

# Procedures for use of OBN Clandestine Laboratory Waste Container

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- Upon arriving at methamphetamine laboratory site and determining that methamphetamine waste will need to be transported to the nearest Laboratory Waste Container site, OBN Dispatch will be contacted (1-800-522-8031) and advised of the situation. OBN Dispatcher will notify a KEY HOLDER for that particular container who will then contact the requesting officer at the scene of the laboratory site. Arrangements will be made for the KEY HOLDER to meet the requesting agency at the container site. **(No waste in original containers...example: Coleman Fuel cans, drain cleaner bottles etc. or compressed gas cylinders or propane tanks will be excepted at any container site)**
- Upon arriving at container the CONTROL LOG will be completed by the officer depositing waste into the container. The depositing officer shall also obtain an OBN Lab Number (from OBN Dispatch) which shall be placed on all paperwork involving lab. (Only Clan Lab Certified and Container trained individuals will be allowed to enter and/or deposit at the container site).
- **Ensure that the OBN Lab Number is on all paperwork and over pack buckets pertaining to that lab.**
- Officer depositing waste shall complete the following forms: **OVER-PACK INVENTORY FORM, OBN LAB TRACKER FORM** and **OBN Authorized Central Storage (ACS) NOTIFICATION FORM**(these forms will be available at the container site or with the Key Holder). Copies of these will be given to the KEY HOLDER who in turn will fax copies to OBN DISPATCH (1-405-524-7619) **to the Container Site Supervisor (CSS), c/o Joel Shatton**. In the event that the KEY HOLDER is not available the depositing officer will fax these forms to the OBN Dispatcher. The **original forms** will be placed in the CONTAINER SITE PROCEDURES BOOK which is located at the site (Sheriff Office Dispatch Center or designated area) or with the OBN KEY HOLDER. (IF ANY FORM IS NOT COMPLETED IN FULL or OVER-PACKS ARE NOT LABELED PROPERLY the KEY HOLDER HAS AUTHORITY TO DENY WASTE).
- Once every 7 days the KEY HOLDER will inspect site and insure that the contents of the container are reflected on the original OVER-PACK INVENTORY FORMS located in the PROCEDURE BOOK located at site. Within **10 days** of receiving waste at the container site the KEY HOLDER will contact the designated **(CSS)** at 1-800-522-8031 to schedule a pickup. **(NO WASTE SHALL REMAIN AT ANY CONTAINER SITE LONGER THAN 10 DAYS)**. It is also the KEY HOLDERS responsibility to insure that the Hazardous Waste in the container does not exceed 220 lbs in a 30 day period.
- WASTE REMOVAL: Once notified the **(CSS)** will contact the DEA Representative to request a Hazardous Waste pickup. Once a pickup has been scheduled the **(CSS)** will contact the Key Holder of the requesting container site and notify them of the date and time of the pickup. On

the day of the scheduled pick up the Key Holder will meet the DEA Contractor at the container site to insure all paperwork is present and represents all items present in the container. All original documents relating to the items removed from container on each schedule pick up will be sent to: OBN Headquarters, 440 NE 39<sup>th</sup>, Oklahoma City, Oklahoma 73105, attention Joel Shatton. This should be sent by mail within 5 days of pick up.

- All container sites will be visually inspected by a KEY HOLDER once per month and a COLLECTION STATION INSPECTION RECORD completed. Upon completion, these forms shall be faxed to OBN Headquarters (405) 524-7619, attention Joel Shattan and the original placed in the CONTAINER SITE PROCEEDURE BOOK.

Questions regarding these procedures should be forwarded to Agent in Charge Mel Woodrow or Assistant Agent in Charge Marty Burns at (1-800-522-8031).