

Best Practices Summary

Date: April 10, 2012

Project/Point-Event: EHS Bulk Solvent Processing

Team Leader/Dept. Denise Town / Auxiliary Services

Process Owner/Dept.: Tom Hicks / EHS

Business Need: Existing system is not conducive for quality assurance and controls. Existing forms are difficult to maintain in the disposal environment. Accuracy is essential to avoid fines and penalties.

Summary of Event: The event began with the team visiting the Hazardous Waste Storage Building (HWSB) and walking through the existing process. This was critical so that everyone could see the space and environment where the process takes place. Returning to the meeting room, the process was then documented and gaps identified:

- Not all containers fit on cart
- Container in holding area (room 001), not on list
- Container identified on list, but not in holding area
- Current list does not allow for exceptions to process or when pouring problems occur
- List maintenance during bulking is difficult due to PPE, especially when a problem arises
- Occasionally drum is overfilled

The team brainstormed three different options and went through the pros and cons of each option. The revised process was then tested at the HWSB and further refinements made to accommodate 5 gallon containers that are sometimes used. The underutilized and poorly functioning desk was removed from the bulking room (006) to allow room for the transport cart.

Post event actions to be completed by Tom Hicks include:

- remove the underutilized and poorly functioning metal shelves from the bulking room; dispose of majority of items, remainder to storage in Halon room (008)
- install two shelves in bulking room for bulking supplies (shelves need to be above 5 feet to accommodate cart and containers)
- replace telephone with one that can be hung on the wall
- purchase two additional carts for surplus inventory.

Results: The standard operating procedure was refined to include two individuals dedicated to the bulking process; increasing the frequency the process occurs by establishing a bulking threshold, and a new tracking sheet was developed to include check boxes for critical steps.

Team Members: Tom Hicks, Mark Borth, Samir Abd El-Fatah



Above: before and after of bulking room. Desk removed to allow for addition of "holding" cart. Post event work includes removal of shelving unit.

Upper: bulk storage holding bay; note lower right corner with five gallon drums. Existing barrels are for "packed items"



Fume Hood and bulking drum. Holding cart is directly behind for easy reach.

