

Attachment VII

*Record Keeping Requirements
and Forms*

Facility Inspection Form

**PENINSULA COMPOST COMPANY
FACILITY INSPECTION REPORT**

INSPECTOR: _____ DATE OF INSPECTION: _____
 SITE CONTACT _____ TIME OF INSPECTION: _____
 WEATHER CONDITIONS: _____

FACILITY INSPECTION REPORT			
Inspection Item	Acceptable		Observations/Comments
	Yes	No	
STORAGE AND PROCESSING AREAS			
<u>Storage Locations:</u> All compostable materials must be properly stored in the locations designated on the approved facility site plan. (Ensure property line set backs are maintained).			
<u>Management Controls:</u> Are all proper management controls in place at the facility, including appropriate fugitive dust control measures and odor control procedures.			

FACILITY INSPECTION REPORT

Inspection Item	Acceptable		Observations/Comments
	Yes	No	
<p><u>Process Controls:</u> Are temperatures of all materials in the process of curing being monitored daily to determine if further aeration is required to reduce the risks of fires and minimize their potential as a source of odors.</p>			
<p><u>Housekeeping:</u> All facility processing and storage areas are free of debris, trash, etc.</p>			
<p><u>Roadways/Access ways:</u> All roadways and access ways at the facility must be maintained to ensure that equipment and vehicles may be efficiently moved about the facility and may be properly accessed or removed in the event of an emergency.</p>			

INSPECTION OF STORM WATER MANAGEMENT CONTROLS

<p><u>Storm Drains and Drainage Ditches:</u> All storm water drains, diversion/drainage ditches of other conveyance systems must be properly maintained and clear of debris or excess sediment build-up.</p>			
<p><u>Spills and/or Leaks:</u> Storage and processing areas must be inspected to ensure that there are no visible signs of spills or leaks.</p>			
<p><u>Storm Water Retention Basin:</u> The storm water retention basins should be clear of debris, excessive sediment or signs of spills or releases. (Weekly Inspection)</p>			
GENERAL SITE SAFETY AND SECURITY			
<p><u>Fencing/Barriers:</u> All site fencing and property barriers must be properly maintained and in place in accordance with the approved site plan.</p>			
<p><u>Personal Protective Equipment:</u> All personnel working in designated process or storage areas of the facility must wear appropriate personal protective equipment at all times. This may include hard hats, safety glasses, gloves, ear protection and steel-toes safety shoes (hard hats are not required for personnel who are in equipment that provides overhead protection).</p>			
<p><u>Housekeeping (non storage/process areas):</u> General housekeeping conditions in non storage/process areas of the facility (operations building office, scale areas, equipment storage areas, etc.) Should be kept neat and orderly and clear of excess debris or obstructions which could create hazardous conditions.</p>			

INSPECTION OF STORM WATER MANAGEMENT CONTROLS

Storm Drains and Drainage Ditches: All storm water drains, diversion/drainage ditches of other conveyance systems must be properly maintained and clear of debris or excess sediment build-up.			
Spills and/or Leaks: Storage and processing areas must be inspected to ensure that there are no visible signs of spills or leaks.			
Signs and Postings: All required signs and postings should be clearly visible and properly maintained. This includes the composting center sign posted at the entrance to the facility as well as any safety/warning/directional signs that are posted for the operations and maintenance areas.			

Additional Comments/Observations:

Recommendations:

Inspected by:

Print Name

Signature

Date

Incident Report Form

Peninsula Compost Company - Incident Report Form

Date of Incident: _____ **Time of Incident:** _____ a.m. p.m.

Name of Person Completing Report: _____

Type of Incident:

Fire Explosion Spill or Release Personal Injury

Other: _____

Description of Incident: (Brief description - Attach detailed written reports by personnel and witnesses to this form)

Description:

Quantity Spilled or Released:

Description of actions taken:

Notifications Made: (Refer to Emergency Contingency Plan for Detailed Reporting Requirements)

911 For Fire or Police Dept.

DNREC - For Spills or Releases

24 Hour Hotline: 1-800-662-8802, 1-302-739-9401, and #367 for Verizon Wireless customers

Incident Case #:

Contact Name:

Date/Time of Notification:

National Response Center 1-800-424-8802

Notes:

Personnel Injuries:

Name of Injured Person:

Age

Address:

Job Title

Home Phone:

Male Female

Was First Aid Given? No Yes

Medical Care Necessary No Yes

Name of Hospital or Acute Care Facility;

Address of Hospital or Acute Care Facility:

Work Time Lost? No Yes

Number of Days Away:

Other Information:

Signature of Injured Person:

Date:

Signature of Person Completing Report:

Date:

Gore Control System Information



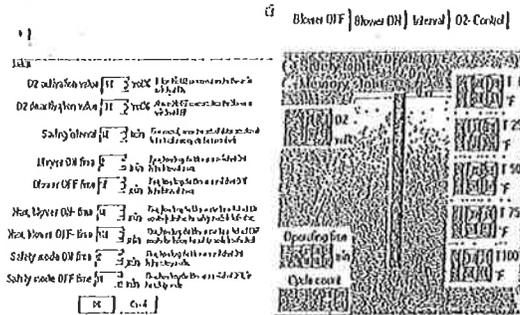
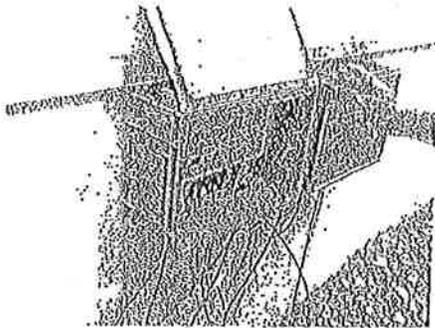
W. L. GORE & ASSOCIATES, INC.

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 PHONE: 410/392-3600 • FAX 410/392-4452
 FABRICS DIVISION

Control System

Each cell has an oxygen and temperature control module. This feeds information back to a central computer as well as controlling the aeration fan.

The "Kompmaster" composting control unit is designed to control and log the composting process by means of connected temperature and oxygen measuring sensors. The "Kompmaster" control unit is used to control the compost decomposition and to log the temperature values and the oxygen content. The control unit is designed for both stand-alone and networked operation with maximum 32 control units in one sub network. There can be many different sub networks implemented and connected to 1 control computer. The O₂-Kompmaster control units can be connected to any standard PC over RS232 or Ethernet (IP-Network) interface which allows the use of any standard computer.



PC and Kompmaster Software

Laptop or Stationary PC with Windows based operating system. The computer would need to be located in an air conditioned and weather proof "control room".

With the PC software provided it is possible to monitor the composting process during running operation, allowing control of the composting process at any time. With the help of the PC software you can also configure the settings and carry out the setup of the composting control units connected.

The current measured values of all connected and active control units are displayed on the PC. The settings and the control unit setup required can also be carried out directly for all active control units using the PC software.

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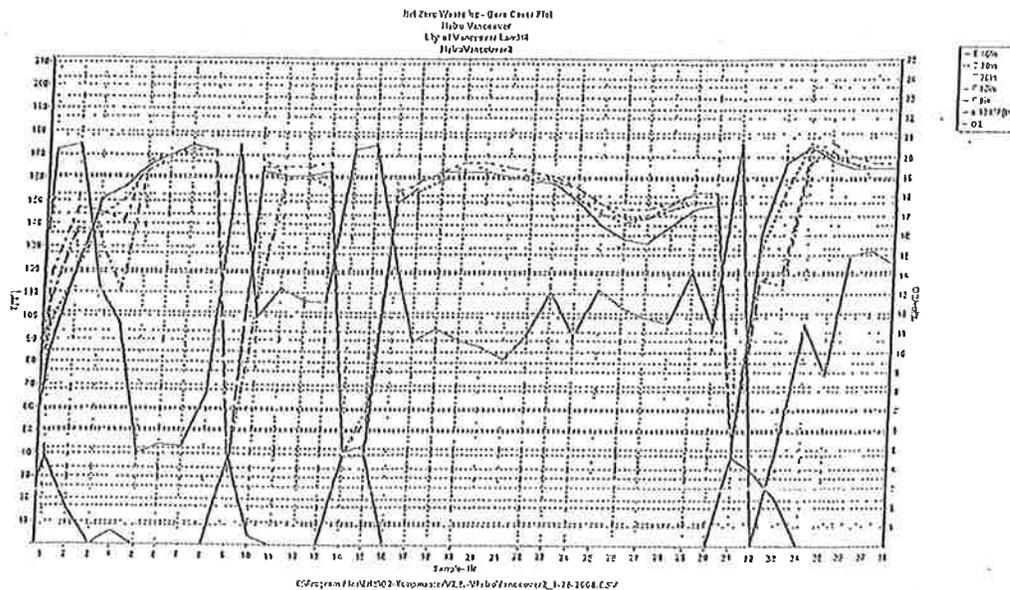
Typical Print Report for GORE™ Cover System Kompmaster control software

COMPMASTM protocol
 Net Zero Waste Inc - Gore Cover Pilot
 Metro Vancouver
 City of Vancouver Landfill

Stack name: MetroVancouver2
 File name: C:\Program Files\Net Zero Waste\Kompmaster\NZW_01\MetroVancouver2_1-28-2008 CSV
 50% bed waste
 First data downloaded at: 1/30/2008

Nr	Date/time	Temperature					O2(vol%)	Blower On-time/min	Cycles	Depth ± 121°F (m)
		T1(°F)	T2(°F)	T3(°F)	T4(°F)	T5(°F)				
310	1/30/2008 11:55	28	23	41	37	33	17.7	142	41	35
317	1/30/2008 11:45	23	21	42	37	32	17.7	142	42	39
316	1/30/2008 11:35	24	22	42	38	32	17.0	142	42	39
318	1/30/2008 12:07	23	27	44	38	32	16.2	143	42	39
320	1/30/2008 13:02	140	134	124	142	140	14.3	147	44	0
327	1/30/2008 14:05	141	132	122	147	141	14.3	177	43	0
323	1/30/2008 15:04	142	136	140	147	141	10.4	188	43	0
323	1/30/2008 16:02	143	140	140	143	141	12.0	188	43	0
324	1/30/2008 17:02	145	140	141	143	143	10.4	217	42	0
322	1/30/2008 18:01	144	141	143	143	143	11.2	226	44	0
325	1/30/2008 19:00	145	141	143	143	143	11.3	244	44	0
327	1/30/2008 19:23	147	141	145	144	144	13.8	271	42	10
326	1/30/2008 20:22	143	141	145	140	140	12.9	282	41	19
328	1/30/2008 21:27	148	143	141	143	144	12.7	320	40	14
329	1/30/2008 22:22	148	143	141	143	144	10.3	343	40	0
331	1/30/2008 23:22	149	142	143	143	143	12.0	374	42	0
332	1/30/2008 23:22	149	142	143	143	143	12.2	374	42	0
333	1/31/2008 00:24	143	142	143	147	140	11.7	41	41	0
334	1/31/2008 01:23	150	142	149	140	140	11.1	39	41	0
332	1/31/2008 02:22	150	147	160	149	149	14.2	71	41	0
324	1/31/2008 03:27	150	157	160	150	153	10.8	82	41	0
327	1/31/2008 04:23	150	159	161	152	153	11.4	122	41	0
325	1/31/2008 05:23	152	159	164	154	153	13.1	142	40	0
326	1/31/2008 06:22	153	159	164	154	153	10.3	159	40	0
329	1/31/2008 07:17	153	163	164	154	153	11.0	223	40	0
341	1/31/2008 08:22	152	159	154	152	152	12.8	250	40	0

Typical Graphical Report for GORE™ Cover System Kompmaster control software



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