



TOWN OF ACTON
Health Department
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 264-9634
Fax (978) 264-9630

June 22, 2004

Thoughtforms Corporation
Attn. David Hipsky
543 Mass. Ave.
Acton, MA 01720

Re: Hazardous Materials Control Permit Request

The Acton Board of Health at their regularly scheduled meeting on June 14, 2004, approved a Hazardous Materials Control Permit for Thoughtforms Corporation, 543 Massachusetts Avenue, Acton, MA.

The Board thanks you for the filing that you have made and looks forward to working with you and your company in the future. Please submit the application fee of \$90 within thirty (30) days of receipt of this letter. Please note that this Hazardous Materials Permit needs to be renewed annually (May).

Should you have any questions regarding this approval, please contact the Health Department at 264-9634.

Respectfully,

Heather Marceau, CEHT
Acton Board of Health



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Health Department
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May 11, 2004

Site Visit Report

Thoughtforms
543 Massachusetts Avenue
Acton, MA 01720

Contact during Visit: David Hipski
Date of Visit: May 6, 2004
Agent: Heather Marceau

Description of Hazardous Materials Use

Thoughtforms is a company that performs construction and general contracting. The facility consists of a two-story work area where woodworking and finish work are completed, an outside storage trailer for hazardous waste and an office.

The hazardous waste storage area stores waste thinner and solvents, which are taken away from General Chemical Corporation. The container currently has adequate secondary containment and a spill kit and emergency plan and numbers will be placed within this area. The barrel is labeled appropriately.

The work area is kept neat and is very well organized. The hazardous materials used on site are stored in a flammables cabinet. With this cabinet is also a copy of the emergency plan; an additional spill kit will be added in this area.

Site Visit Observations

Thoughtforms has a very well organized and neat working area. Thoughtforms is working toward very good hazardous materials management practices. Fire safety equipment is available and well marked with signs. There is a phone in the work area. There is a sink in the bathroom off the work area.

Comments

Mr. Hipski has submitted a completed application. During my site visit, Mr. Hipski agreed to post additional emergency numbers where appropriate and also install spill kits in the hazardous materials and waste areas.

Recommendations

Recommend Thoughtforms Corporation receive a Hazardous Material Permit (# 4 hazardous materials user and #12 hazardous waste storer small). This recommendation is made with the following proposed conditions:

2,4,12

1. All liquid Hazardous Materials and Wastes shall be stored in a containment area capable of containing 110% of the largest volume stored in the containment area.
2. All Materials Safety Data Sheets (MSDSs) for the Hazardous Materials shall be maintained on site. MSDSs shall be reviewed with employees at the time of their employment and on an annual basis thereafter. MSDS must be made available to all employees upon request.
3. A Contingency Plan, including emergency contact numbers (Telephone numbers of owner, operator, etc.) and a sketch showing clearly all Hazardous Material and Waste locations shall be submitted and updated annually, to the Board of Health, Fire Department, Police Department, and Civil Defense.
4. Emergency procedures and local Emergency Response Telephone Numbers (Health, Fire, Police, D.E.P., Civil Defense, etc.) should a spill occur, shall be posted in clear view of all employees where Hazardous Materials or Wastes are used or stored.
5. All Hazardous Wastes must be disposed of by a Licensed, D.E.P. approved, hauler or be recycled on site.
6. Copies of either all invoices or manifests for any Hazardous Materials or Wastes, received or disposed, shall be submitted to the Board of Health annually.
7. All Hazardous Materials Containers shall be labeled and dated when filling first began.
8. Speedy Dry, or its equivalent, shall be kept in the storage area, in case of a Hazardous Materials or Wastes spill.
11. Protective equipment, including chemical resistant gloves, eye goggles and (rubber) boots, in addition to soap and water, shall be made available to all employees, at all times, in any Hazardous Materials or Waste storage or use area.
12. No Hazardous Materials or Wastes shall be discharged into a sink or toilet.
13. A safety eye wash station shall be installed where any Hazardous Materials or Wastes are handled or used.
14. A fire extinguisher, containing an appropriate fire extinguishing agent, shall be placed in the Hazardous Materials Storage area.
15. No food or drink shall be stored or consumed in any area where Hazardous Materials are stored or used.
25. Prior to any new chemical or processes being used, the Board of Health shall be notified.
26. The operation of this facility shall be in compliance with all present and future regulations of E.P.A. and D.E.P. at all times. Nothing in this permit allows or requires non-compliance with all present and future applicable laws or regulations of the Federal or State Governments.

WITH THE HAZARDOUS MATERIALS PERMIT APPLICATION:

- Copies of the Material Safety Data Sheets (MSDSs) for all chemicals listed on the Annual Throughput Sheet
- An Emergency or Contingency Plan in case of any accidental spill
- A site plan of the premises, including the area where all chemicals are stored
- The presence of a representative from your company at the Board of Health meeting during the application review is required
- Copies of all hazardous waste transport manifests to demonstrate that proper disposal measures are being taken. If manifests are not required by state or federal law, some other proof of proper disposal shall be submitted.

Acton

Establishment Name

Thoughtforms

Date

5.6.04

Address

543 Mass. Ave.

Page

1 of 1

Item No.

In the space below describe all violations checked on front page.

spill kit - will add 2 kits
 cone in materials area
 will send ~~pts~~ ^{one} in waste area -
 emergency plan posted -
 ✓ tool room
 ○ waste trailer
 ✓ near phone in office -

Discussion with Management

EMERGENCY PLAN
[Illegible text]

HAZARDOUS
WASTE



FOR HAND WASHING ONLY

EMERGENCY PLAN

FIRE: 911
POLICE: 911

HAZARDOUS WASTE EMERGENCY:

CHEMTREC: 1-800-424-9300

ALTON BOARD OF HEALTH: 978-264-9634

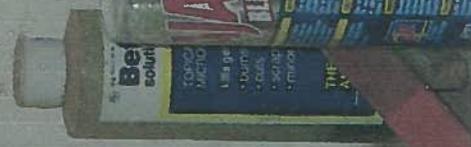
EMERGENCY TEC: 978-263-6019

SMALL SPILL PROCEDURES

- ◆ Apply speedy dry or absorbent pads
- ◆ Place used speedy dry or pads in covered barrel
- ◆ Store barrel with hazardous waste until disposal

LARGE SPILL PROCEDURES

- ◆ Surround spill with spill pillows to create berm
- ◆ Call your Hazardous Waste's emergency number
Federal Chemical Corporation, 800-472-5999
- ◆ Call Fire Department and for DTP if spill is over 10 gallons



200 X 25
-TA



SPILL KIT

- Universal
- Oil Only
- Chemical

038
plet



Capitol
800-442-8892
RENTALS
DAY - WEEK - MONTH

HAZARDOUS
WASTE



HAZARDOUS
WASTE