

Guam Power Authority
Standard Operation Procedure

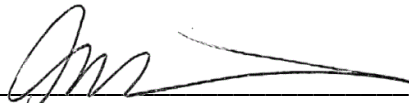
Title/Description: Disposal of Non-Hazardous Oil Contaminated Absorbent Pads, Oil Filters, and Air Filters in Guam Solid Waste Authority (GSWA) Landfill.

Procedure No.: SOP-176

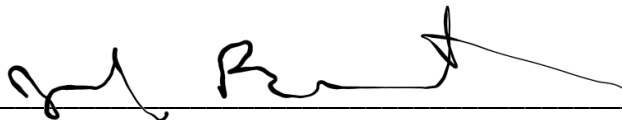
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Procedure Owner: Planning and Regulatory Division

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Purpose

To outline the proper procedure for handling, preparing, and disposing of used oil-contaminated absorbent pads, air filters, and other similar maintenance-generated non-hazardous materials at the Guam Solid Waste Authority (GSWA) Landfill for special waste.

Scope

This SOP applies to Guam Power Authority (GPA) staff involved in the handling and disposal of non-hazardous maintenance waste.

Responsibilities

GPA Operations Staff (Facilities, Generation, Transportation, and T&D Divisions):

- Properly segregate, store, and transport used materials.
- Store materials in a secure and organized manner to avoid cross-contamination and ensure safe handling.
- Transport waste materials only to GSWA Layon Landfill Facility.

P&R Environmental Officer/Waste Coordinator:

- Ensure compliance with this SOP and coordinate with the GSWA landfill.
- Always inform the Planning and Regulatory Division of any planned waste disposal to the landfill, including the type and quantity of waste.
- Obtain approval from the Planning and Regulatory Division before disposing of any waste in the landfill.

Note: Do NOT dispose of waste in the landfill without prior approval.

GPA Operations Transport:

- Transport waste in a manner that prevents spillage or contamination.
- Use only GPA official vehicles that are registered under the GEPA-approved permit for landfill disposal.¹
- Transport vehicles used to carry waste must be washed at least once per week following their use.²

Note: ONLY vehicles with a GEPA-approved permit are allowed to transport waste.

Restrictions

Materials Approved for Disposal

- Oil-contaminated absorbent pads (spill pads, socks, booms)
- Used oil filters (automotive or industrial)
- Used air filters (from HVAC or engine systems)
- Other operations: non-hazardous wastes (Please refer to the attached GSWA guidelines)

Note: Do NOT include hazardous materials such as batteries, solvents, or chemical containers.

Procedure

1. Disposal Procedure

a. Collection and Segregation

- i. Immediately after use, place oil-contaminated absorbent materials into designated oil waste bins lined with heavy-duty bags.

¹ Appendix A GPA official vehicles registered with GEPA-approved permit for landfill disposal

² Appendix B Vehicle Wash Logs

- ii. Drain oil filters (if applicable) for at least 48 hours into an oil collection container to remove free-flowing oil. If available, it is recommended to crush oil filters using a filter crusher prior to disposal.
 - iii. Store drained oil filters and used air filters separately in clearly labeled, leak-proof containers.
- b. Inspection
 - i. Confirm that all items are non-dripping and contain no free liquids. Only solid waste is permitted in the landfill.
 - ii. If pads or filters are still saturated, allow additional time for draining or drying.
 - iii. If contaminated absorbents are too soaked, try wringing until they are dry. Otherwise, it will be disposed of through a GEPA-approved environmental contractor.
- c. Packaging for Disposal
 - i. Double-bag all materials using heavy-duty polyethylene bags. Ensure each bag is tightly sealed to prevent leaks or contamination.
 - ii. Segregate materials by type for disposal. Do not mix different types of waste.
- d. Transportation
 - i. Complete a waste tracking form/log³, detailing contents, weight/volume, and date.
 - ii. Use appropriate tarps, covers, ropes, and/or other methods to fully enclose, secure, and strap down waste materials during transit. This is to prevent waste from scattering during transport. Protect waste from weather and rainfall to prevent leaching or leaks.
 - iii. Transport to the GSWA landfill using a GEPA-approved licensed vehicle. Refer to the attached list of GEPA-approved vehicles⁴.
 - iv. Ensure waste is offloaded into the GSWA designated cell or area for industrial non-hazardous waste.
- e. Weighing Process
 - i. Scale Attendants will verify the account, weigh the vehicle, and issue a dump ticket.
 - ii. A tare weight is recorded on the first visit; GSWA may update it at any time.
 - iii. If scales are down, weights will be estimated using historical data.
- f. Dumping Procedure
 - i. After receiving the dump ticket, proceed to the designated bay for unloading under staff direction.

³ Appendix C Waste Disposal Log

⁴ Appendix A GPA official vehicles registered with GEPA-approved permit for landfill disposal

- ii. Materials will be inspected; unauthorized items will be returned to your truck.
 - iii. A final weigh-in determines the actual weight of disposed material.
- 2. Safety and Environmental Considerations
 - a. Always wear appropriate PPEs (gloves, coveralls, safety glasses, etc.).
 - b. Fire extinguishers shall always be present and accessible within the immediate vicinity.
 - c. Prevent spillage during handling and transport.
 - d. Do not mix with general waste or recyclables.
 - e. Spill kits must always be present during transport.
- 3. Emergency Response:
 - a. If waste spills or scattering occurs during transport, report immediately to the PSCC dispatch and initiate corrective actions to mitigate the incident.
- 4. Records and Documentation
 - a. Records shall be maintained by the Waste Coordinator or designated environmental officer:
 - i. GPA registered official vehicles (Appendix A)
 - ii. Vehicle wash logs (Appendix B)
 - iii. Waste logs and transport manifests (Appendix C)
 - 1. Waste logs should include the volume or weight of waste, type(s) of waste, and location of collection and disposal sites.
 - iv. Quarterly self-monitoring checklist (Appendix D)
 - v. Landfill receipts (provided by GSWA attendant)
 - vi. SOP review dates
 - b. The Planning and Regulatory shall provide quarterly and annual reports of all waste collected and/or generated by GPA facilities to Guam EPA.

The report shall include:

 - i. Total monthly volume or weight of waste
 - ii. Type(s) of waste
 - iii. Location of collection and disposal sites.

The annual report shall also include summaries of the quarterly reports.
- 5. Review and Updates

This SOP will be reviewed annually or when procedures/regulations change.

Appendix A

GPA official vehicles with GEPA-approved permit for landfill disposal

No.	Year	Make	Model	Vehicle Type	License Plate No.	Department
1	2016	GMC	Canyon	Pickup	5757	P&R
2	2017	Ford	Transit 150	Van	6397	CT
3	2011	Ford	Ranger	Pickup	5018	CT
4	2019	Toyota	Tacoma	Pickup	6932	Piti 7
5	2011	Ford	Ranger	Pickup	5019	Cabras
6	2009	Ford	Ranger	Pickup	5569	Facilities
7	2019	Toyota	Tacoma	Pickup	6931	Facilities
8	2017	GMC	Canyon	Pickup	4935	Facilities
9	2005	Ford	F-150	Pickup	7306	Facilities
10	2011	Ford	E-150	Van	5588	Facilities
11	2019	Toyota	Tacoma	Pickup	6884	Warehouse
12	2011	Ford	Ranger	Pickup	5410	Diesel Plants
13	2016	GMC	Canyon	Pickup	5759	Diesel Plants

The route will be from all the Guam Power Authority facilities and to be transported to either the Harmon commercial transfer station or to the Layon landfill.

Collection will be on an “as needed” basis and the volume will be a pickup truck load per facility.

Appendix B

Vehicle Wash Log

Guam Power Authority Facility:

Log Start Date:

Log End Date:

[illegible]

Comments:

Note: All vehicles used in oil or waste transport must be washed immediately after disposal activities

Appendix C

Waste Disposal Log

Guam Power Authority Facility:

Log Start Date:

Log End Date:

[illegible]

Comments:

Note: All vehicles used in oil or waste transport must be washed immediately after disposal activities

Appendix D

GUAM EPA SOLID WASTE MANAGEMENT PERMIT: COLLECTION (GENERATOR)		Facility/Permit Number: Guam Power Authority 25-024CO	
17. Self-Monitoring: Quarterly			
Print Name and Signature:			Date:
Collector Responsibilities	Yes	No	Remarks
Are Vehicles washed once a week? §21112			
Is a Vehicle Wash Log in place? §21112			
Is Wash Water runoff in compliance with Clean Water Standards? §21112			
Are restraining devices to prevent litter, spillage, or leakage in place? §21112			
Are all containers maintained in good working condition? §21115			
Does the placement of containers minimize traffic, aesthetics, and other problems both on the property and the general public? §21115			
Does the collector notify the Guam EPA whenever regularly scheduled collection service is reduced to once per week or less? §21115			
Does employees have identification cards? §21115			
Does the collector replace container covers and return the containers to the location from which it was taken? §21115			
Does the collector trespass unnecessarily on private property? §21115			
Does the collector try not to damage shrubs, trees, lawns or fences? §21115			
Does the collector report incidences where animals are harmed? §21115			
Does the Collector contact the Agency seven (7) days prior to the termination of continued service to customers with continuous collection service violations? §21118			
Are safety precautions and procedures employed at the site during operation?: (§ 23104(e) of GSWDRR)			
Are all Quarterly reports submitted to Guam EPA within thirty (30) days after the end of each quarter (§23104(e)(4) of GSWDRR)			