

# FACILITY SHUT DOWN PROCEDURE



In accordance with Article 9 of the Narragansett Bay Commission's (NBC) Rules and Regulations, any industrial user located within the district who will be closing or moving their business from its present location must notify the NBC at least thirty (30) days prior to disposing of any process waste associated with the shut down. This written notification must include the chemical and solution inventory, the facility plans for solution disposal and a written procedure detailing the dismantling, decontamination and cleaning procedures to be utilized as detailed in items 1, 2, and 3 below. Items 4, 5, 6, and 7 of the Facility Shut Down Procedure must be rigidly followed once the Facility Shut Down Procedure is approved by the NBC.

1. An inventory specifying the amount of each chemical and each solution on the premises, whether in storage or in process tanks, must be prepared and submitted to the NBC.
2. A written plan detailing how each chemical and solution is to be disposed of (i.e. discharged to sewer with or without pretreatment, sold, hauled off-site as hazardous waste, etc.) must be prepared and submitted to the NBC.
3. A written plan detailing how the facility, including process and pretreatment tanks, floor boards, etc., will be dismantled, decontaminated and cleaned, if applicable, and clearly indicating the ultimate disposal point of all wastestreams generated from the decontamination and cleaning processes.
4. The information required in items 1, 2, and 3 must be reviewed and disposal methods approved by the NBC before any solutions or chemicals can be disposed. Only those solutions approved by the NBC can be discharged to the sewer system.
5. The NBC must be informed at least 48 hours in advance of when chemicals are to be shipped off-site or discharged to the sewer.
6. A copy of each hazardous waste manifest form for any chemicals or solutions disposed of off-site must be submitted to the NBC as soon as they are completed.
7. A copy of each sales receipt, credit slip, etc. for any chemicals or solutions that are sold or returned to the suppliers must be submitted to the NBC as soon as they are completed.