The Harris County Household Hazardous Waste Training Manual

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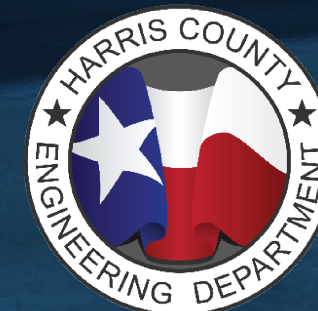
Harris County
ENGINEERING DEPARTMENT

Today, we will discuss.....

What prompted me to take on this task?

- The "almost accident" made me think about what would happen to a fairly new facility if something happened to me.
- I needed to make sure information for the facility was kept regarding the past and present of the program, and also show the hopes for the future.
- Because there is so much regulatory, safety, and procedural information, so many different types of reports, and 2 types of staff that need this information, I needed to make sure that everything was in an easy to find location that provided the information as concise as possible. Another dilemma, part-time staff does not have access to the county system.
- Procedures, policies, and forms change all the time, so I needed to make sure we were only using the most recent methods to submit everything.
- We also assist with disasters that occur and we also needed a place for that information.

Who is my target audience that needs to know all of this information?

- <u>The Team Leaders:</u> Who work with their teams on a daily basis providing guidance to them and answer the questions their team may have.

- <u>The part-time workers:</u> They are the ones that are the working part of the facility. Some work only during the week and some only on Saturdays.

- <u>The Watershed Protection Group Manager:</u> Worked on Wednesdays at the facility when first employed, but then took another position and cannot be there anymore.

- <u>New Employees:</u> I needed a way to make them feel they are not alone in this and they have a resource they can use as a guide.

- Anyone who wants to know how the facility operates, how the program started, and where it wants to go.

How can this information be organized and maintained in one location?

- If I put all of this into one document, what order would be the best way to "flow" from one topic to another?
- Just how big would it be?
- I wanted to start at the beginning of the program and then proceed to where we are now.
- What if there is other information that doesn't fit into one document but needs to be in the same location for easy access?

So, I started my project and learned a lot along the way!

Part 2
How is the best way to organize and maintain all of the information?

Office of the County Engineer
Dr. Milton Rahman, P.E., PMP, CFM, ENV SI

Table of Contents

Part 3

How is the best way to organize and maintain all of the information?

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Part 4

How is the best way to organize and maintain all of the information?

6. Shipping Waste
   1. Preparing Drums for Shipment
   2. Required Labels and Markings
   3. Preparing the Manifest

7. Vehicles and Equipment
   1. Trucks
   2. Trailers
   3. Fork-lift
   4. Paint Can Crusher
   5. Scales
   6. Eye-washes and Safety Showers
   7. Fire Extinguishers
   8. (Ludlum) Geiger Counters

Attachments for the above and other plans for the facility

Office of the County Engineer
Dr. Milton Rahman, P.E., PMP, CFM, ENV SP

When did I need to have it all completed?

- Every time I would get one section finished, there would be changes and I would have to go back to it.
- We had a change in our court, and then a change in HCED management. Every single form changed, and has kept changing.
- I came to the conclusion that it would never be finished.
- And I was right, it is a live document that will never stop being changed!

Why in the world am I driving myself insane over this?

- At first, I was over thinking it and trying to over achieve my goals.

- Make sure to take a step back and add to the document as I thought of things.

- I stopped making it a priority, and made it a long-term project.

- I cannot begin to tell you how many times I have amended this manual.

- It's a "LIVE" document and it changes all the time!

Where did I need to keep it?

- I was so tired of killing trees to print things for the staff and worrying about who had gotten which print out.
- The new county engineer brought a lot of changes to the way we operate and store information.
- The HHW drive on the county computer system was huge and needed to be slimmed down.
- We now have items that are archived and ones that are easily accessible.
- We previously lost some important documents because they were accidentally deleted in the past.
- I also needed a place where the Part-Time staff could view The Training Manual and other important documents.
- SharePoint was the answer because it has limited access!

SharePoint

AKA – the answer to my prayers!

https://hctx.sharepoint.com/sites/ENG-HHW
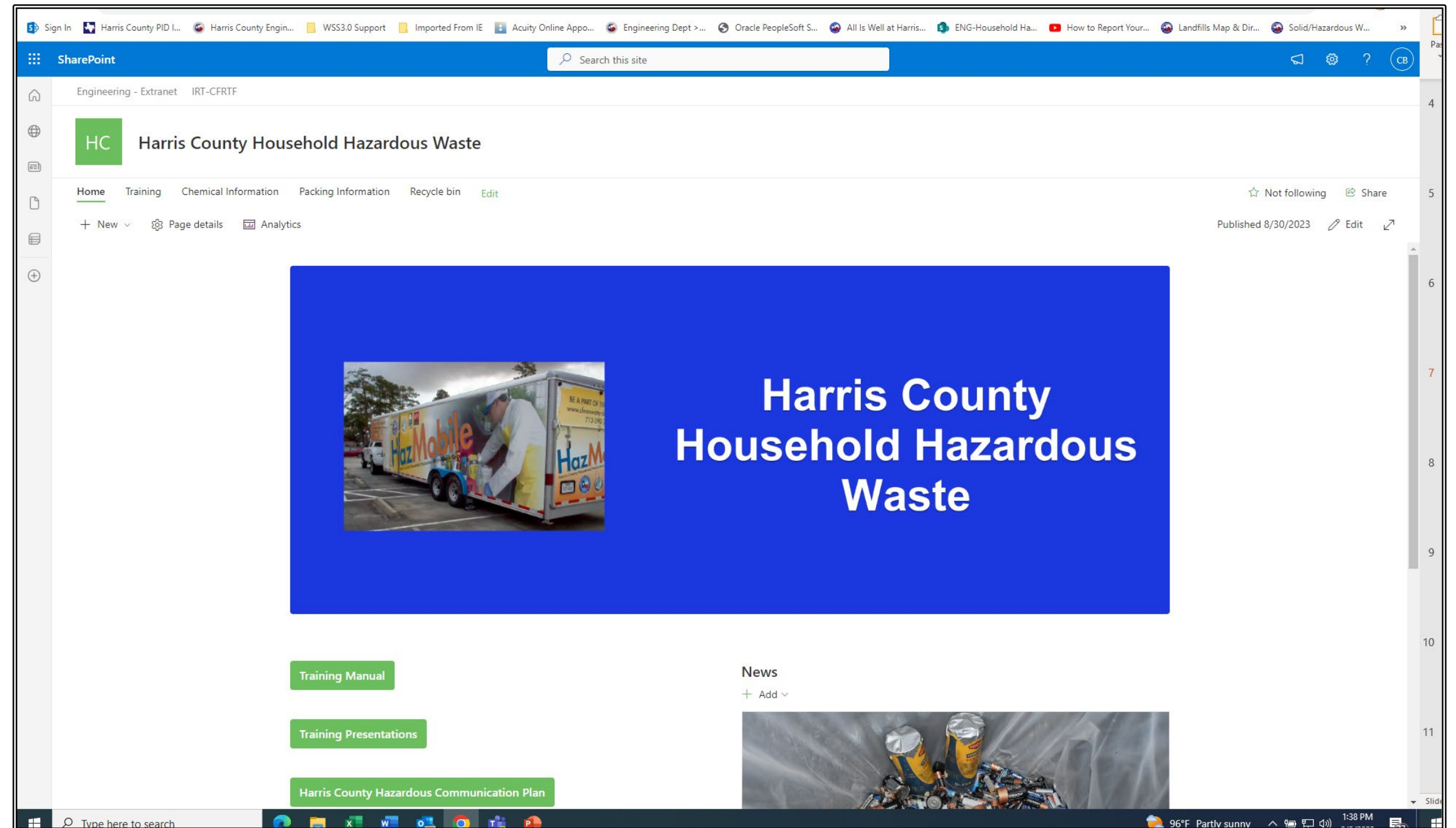
So, now that you know the background, let's take a look at the manual!

A few things you will notice:

- I am the color coding queen!
- It goes into detail in some areas.
- It might not flow the way you think it should, but this is how it works for us.
- There are no page numbers for a reason!
- Some of the attachments are links.
- Some of the mandatory plans we use at the facility are not in this document.
- There is still a lot to be added.

We are now leaving this presentation and going to…..

The Training Manual

The Training Manual
for the
Harris County
Residential Environmental Services
Household Hazardous Waste
Collection Facility

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One final thought.....

Information is Critical, but

Knowledge is POWER!

Thank you!

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