Plan of Operation

Route 5 Solid Waste Transfer Station

Permit Renewal Application

Prepared By:
DELAWARE SOLID WASTE AUTHORITY.
1128 S. Bradford Street
Dover, Delaware 19903

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This Plan of Operation contains procedures for the operation of the Route 5 Transfer Station as required in Section 4 of the DNREC Regulations Governing Solid Waste.

1) DESCRIPTION OF FACILITY AND WASTE HANDLING PROCEDURES

The facility is a solid waste transfer facility consisting of a weigh station and a transfer building. Users of the facility will weigh in and out at the weigh station and unload their waste at a designated unloading area based on customer type and material. All delivered waste is loaded into transfer trailers for transportation to a permitted solid waste disposal facility. The facility also accepts commercial recyclable materials which are loaded into trailers and sent to market.

1.a. Traffic Routing

Traffic enters the facility through the main gate. Scales located at the weigh station weigh vehicles as required. The weighmaster will direct vehicles when to proceed on or off of the scales. Vehicles will proceed to the recycling area, the tipping floor or the residential drop-off area at the direction of the weighmaster. Generally, this will be accomplished by verbal directions or by signs directing users to the proper location. For safety and traffic flow considerations, vehicles exiting the inbound scales are segregated into designated travel roads that direct the vehicles to their designated unloading area. Vehicles with small loads or bagged waste will generally be directed to the small load area where they can unload their waste through chute/wall openings onto the tipping floor. Other users will be directed to the tipping floor bays. If all bays are occupied, the driver will wait for a space to become available. Queuing will be on the access road before the bay openings. Generally, vehicles will back into the bay, unload, and proceed to the outbound scale. Vehicles with tarps can remove the tarps outside or inside the building and at the queuing location in front of the building. The weighmaster will complete the transaction by weighing the vehicle out. Customers will exit the facility through the main gate. The traffic patterns may be revised as operations warrant. The

means and methods for controlling traffic inside the building to insure safe operation will be modified as necessary.

1.b. Procedures for Weighing Solid Waste Vehicles

Generally, incoming vehicles will be weighed in and out at the scalehouse. If flat rates, scales under the transfer trailers, or tare weights are used, DSWA may not require some vehicles to be weighed. If one of the scales is out of service, the weighing in and out of vehicles may be completed using the same scale. The traffic pattern will be slightly affected but not to an unsafe level. The transfer building has scales under the transfer trailer during loading. Readouts for these scales are visible to the tipping floor. These scales assist in the efficient loading of trailers.

The weighmaster will monitor the cumulative weight of incoming waste using the weigh station computer software and maintain a log of facility visitors.

1.c. Loading, Storing and Transferring of Waste

Waste materials deposited on the tipping floor will be loaded into transfer trailers using standard construction equipment such as a backhoe or loader. Once a trailer is full, it will be pulled from the transfer station building, tarped and either sent to a facility authorized to accept the contents or be parked at the designated area for temporary storage. Full trailers routinely leave the property the same day the waste is received.

Generally, if a full trailer is to remain on site overnight, it will be parked inside the transfer building. Full trailers may be stored in the loading area or tipping floor overnight. In some cases overnight storage of transfer trailers may take place outside of the transfer station building. In such cases, the trailers will be covered with an impervious cover (tarp) to prevent the entrance of precipitation. The transfer trailers will be constructed with tight-fitting doors to minimize the potential for leakage. These features will provide an impervious, enclosed structure. Temporarily stored trailers will be located so as not to

interfere with facility operations. Storage of waste materials on site will be limited to less than 72 hours.

1.d. Scavenging

No scavenging is permitted at the facility. DSWA personnel, operators, and visitors will be instructed that scavenging is not permitted.

1.e Salvaging

No unauthorized salvaging will be permitted at the facility.

Salvaging by DSWA personnel or its contract operator is allowed at the transfer station to reduce the amount of reusable materials to be transferred to the landfill for disposal. DSWA personnel or its contract operator may salvage tires, gypsum wallboard, metal or appliances, wood debris and lumber products, and cardboard from the tipping floor. The material may be manually or mechanically loaded into a leak proof container(s).

DSWA personnel or its contract operator will conduct any salvaging operation at the transfer station in a manner that is protective of human health and the environment, and which shall not interfere with the proper transfer of waste at the facility.

DSWA personnel and its contract operator will be instructed regarding the facility's salvaging policy.

1.f. Complaints

Complaints received about the facility will be referred to the DSWA's Citizen's Response Line. The facility manager will evaluate the complaint and decide how to handle each complaint on a case-by-case basis. If necessary, the facility manager will go to the facility to investigate or confirm information about the complaint. If any action is needed at the facility as a result of a complaint, the facility manager will arrange for the work to be performed.

2) METHODS OF OPERATION AND MAINTENANCE

2.a. Personnel/Staff and Training

Scalehouse

The scalehouse will have at least one certified weighmaster when in operation. Each weighmaster who works at the facility will have a weighmaster license as issued by the State of Delaware, Department of Agriculture.

Transfer Station Building

When in operation, the transfer station's building will have at least one operator responsible for facility operations. The general requirements for these positions are as follows:

Weighmaster – The job duties for the weighmaster may include, but are not limited to:

- Controlling customer traffic into and out of the transfer station site;
- Weighing and recording customer vehicle weights;
- Generating tickets and recording customer information;
- Collecting payment from customers as required;
- Waste screening; and
- Completing recordkeeping requirements.

Operator – The job duties for the Operator may include, but are not limited to:

- Responsibility for all operations and maintenance activities at the facility;
- Directing customers to an unloading area at the entrance of the transfer building;
- Waste screening;
- Monitoring for scavenging; and
- Completing record keeping requirements.

During breaks and lunchtime, operational changes will be made to ensure that minimum required staff levels are maintained for safe operations. All operators who work on site will be trained to operate the facility. Weighmasters will be trained to operate the weigh station. A copy of the facility's *Plan of Operations* will be kept readily available in the transfer station building and in the scalehouse.

All employees at the transfer station shall receive, as a minimum, the training listed below.

- Operational and contingency procedures
- Waste screening (reference the *Delaware Solid Waste Authority Solid Waste Screening Program*, dated September 19, 1997, as amended)
- Health and safety procedures
- Fire prevention and protection
- Emergency first aid and CPR

Unless otherwise specified by a nationally recognized training provider (for example, the American Red Cross as a training provider for First Aid), training shall be required initially and annually thereafter. Initial training for waste screening shall be completed within 60 days of hiring and all other required training shall be completed within 180 days of hiring. These minimum training requirements will be required from any operator procured by DSWA to operate the facility.

2.b. Waste Handling

The transfer station will handle solid waste as stated in the operations permit. Generally, normal business hours will be 7:00 a.m. to 3:00 p.m. – Monday through Saturday, but may be from 6:00 a.m. to 6:00 p.m. as needed. Operations outside of normal business hours will generally accommodate severe weather, natural disasters, etc. (which may require extended business hours to assist the local population). The outgoing shipment rate for loaded trailers will be adjusted during high flow times so that waste is on site less than 72 hours. Daily tonnage records will be kept for all activity at the transfer station by the DSWA.

2.c. Maintenance of Equipment

A checklist will be completed (see Attachment A) on days that the facility is in operation. Checklists will be maintained for one (1) year. The checklist will be revised as operations warrant.

Generally, all equipment will be inspected on a daily basis. Any repairs will be done on an as needed basis. Preventative maintenance will be performed on all equipment as needed. Major equipment that may be used on site includes:

- Loading/hauling equipment
- Standby generator
- Leachate collection system
- Alarm systems
- Fire protection systems
- Lighting
- Scales
- Communication equipment

The amount and type of equipment used may change as operations warrant. Repairs will be made on an as-needed basis.

- Loading/hauling equipment such as front-end loaders and transfer trailers will be maintained to function as intended. Should a piece of equipment fail, it will be repaired or replaced with a functioning piece of equipment. Tarps used on trailers will function as intended or will be repaired/or replaced.

- The standby generator will be maintained for backup power for the weigh station and other areas of the facility. In the event of a power failure, the standby generator will be used and/or the facility's operation modified to adjust for the lack of power.

- The fire protection system shall be maintained to provide protection for the transfer building. Checks of the system will follow State Fire Marshall guidelines.

- Facility lighting will be checked by the onsite operator each operating day. Repairs will be made on an as-needed basis.

- The tire, white goods (which may include scrap metal) and yard waste recycling areas will be subject to the housekeeping requirements of the facility.

- Scales will be maintained to follow guidelines of the State's Department of Weights and Measures.

- The leachate and wash down water collection/storage system will be checked each operating day to ensure that it is functioning properly. The floor drain screens will be checked each operating day to ensure that liquid can flow to the collection points. The tank level will be checked and recorded. If the tank is near full, the contents will be transported off site for treatment by an appropriately licensed hauler.

  Maintenance "triggers" for the systems are as follows:

Leachate collection system	When flow through a drain pipe stops or slows; When drain screen is clogged
Leachate transfer system	When pumps fail or flow is significantly reduced; or Any noticeable leak
Leachate storage system	Any noticeable leak; or High level alarm

- Alarm systems will be maintained on an as-needed basis. The alarm systems will be checked to ensure functionality each operating day. If an alarm is not functioning, it will be repaired on an as needed basis. See Section 2.g. for more details on alarms.

- Communication equipment as described in Section 2.f. will be checked each operating day. Repairs will be made on an as-needed basis.

- Access control gates and signs will be checked routinely and repaired/replaced on an as-needed basis.

2.d. Grounds Maintenance and Snow Removal

The facility grounds will be maintained as necessary including picking up any blown litter. When a snowfall occurs, all active operating areas will be cleared or salted as necessary. Sand and/or salt may be used to control icing problems in these areas. The unloading areas will be monitored to verify that appropriate ground maintenance is completed during inclement weather.

2.e. Stormwater and Erosion Control

Drains and swales will be maintained as needed in a manner to keep water flowing properly. Erosion will be controlled by vegetation (e.g., grass-lined swales).

2.f. Communications

The transfer station building and the scalehouse will be able to communicate through a telephone/public address (PA) system or other effective communications system. In the transfer station building, access to the communication system will be available in both the office and the tipping floor. The system will provide for open communications so that any problems can be quickly addressed.

2.g. Alarms

The following alarm systems will be installed at the site:

Scalehouse	Transfer Station Building	Tanks
• Security alarm • Fire alarm	• Security alarm • Fire alarm • Fire pump low pressure	• Water tank (fire supply) low level • Wastewater (facility washdown water, etc.) holding tank high level • Diesel AST (backup generator fuel) low level • Septic system pump tank high level

Generally, all alarm systems will be checked on each operating day.

2.h. Fire Prevention and Control

A State Fire Marshall approved sprinkler system will be been installed in the transfer station building. Fully charged fire extinguishers will be kept in the scalehouse and the transfer station building. The general location and numbers of fire extinguishers will be as follows:

Scalehouse	Transfer Station Building
1 in scalehouse	3 on tipping floor 2 in administrative/office area

The location and number of fire extinguishers may be changed as operations warrant. The fire suppression system can be activated if necessary. When the fire alarm is pulled, the fire company is notified and the sprinkler system is activated. If a fire occurs on the tipping floor, the fire extinguishers located on the tipping floor and/or the fire suppression system may be used to extinguish the fire.

2.i. Loading and Transferring of Recyclables

The facility may be used to load and transfer recyclable materials in conjunction with the loading and transferring of waste materials. Separation will be maintained between recyclables and waste deposited on the tipping floor. After being deposited on the tipping floor, recyclables will be loaded into transfer trailers using standard construction equipment such as a backhoe or loader. Once a trailer is full, it will be pulled from the transfer building, tarped and either sent out to market, or parked for temporary storage.

3) CONTROLLING NOISE, VECTORS, LITTER AND FACILITY WASH WATER

3.a. Noise, Vector, and Litter Control

Odors will be mitigated primarily by removing delivered wastes from the facility on a daily basis and by daily housekeeping. Washing down and cleaning appropriate areas will be performed as required.

Vectors will be controlled by facility perimeter fencing and the use of a professional exterminator as needed. If a vector problem persists, the exterminator will increase preventative maintenance visits and use additional means to correct the problem, as deemed necessary.

Noise pollution is mitigated by restricting certain operations within the building, the orientation of the building, and facility screening and siting. The building has been located away from the nearest potential receptors and the active portions of the building are rear-facing as well. The placement, design and layout of the facility and its operations have been determined so that the facility does not result in an Intrusive Noise per Chapter 71, Section 7105 of DNREC Regulations Governing the Control of Noise.

Litter will be controlled each operating day by policing the site perimeter and grounds, the transfer station building, recycling areas and the scale house. Perimeter fencing will

also control litter. The transfer station will be swept approximately one time per week. Generally, waste that falls below the trailers while they are loaded will be removed daily.

3.b. Facility Wastewater Collection System

Facility wastewater will be collected and managed. Wastewater is generally comprised of wash down water and leachate. When necessary, a licensed transporter will empty the wastewater storage tank and the contents will be disposed of at a permitted disposal facility. The frequency of tank pumping will vary with the amount of facility wastewater collected. All drains will be inspected daily to insure proper operation. Any materials clogging the drains will be cleaned to allow uninterrupted flow.

The leachate force main is a dual containment pipe. The piping interstice will be visually inspected. The storage tank is of single wall construction and is located within a concrete containment basin. The containment basin is equipped with a normally closed drain valve to allow for the release of collected precipitation. The operator will visually inspect the storage tank and the containment basin after precipitation events resulting in standing water; and, as necessary to maintain adequate secondary containment, will release the collected precipitation by opening the normally closed drain valve. Should the operator's visual inspection indicate the presence of contaminants (*i.e.*, leachate and wash down water, visible sheen, leakage from the storage tank), absorbent pads or other means to remove the contaminants or removal of the containment liquids by the contracted wastewater hauler will be implemented to prevent the release of contaminants to the environment. The drain valve in the containment basin will be kept in the normally closed position.

Facility wastewater (leachate), facility wash down water, and other facility and maintenance liquids will be prohibited from discharging to the facility's on-site sanitary wastewater treatment system (septic system). The septic system will be restricted to domestic sewage only.

4) PREVENTING UNAUTHORIZED WASTES

4.a. Acceptable Wastes

The facility shall be operated in accordance with the operating permit issued by DNREC. The facility shall accept solid wastes as allowed in the operating permit.

4.b. Methods to Prevent Disposal of Unauthorized Waste

Incoming waste at the facility will be subject to inspection and management as part of the DSWA's approved Waste Screening Program. The customer information sign at the entrance to the facility will provide information regarding prohibited waste. If a waste is suspected of being unacceptable, the DSWA's facility manager, DSWA's facilities operations supervisor or compliance officer will immediately be informed and shall make the final determination as to its acceptability. If the facility manager, facilities operations supervisor or compliance officer is not immediately available, the waste will be isolated or set aside until an inspection can be made. Staff will attempt to identify the truck that transported the waste. The weighmaster will record the information. At their earliest convenience, the facility manager, facilities operations supervisor or compliance officer will inspect the waste to determine whether the waste is acceptable. Inspections will be made inside the transfer buildings. DNREC will be contacted by DSWA at the earliest convenience in the event that an inappropriate waste is received (1-800-662-8802).

5) EMERGENCIES

5.a. Health and Safety

Employees of a contractor operating the facility shall work under appropriate health and safety guidelines established by the OSHA. DSWA employees will work under the DSWA Health and Safety Plan. All employees will have access to suitable shelter, sanitary facilities, first aid equipment, and safe drinking water.

5.b. Site Security

All operations of the facility are enclosed by a chain link fence. The gates will be locked when no one is on site to monitor the facility. Certain exterior and building lights will remain lit during all "dark" hours to discourage vandalism, loitering, and other illegal activities as well as provide an acceptable level of safety. A security system and a video system are installed.

If a problem should arise after operating hours, the security company will call a specific list of personnel to respond to the problem. The current emergency contact list is provided as Attachment B.

5.c. Contingency Plan

1. Examples of types of events that necessitate a response action:

    a. Hot Loads – In the event that an incoming load is suspected to be on fire or at a risk of igniting, the load will not be allowed to unload in the transfer building. The truck will be diverted to paved area outside of the transfer station building where they can expel the load. The local fire department will be called if required. The operator may put out small fires with onsite equipment.

    b. Building Fires – In the event of building fires that cannot be controlled safely by onsite equipment, the fire department will be contacted and the building evacuated. The operator may put out small fires with onsite equipment.

    c. Equipment Fires – In the event of equipment fires that cannot be controlled safely by onsite equipment, the fire department will be contacted and the building evacuated. Rolling equipment which has

caught fire may be pulled from the building using other equipment as long as it is safe to do so. The operator may put out small fires with onsite equipment.

d. Spills - Spills may be controlled by onsite personnel using onsite equipment and supplies. The operator will take necessary action to contain the released material using spill response supplies (spill kits consisting of absorbent media or booms) maintained in the transfer station building.

e. Discovery of Unacceptable Waste – Unacceptable waste will be handled as required by DSWA's approved Waste Screening Program.

f. Severe Weather – During facility operating hours the weighmaster or operator shall report any conditions that they believe may make the continued operation of the facility unsafe. The facility manager or DSWA facilities operations supervisor shall determine if the facility operations should be modified or the facility should be closed.

g. Power Outages – Extended power outages shall be reported to the facility manager or facilities operations supervisor. The facility manager or facilities operations supervisor will determine if any extended power outage will require any modifications to operations, or if the facility should be closed.

h. Medical Emergencies – Medical emergencies that require care greater than standard First Aid shall be handled by contacting "911".

2. Facility employees should be familiar with Section 5.c of this Plan. During events listed in Section 5.c employees at the facility are expected to follow its

instructions. All events listed in Section 5.c should be reported to the appropriate DSWA Emergency Contact.

3. The DSWA emergency contact for the facility is responsible for coordinating any response necessary for an emergency. The facility's operations supervisor or facility manager is generally available 24 hours/day. Other emergency contacts are shown on the Emergency Contact List provided in Attachment B.

4. The Emergency Contact List will be updated as necessary.

5. The DSWA facilities operations supervisor or facility manager shall be contacted as soon as possible in the event of a reportable spill. Additional measures will be taken depending on the type and extent of material spilled or released.

6. First aid supplies are maintained in the weighstation and the transfer station building.

7. First aid and other emergency supplies will be maintained in the weighstation. In addition, an emergency eyewash and shower is provided at the transfer building.

8. Emergency communications can be made using the facility's communication system. This system will be maintained between the weigh station and transfer building. The system will be designed to ensure that employees operating the equipment can be contacted.

9. DSWA will consider making copies of this Plan available to local authorities and emergency response agencies so that the type and nature of the operations at the transfer station are understood.

10. The State of Delaware Emergency Response number is 800-662-8802. The phone numbers for the contractor operating the facility are shown on the Emergency Contact List shown in Attachment B.

11. Care must be taken when handling municipal solid waste or leachate. Refer to DSWA's Solid Waste Screening Program for information regarding hazards associated with solid waste. Injuries that could result from handling leachate may include ingestion of leachate and splashing leachate in the eyes.

12. If an emergency arises which results in the need to evacuate facility buildings, **ALL** facility personnel should immediately leave the buildings and meet at the entrance gate at the front of the facility. Customers at the facility will be instructed to evacuate the facility and meet at the entrance gate.

13. A copy of the information contained in this Contingency Plan is available to operating personnel at the facility and should be reviewed each time operational and contingency training is provided.

5.d. Personal Protection Equipment (PPE)

It is anticipated that the operator of the facility will provide basic Personal Protection Equipment (PPE) such as gloves, eye protection and high visibility clothing when appropriate. Facility personnel should contact the contractor operating the facility, the facility manager or DSWA facilities operations supervisor anytime they feel the use of additional PPE would be needed.

5.e. Confined Space Entry

It is anticipated that the daily operation of the facility will not require confined space entry. Facility personnel should contact the facility manager or DSWA facilities operations supervisor if the need for confined space entry is anticipated.

Under no circumstance shall confined space entry take place without authorization from the facility manager or DSWA facilities operations supervisor and without appropriately trained confined space entry personnel.