection found on the Receiver’s Weekly Checklist and correct any inspection deficiencies.</li> <li>• Ensure the Emergency Contact sign is visibly posted at the Receiver’s desk and is continuously maintained up-to-date.</li> <li>• Ensure manifests are matched and filed in this Program binder and maintained for 3 years.</li> <li>• Contact the 24/7 Emergency Response Vendor to make notification of large spills and/or obtain instructions for clean-up.</li> <li>• Follow the Empty Container Procedure to ensure containers thrown in the trash are empty.</li> <li>• Ensure items disposed in the dumpster are not hazardous waste and that only solid waste and empty containers, identified with the words “Empty” and your initials, are in the dumpster.</li> <li>• Ensure products in our outdoor display areas are in good condition - no torn or broken packaging and, if product is spilled from torn or broken packaging, it is cleaned up immediately and disposed of properly.</li> <li>• Never store hazardous waste containers outside.</li> </ul>
<p>Team Lead</p>	<ul style="list-style-type: none"> <li>• Complete Hazardous Waste Disposal Program training when notified by the Talent Management System (TMS).</li> <li>• Understand and follow Trash Management procedures.</li> <li>• Assist with spill clean-ups following directions by Store Manager or Store Receiver.</li> <li>• Contact the 24/7 Emergency Response Vendor to make notification of large spills and/or obtain instructions for clean-up.</li> <li>• Ensure items placed in the trash are not hazardous waste and that only solid waste and empty containers with the words “Empty” and the Receiver’s initials are on the container.</li> <li>• Ensure products stored in our outdoor display areas are in good condition – no torn or broken packaging and, if product is spilled from torn or broken packaging, it is cleaned up immediately and disposed of properly.</li> </ul>

## APPENDIX D TRAINING REQUIREMENTS

Team Members will receive training based on job level and responsibilities, at the time of hire and when a role has changed. Depending on level of responsibility, Team Members will receive training or additional training as summarized below. TMS can provide information regarding when a Team Member’s last training was completed.

**IMPORTANT:** Any Team Member who is responsible for the handling and management of hazardous waste must be trained on the procedures in this Program manual.

Training	Role	Description and Frequency of Training
General Awareness of Handling Hazardous Materials and Your Right to Know	All Team Members	Provides general awareness on how to identify products that may be hazardous materials and/or hazardous waste. Explains the difference between solid and hazardous waste, handling procedures for each, how to obtain an SDS, and general emergency procedures.  Training provided at time of hire and periodically thereafter.
Hazardous Waste Disposal Program	Store Manager; Managers-in-Training; Asst Store Manager; Receiver; Team Lead	Provides training on the identification and management of hazardous materials that become hazardous waste. Training details waste identification and classification, segregation, container labeling, weekly inspections, manifest requirements and recordkeeping.  Training provided at time of hire and when a role has changed. Refresher Training is conducted as needed.
DOT Hazmat	Store Manager; Manager-in-Training; Asst Store Manager; Receiver	Provides instruction on the proper packaging, labeling, placarding, shipping and transportation of consumer products that may be hazardous materials.  Training provided at time of hire and when a role has changed. Training is conducted every three (3) years thereafter.

## APPENDIX E

### WASTE STREAM LEGEND

#### COLOR CODES WITH PRODUCT CATEGORIES

Waste determination should be based on the prompt obtained from the Backroom Function. For non-consumer retail products (i.e., store-use or abandoned products), use this table to identify the proper color code for the product. If you are unable to make a determination or you have questions, email [hazmat@tractorsupply.com](mailto:hazmat@tractorsupply.com).

<div style="background-color: green; color: white; padding: 10px; text-align: center; font-weight: bold; font-size: 24px;">GREEN</div> <p style="text-align: center; font-weight: bold;">AEROSOLS IGNITABLE/REACTIVE</p>	<ul style="list-style-type: none"> <li>• <b>ALL AEROSOLS</b></li> <li>• <b>Typical products:</b> Spray paint, spray cleaners or degreasers, air freshener spray, lubricants, resins, camp stove cylinders, butane lighters</li> <li>• <b>Identification Keys:</b> <ul style="list-style-type: none"> <li>○ Spray can with nozzle</li> <li>○ Marked as pressurized product</li> <li>○ Words such as “Contents under pressure” on the product label</li> </ul> </li> </ul>	<p><b>Examples:</b></p> 
<div style="background-color: red; color: white; padding: 10px; text-align: center; font-weight: bold; font-size: 24px;">RED</div> <p style="text-align: center; font-weight: bold;">IGNITABLE</p>	<ul style="list-style-type: none"> <li>• <b>Typical products:</b> Paint thinner, oil-based (enamel) paint, fuel additives, resins, degreasers, weed killer (non-aerosol), insecticides (non-aerosol).</li> <li>• <b>Identification Keys:</b> <ul style="list-style-type: none"> <li>○ “Flammable,” “inflammable,” “ignitable,” or “combustible” shown on the product label</li> <li>○ Typically contain petroleum distillates</li> <li>○ Mostly in liquid form</li> <li>○ Weed or insect non-aerosol sprays</li> </ul> </li> </ul>	<p><b>Examples:</b></p> 

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<div data-bbox="154 256 402 354" style="background-color: yellow; text-align: center; padding: 5px;"><b>YELLOW</b></div> <p data-bbox="237 390 316 420" style="text-align: center;"><b>TOXIC</b></p>	<ul style="list-style-type: none"> <li>• <b>Typical products:</b> Weed Killer, insecticides, rodenticides, pet medications/vaccines such as West Nile, Kennel cough, Feline 3-way, Dewormers</li> <li>• <b>Identification Keys:</b> <ul style="list-style-type: none"> <li>○ Any of these words shown on the label: “D009”, “Mercury”, “Highly toxic”, “Antibiotics”, “Vaccines”, “Injection.”</li> <li>○ Typical ingredients: mercury, thimerosal, penicillin, attenuated viruses</li> <li>○ Weed or insect killers</li> <li>○ Marked “For Veterinarian Use”</li> </ul> </li> </ul> <p data-bbox="444 699 524 726"><b>NOTE:</b></p> <p data-bbox="444 743 1027 774">All syringes must be placed in the Sharps Container</p>	<p data-bbox="1118 233 1271 264"><b>Examples:</b></p> 
<div data-bbox="159 968 394 1066" style="background-color: orange; text-align: center; padding: 5px;"><b>ORANGE</b></div> <p data-bbox="164 1100 389 1129" style="text-align: center;"><b>CORROSIVE - BASE</b></p>	<ul style="list-style-type: none"> <li>• <b>Typical products:</b> Bleach, mold &amp; mildew remover, drain cleaners</li> <li>• <b>Identification Keys:</b> <ul style="list-style-type: none"> <li>○ High pH</li> <li>○ Alkaline</li> <li>○ Caustic</li> </ul> </li> </ul>	<p data-bbox="1114 955 1266 987"><b>Examples:</b></p> 

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<p style="text-align: center;"><b>ORANGE</b></p> <p style="text-align: center;"><b>CORROSIVE - ACID</b></p>	<ul style="list-style-type: none"> <li>• <b>Typical products:</b> water clarifiers, drain cleaners, toilet bowl cleaners, muriatic acid</li> <li>• <b>Identification Keys:</b> <ul style="list-style-type: none"> <li>○ Low pH</li> <li>○ May cause burns</li> <li>○ Strong acid</li> <li>○ Acidic</li> </ul> </li> </ul>	<p><b>Examples:</b></p> 
<p style="text-align: center;"><b>BLACK</b></p> <p style="text-align: center;"><b>NON-RCRA STATE-REGULATED TOXIC</b></p>	<ul style="list-style-type: none"> <li>• <b>Typical products:</b> Used Oil, grease, antifreeze, hydraulic oil, aqueous cleaners, latex paints, lotions, soaps, detergents</li> </ul> <p>May include some store-use products.</p> <ul style="list-style-type: none"> <li>• <b>Identification Keys:</b> <ul style="list-style-type: none"> <li>○ “Non-regulated”, “Non-hazardous”, or “Inert” shown on the product label</li> <li>○ Contains non-hazardous ingredients like: latex paint, oil, lubricants, or surfactants</li> </ul> </li> </ul>	<p><b>Examples</b></p> 

<p style="text-align: center;"><b>BLUE</b></p> <p style="text-align: center;"><b>UNIVERSAL WASTE- BATTERIES FOR RECYCLING</b></p>	<ul style="list-style-type: none"> <li>• <b>Typical products:</b> ALL Batteries, except Lead Acid batteries from Exide*</li> <li>• <b>Identification Keys:</b> <ul style="list-style-type: none"> <li>○ AA, AAA</li> <li>○ D, C</li> <li>○ 9v</li> <li>○ Ion</li> <li>○ Lithium Ion</li> </ul> </li> <li>• <b>NOTE:</b> <ul style="list-style-type: none"> <li>○ <u>All</u> terminals must be tape before placing in the <b>BLUE Universal Waste - Battery</b> container</li> <li>○ Only batteries may be placed in the <b>BLUE Universal Waste - Battery</b> container</li> </ul> </li> </ul> <p>* Refer to the Exide Battery Program document on the Barn for guidance on handling.</p>	<p><b>Examples:</b></p> 
<p style="text-align: center;"><b>BLUE</b></p> <p style="text-align: center;"><b>UNIVERSAL WASTE- WASTE LAMPS (LIGHT BULBS) FOR RECYCLING</b></p>	<ul style="list-style-type: none"> <li>• <b>Typical products:</b> All Lightbulbs</li> <li>• <b>Identification Keys:</b> <ul style="list-style-type: none"> <li>○ Incandescent</li> <li>○ LED</li> <li>○ Fluorescent</li> <li>○ Sodium Halide</li> <li>○ Mercury Vapor</li> </ul> </li> </ul>	<p><b>Examples:</b></p> 
<p style="text-align: center;"><b>BLUE</b></p> <p style="text-align: center;"><b>UNIVERSAL WASTE- ELECTRONIC DEVICES FOR RECYCLING (e-Waste)</b></p>	<ul style="list-style-type: none"> <li>• <b>Typical products:</b> Electronics with circuit board, LCD screen, electrical cord, cathode ray tube (CRT)</li> <li>• <b>Identification Keys:</b> <ul style="list-style-type: none"> <li>○ Backup cameras; Field cameras</li> <li>○ Computer Monitors and Hard drives</li> <li>○ Modems</li> </ul> </li> </ul>	<p><b>Examples:</b></p> 

**SCRAP METAL  
FOR RECYCLING**

- **Typical products:** chainsaws, log splitters, lawnmowers, pumps, compressors, generators
- **Identification Keys:**
  - Gas or diesel powered equipment
  - Equipment containing oil
  - Equipment having a motor

**NOTE: All fluids** need to be drained from equipment and tanks must be depressurized prior to placing in the Scrap Metal container; see **Appendix G**.

**Examples:**



## **APPENDIX F**

### **SHARPS HANDLING PROCEDURE**

Sharps is a general term for objects with sharp points or edges that can puncture or cut skin such as needles, syringes, and blades from a box cutter. To comply with USEPA and State regulations, no Sharps can be put in the trash. Each store has been provided a Sharps container for the proper collection and storage for used, returned or abandoned Sharps. Sharps can be generated by:

- Team Members as part of routine health maintenance
- Abandoned items found on the property, like syringes
- Pre-filled injectable products in syringes
- Blades from box cutters

TSC does not accept sharps from our contracted, on-site veterinary clinics. All waste, including sharps must be removed by the veterinarian at the end of the event.

#### **Box Cutter Razor Blades**

- Used razor blades from box cutters must be placed in the Sharps container unless using a disposable box cutter where the blade remains enclosed within the guarded handle and the entire cutter is thrown away.

#### **Expired Vaccines**

- Remove all individual syringes from expired vaccines and place in the sharps container unless the syringe and vaccine are one-unit.
- If vaccine and syringe are packaged as one-unit, remove all packaging and place in the **Sharps** container.

#### **Abandoned Sharps (Syringes) found**

The Manager-on-Duty or Receiver will be responsible for the cleanup and safe handling of abandoned Sharps. To protect you from coming in contact with infectious diseases, these steps must be followed:

1. Take the Sharps container from the Hazardous Waste Accumulation Area to the area of the abandoned Sharps.
2. Put on disposable gloves.
3. Put the syringe into the Sharps container point or sharp edge first.
4. Return the Sharps container to the Hazardous Waste Accumulation area.
5. Dispose of your gloves in the trash.

#### **Once the Sharps Container is Full**

- DO NOT OVERFILL ABOVE THE MAX FILL LINE ON THE CONTAINER
- Securely tighten the screw cap onto the container.
- Place container into plastic bag and secure with tie provided.
- Insert container into Brown inner box and seal with tape strip provided.
- Remove tracking document from side pouch of box. Complete Generator information requested on document. Remove bottom copy of document and file behind the manifest tab.
- Place remaining 3 copies back into side pouch of the box.
- Close white outer shipping box and tape with provided strips.
- Mail through U.S. Postal Service (NO UPS or FEDEX).
- A replacement container will be received within 3 weeks. If there are any Sharps items generated before a replacement container is received, contact [hazmat@tractorsupply.com](mailto:hazmat@tractorsupply.com) for further guidance.

## **APPENDIX G**

### **REMOVING FLUIDS AND DEPRESSURIZING RETURNED EQUIPMENT**

#### **1.0 Introduction**

Returned motorized products such as weed eaters, chainsaws, lawnmowers, etc. may contain small amounts of fuel and/or oil. These fluids need to be drained from the product before they can be returned-to-vendor or recycled as e-Waste or scrap metal.

In addition, some returned products such as water well pressure tanks and air compressors have tanks that must be depressurized. In most cases, the tanks on these products will already be depressurized when returned by the customer; however, this must be verified before returning through the RTV process or recycling.

Below, you will find general guidance on removal and disposal of fluids from motorized products and sprayers as well as depressurizing pressure tanks. Refer to the owner's manual if you are unsure how to handle these tasks on any specific piece of equipment. Please be aware that the hazardous waste disposal company **will not** accept any equipment that contains fluids or has not been depressurized.

#### **1.1 Personal Protective Equipment (PPE)**

When draining fluids from equipment or disassembling equipment, always remember to use personal protective equipment (PPE) such as those listed below:

- Safety eyewear
- Neoprene or leather gloves to protect your hands

#### **2.0 General Disposal Directions**

##### **2.1 Fluids**

It should be expected that returned motorized equipment might contain small amounts of residual fluid. Handle the fuel and oil fluids as follows:

1. Prepare a clear plastic bag with absorbent.
2. Drain fluid, both fuel and oil from the product into the same clear plastic bag. A fuel/oil transfer pump (siphon) may be needed depending on the weight and/or size of the equipment.
3. Add additional absorbent if needed to ensure all free-flowing liquid is adequately absorbed and then seal the bag.
4. Place that bag into another plastic bag (double-bagging) and seal closed.
5. Write the name of the fluid drained on the outer bag so the contents are known for disposal (i.e., gasoline, oil and gas, used oil).
6. Put the bagged material into the **RED** labeled container.

**NOTE:** If equipment only contains oil, you can drain the oil directly into the DIY used oil tank. NEVER place any fuel or oil/fuel mixture in the DIY used oil tank.

## 2.2 Sprayers (Hand-pumped and Motorized)

Returned sprayers (hand, backpack and rolling) may contain residual pesticide or other products. The defective tag should identify the liquid used in the sprayer. If it does not, you must handle as if it was used for a pesticide. Depending on use, follow the instructions below:

### 2.2.1 Sprayers with Pesticides and Unknown Liquids in the tank

- If motorized, separate the plastic tank, associated hosing and any other part of the product that has come in contact with pesticides during use of this product from the metal frame and motor.
- If the product has a battery, remove, carefully tape terminals and place in the battery recycling container.
- Place absorbent in a large plastic bag, place the plastic tank, hosing and any other part of the product that may have residual pesticide product into the bag and seal closed. Place this into another large plastic bag (double bagged) and seal closed.
- Label the bag with a **YELLOW** label (don't forget to date the label).
- If motorized, the metal framing and motor can be placed in the scrap metal container.

### 2.2.2 Sprayers with Known liquids in the tank

- Empty liquid products following the Empty Container Procedure outlined in **Appendix A**.
- To determine the appropriate waste container color, refer to the Waste Stream Legend within **Appendix E** or contact [hazmat@tractorsupply.com](mailto:hazmat@tractorsupply.com).
- If the product has a battery, remove, carefully tape terminals and place in the battery recycling container.
- If motorized, the metal frame and motor can be placed in the scrap metal container.
- Write the word "Empty" and your initials on the sprayer tank and throw the tank in the trash.

**NOTE:** If unsure of the type of liquid in the sprayer, handle as though the liquid is a Pesticide product and follow the procedure in Section 2.2.1 above.

## 2.3 Pressurized Tanks

Any returned equipment containing pressurized tanks (i.e., compressors, well water pressure tanks) must be depressurized prior to recycling. To ensure tanks are de-pressurized:

- **Safety glasses or goggles must be used** when performing this process.
- Refer to the owner's manual to locate the pressure release valve on the tank.
- **Safety precaution:** Be aware of your surroundings and those around you. Always stand to the side of the tank, away from the direct range of the air nozzle. Ensure no one is in or near the general area while performing this task.
- Once you verify the tank contains no pressure, using a marker, write "DEPRESSURIZED and your initials" on the outside of the tank so the waste hauler is made aware the tank is no longer under pressure when they arrive for your bi-annual pickup.
- Place the de-pressurized tank in the scrap metal container.
  - If the item is too large or heavy to place in the scrap metal container, complete and attach a **SCRAP METAL** label to the outside of the tank.



Email [hazmat@tractorsupply.com](mailto:hazmat@tractorsupply.com) if you have questions regarding this process.

## Hazardous Waste Handling Procedure

### 1.0 Non-Leaking Products

Step	Action Steps for Non-Leaking Products
1	Log into the backroom function to key out the product.
2	<p>When keying out the product, you will receive the following prompt if the item is a hazardous material:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: red;"><b>Important: The entered SKU is a Hazardous Material Product that requires special handling. At no time can this product be thrown away in the trash, on the ground or poured down the toilet or drain.</b></p> <p><b>Action Needed</b></p> <p><u>Option 1 (Preferred Option)</u> Can the product be markdown and sold? Can the product be repaired and sold? Choose "Cancel" unless the product has spilled, is leaking or reselling poses a safety or hygiene risk.</p> <p><u>Option 2</u> Can it be donated? Choose "Add SKU" to continue and key out the product and complete a product donation form.</p> <p><u>Option 3</u> If unable to Sell, Repair or Donate, then dispose through the Hazardous Waste Disposal Program. Choose "Add SKU" to continue and key out the product. Follow the Hazardous Waste Disposal Program Procedures; ignore the defective instructions prompt.</p> <p style="text-align: center; color: red;"><b>YELLOW CONTAINER</b></p> <p>By entering your Employee ID# below, you <u>confirm</u> that this product cannot be sold or donated and you have or will dispose of this product in accordance with the Hazardous Waste Disposal Program procedures.</p> <p style="text-align: center;">Employee ID# <input type="text"/> <input type="button" value="Add SKU"/> <input type="button" value="Cancel"/></p> </div> <p><b>NOTE: If the hazardous material prompt does not appear, continue keying the product out and follow normal disposition. The product is not a hazardous material.</b></p>
3	Follow the prompt direction. If this product cannot be marked down and sold, repaired, used in the store or donated, then continue keying out the product.
4	<p>A container color and any additional information you may need will be provided. If the system does not provide a container color designation, it will direct you to email <a href="mailto:hazmat@tractorsupply.com">hazmat@tractorsupply.com</a> to obtain a container color. Provide the following information in the email:</p> <ul style="list-style-type: none"> <li>• SKU #</li> <li>• Product description</li> <li>• Quantity</li> </ul> <p>While waiting on a response, place the product in a sealable bag or closeable container. Attach a copy of the email to the bag and set it to the side within the Hazardous Waste Accumulation area. Once a color determination is received, place product in appropriate container.</p>

Hazardous Waste Disposal Program

<b>5</b>	<p>Before placing the product in a hazardous waste container, remove any cardboard or plastic excess packaging; then place the product in a self-sealing bag.</p> <p><b>NOTE:</b> NEVER use a TSC Shopping Bag as a disposal bag. If the product was returned in a shopping bag, remove the product from the shopping bag before placing in the sealable bag. The shopping bag and packaging can be placed in the trash unless the product has leaked on them. If it has leaked, follow the steps outlined in Section 2.0, Leaking or Spilled Products.</p>
<b>6</b>	Place bagged product into the designated container and secure the top.
<b>7</b>	<p>If this is the first product placed in a container, be sure the label is completely filled out including the <b>DATE (mm/dd/yy)</b> in the Accumulation Start Date box and the physical state of the product, whether solid or liquid.</p> <p><b>REMEMBER:</b> Based on what is added to the container over time, it is expected you may eventually end up marking both solid and liquid on the label.</p>

**2.0 Leaking or Spilled Products**

<b>Step</b>	<b>Action Steps for Leaking or Spilled Products</b>
<b>1</b>	<p>Whether on the sales floor, backroom or exterior of the building, isolate the spill using wet floor signs or caution cones to warn others of the spill.</p> <p>For exterior spills, immediately use absorbent to prevent spills from spreading into nearby storm drains and/or grass areas.</p> <p><b>NOTE:</b> Only those trained to handle and manage hazardous waste are authorized to clean up any spill involving a hazardous material.</p>
<b>2</b>	It is important that packaging on products stored outside are always in good condition and never broken, tattered or torn open. If a package is damaged, repair the packaging as soon as noticed and sweep the area to prevent the product from running off into storm drains or water ways during rain or snow events.
<b>3</b>	<p>Refer to the product SDS to determine the proper personal protective equipment (PPE) needed before attempting to clean-up the spill. SDS link can be found on the Barn under Tools/SDS.</p> <p>If you don't know how to clean-up the spilled product or it is too large and you need cleanup assistance, contact our 24/7 Emergency Response hotline at <b>1-855-TSC4YOU (1-855-872-4968) option 3</b> for assistance. They will provide you with proper clean-up and PPE instructions, and if needed, will arrange for on-site cleanup assistance from a licensed response team.</p>

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<p>4</p>	<p>Using a clear plastic bag, place the leaking/spilled product along with absorbent and any other materials (i.e., disposable gloves; rags; paper towels) used for clean-up as well as any TSC shopping bag, packaging or shipping box that came in contact with the spill into the bag and seal it closed. All remaining packaging can be thrown away in the trash.</p> <p>IMPORTANT:</p> <ul style="list-style-type: none"> <li>• NEVER pour liquids directly into a container or bag without absorbent.</li> <li>• NEVER mix different liquids into the same absorbent, even if the liquids go into the same colored hazardous waste container, except oil/gas drained from equipment.</li> <li>• Write product name on the outside of the bag if the product container is not included.</li> <li>• NEVER throw the absorbent materials in the trash; always double bag and place in the appropriate waste container through the Hazardous Waste Disposal Program.</li> <li>• NEVER use a TSC shopping bag as a hazardous waste disposal bag.</li> </ul> <div style="display: flex; justify-content: space-around;">   </div>
<p>5</p>	<p>Place the plastic bag into another clear plastic bag (double bag), seal the bag.</p>
<p>6</p>	<p>If the product is too large to place into the smaller clear plastic bag, place the product into a large trash bag with enough absorbent to soak up any liquid.</p> <p>If the bagged product will not fit into a color-coded container, refer to Section 3.0, Action Steps for Oversized Products.</p> <p><b>NOTE:</b> If a <b>leaking</b> product was returned in a shopping bag, place the shopping bag and product directly into a self-sealing bag containing absorbent.</p>
<p>7</p>	<p>Key product out of inventory as described in steps 2-4 of Section 1.0, Non-Leaking Products, to receive a container color for disposition.</p>

### 3.0 Oversized Products

Step	Action Steps for Oversized Products
1	Determine the container color and complete that colored label for the product.
2	<p><b>Unpackaged Products:</b> Regulation requires hazardous waste to be in a closed container. You will need to use a large trash bag, box or other type of closeable container that will hold the oversized product. The container must be closeable with a lid, folding flaps or sealed in a bag. The completed label needs to be affixed to the container, not to the product.</p> <p><b>Product Not Leaking:</b> If the product is in a box or other packaging that is in good condition and closeable, affix the completed color label directly on the box or other packaging.</p> <p><b>Product Leaking:</b> Place the product into a large trash bag with enough absorbent to soak up any liquid. Place the bag containing the spilled product, absorbent and any other clean-up materials (i.e., disposable gloves) into another plastic bag (double-bagging). Place the color label on the outer plastic bag.</p>
3	Place the product in the Hazardous Waste Accumulation area.

### 4.0 Scrap Metal Products

Step	Action Steps for Scrap Metal Products
1	Products receiving the Scrap Metal prompt are not considered hazardous waste and should be placed in the large container provided. Because Scrap Metal is not a hazardous waste, products do not need to be individually bagged, the box does not need to have a lid and the label does not require an accumulation start date. Be sure to remove all extra packaging and place only the product into the container.
2	<b>All fluids must be drained, pressurized tanks depressurized and batteries removed before placing into the container.</b>
3	Items weighing more than 50 lbs. should not be placed in the container. Place a <b>SCRAP METAL</b> label on the item and store next to or near the scrap metal container.

### 5.0 Products Requiring Special Handling

Item	Action Steps for Products Requiring Special Handling
1	<p><b>Managing Liquid Products in Containers</b></p> <p>All product containers that have or had any hazardous liquid product must be handled in accordance with the Empty Container Procedure or disposed of through the Hazardous Waste Program. The following criteria must be considered:</p> <ul style="list-style-type: none"> <li>• Residual liquid (less than 2 inches) in a container should be drained from the container following the procedure for Empty Containers in <b>Appendix A</b>.</li> <li>• If there is more than 2 inches of liquid in the container, tighten the container cap, place in a clear plastic bag, and dispose through the Hazardous Waste Disposal Program.</li> </ul>

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	<ul style="list-style-type: none"> <li>Sprayers containing or previously contained any liquid must be carefully managed. Refer to <b>Appendix G</b>, Section 2.2 for further guidance on the removal of liquids and disposal of the sprayer.</li> </ul>
<b>2</b>	<p><b>Store-Use Products</b></p> <ul style="list-style-type: none"> <li><b>Betco Fastdraw Cleaning Chemicals</b> Refer to the Betco Fastdraw sign to obtain the appropriate container color for disposal.</li> <li><b>Pet Wash Products (applicable to stores with on-site Pet Wash operations)</b> Refer to the Pet Wash sign to obtain the appropriate container color for disposal.</li> <li><b>Non-sku' d or Abandoned Products</b> Refer to the Waste Stream Legend (<b>Appendix E</b>) to determine the appropriate container color or email <a href="mailto:hazmat@tractorsupply.com">hazmat@tractorsupply.com</a>.</li> </ul>
<b>3</b>	<p><b>Batteries</b></p> <ul style="list-style-type: none"> <li>Remove all batteries from items requiring disposal.</li> <li>If they can be used at the store, use them.</li> <li>When disposing, it is required that you securely tape all battery terminals before placing in the <b>BLUE Universal Waste - Battery</b> container; they do not need to be placed in individual self-sealing bags.</li> </ul> <p><b>Caution: Risk of fire if battery terminals come in contact with each other.</b></p>
<b>4</b>	<p><b>Waste Lamps (Lightbulbs)</b></p> <ul style="list-style-type: none"> <li>Lightbulbs should be removed from their packaging (box) and then placed in a sealable bag before placing into the <b>BLUE Universal Waste - Waste Lamps (Light bulbs)</b> container. Packaging can be thrown away in regular trash.</li> <li>Take care not to break bulbs when handling. If a bulb breaks, double bag.</li> <li>4-foot bulbs should be placed in the tall lightbulb box provided. Be sure the <b>BLUE Universal Waste - Waste Lamps (Lightbulb)</b> label is on the box, fill out the accumulation start date (mm/dd/yy) and close the container.</li> </ul>
<b>5</b>	<p><b>Liquids in Returned Equipment</b></p> <p>Fuel and/or oil in returned equipment must be drained before disposing of the equipment or returning it to the vendor. Whether draining fuel, fuel/oil blend (2-cycle), or used oil, follow the directions provided below:</p> <ul style="list-style-type: none"> <li>Drain all fuel and/or oil into a plastic bag filled with enough absorbent to soak up the residual liquid. Seal and place that bag into another bag and label the outer bag with the contents (i.e., gasoline and absorbent). Place the double-bagged absorbent into the <b>RED</b> labeled container.</li> </ul> <p>See <b>Appendix G</b>, Section 2.1 for guidance on removing other fluids from equipment.</p>
<b>6</b>	<p><b>Pressurized Tanks</b></p> <p>Any returned equipment containing pressurized tanks (e.g., compressors, well water pressure tanks) must be depressurized prior to recycling. See <b>Appendix G</b>, Section 2.3 for guidance on depressurizing equipment.</p>