

**Somervell County Transfer Station Facility**


**Municipal Solid Waste Registration No. 40181**

**Attachment K  
Site Operating Plan**

**Somervell County, TX  
Registration Issued August 30, 2001**

**Revised August 2009**

*8.5-2009*


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<p>For pages <u>k.i</u> thru <u>k-33</u></p>

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**Attachment K – Site Operating Plan**  
**Somervell County Transfer Station**

The Site Operating Plan (SOP) contains information about how Somervell County, Texas will conduct operations at the facility, but is not intended to be a comprehensive operating manual. The SOP represents the general instruction for facility management and personnel to operate the facility in a manner consistent with the approved design and the commission's rules to protect human health and the environment and prevent nuisances.

This SOP is Attachment K of the MSW registration (MSW-40181) issued on August 30, 2001 and consists of the information required by Title 30, Texas Administrative Code (TAC), Chapter 330, Subchapter E: Operational Standards for Municipal Solid Waste Storage and Processing Units, 30 TAC §330.201–§330.249. This SOP (sometimes called Part IV) includes provisions for facility management and operating personnel to meet the general and site-specific requirements of these rules.

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<b>Facility Name:</b>	<b>Somervell County Transfer Station</b>
<b>TCEQ MSW Registration Number:</b>	<b>MSW-40181</b>
<b>Facility Address:</b>	<b>1827 N. FM 56</b> <b>Glen Rose, TX 76043 (Somervell County)</b>

**RN Number: 102070943**

**CN Number: 600811509**

## **1.0 Transfer Station Personnel**

Table K-1 summarizes personnel types and descriptions.

Table K-1: Personnel Types and Descriptions

Position	Number	Training	Responsibilities
Site Supervisor	1	Must hold and maintain MSW Supervisor Occupational license Class B*, experience in transfer station management and operations	Managing daily work operations; ensure all waste entering facility is taken and maintained in proper location in accordance to SOP; initiate emergency procedures; watch trucks unloading, lock facility gates after closing hours, check fire extinguishers, check batteries in smoke detectors
Site Safety Officer (SSO)	1	Designated by Site Operations Manager	Implement safety procedures and operations at the site, conduct monthly safety meeting and maintain meeting minutes, maintain up-to-date MSDSs, ensure personnel are familiar with PPE, provide training of personnel at the facility and document and maintain training records, post routes to medical facilities and arranging emergency transportation to medical facilities, conduct monthly safety meeting for all personnel, verify Lock-out and Tag-out procedures for equipment and machinery during maintenance, and document and maintain accident reports. These responsibilities may be designated to other personnel.
Equipment Operator/ Sorter	1	6 months minimum experience in equipment operation or on the job training by supervisor or SSO in SOP requirements for prohibited waste	Waste movement and loading, sorting and compacting recyclables, maintain citizens collection station and general facility road maintenance, watch the sorter working on the tipping floor, lock facility gates after closing hours, check fire extinguishers, check batteries in smoke detectors Also responsible for screening for prohibited or unauthorized waste (watch truck unloading).
Gate Personnel	1	Training by SSO in the SOP, record keeping requirements, and waste screening	Controls facility access, inspect loads as outlined in the SOP, and provide general customer direction and information, and lock facility gates after closing hours.
Laborer	1	Waste screening by SSO	Litter control, waste screening, sorting recyclables, site maintenance. These responsibilities may be designated to other personnel.

\* Subchapter F: Municipal Solid Waste Facility Supervisors 30.213(c) states, "All MSW facilities that are required to have a licensed supervisor may operate that facility with its current licensed supervisors until August 31, 2009. Beginning September 1, 2009, all MSW facilities required to have a licensed supervisor who holds a certain license level must meet the requirement of this subchapter." For this facility, the license level is Class B.

The site projects a staff increase of one additional employee for approximately each 100 tons of material received and processed per day. A sufficient number of employees will be maintained to keep the site in compliance with all applicable rules and regulations. All personnel will have sufficient training and experience to perform their specific duties. Other personnel include material sorters and truck drivers.

More detailed job descriptions along with written descriptions of the type and amount of introductory and continued training provided to each employee will be maintained in the facility operating record.

## **2.0 Personnel Training**

Personnel training records will be maintained in accordance with §330.219(b) (2).

Personnel operator licenses issued in accordance with §30, Subchapter F, Municipal Solid Waste Facility Supervisors, will be maintained as required.

### **2.1 Training Requirements**

The owner or operator will ensure that the transfer station Site Supervisor at the facility is knowledgeable in the proper operation of a municipal solid waste facility and the current operational standards required by the TCEQ. The Site Supervisor will be experienced and will maintain a Class B license as defined in §30.213(c). The Site Supervisor or Site Safety Officer (SSO) will ensure that all personnel are properly trained and are operating the transfer station in

accordance with this SOP and operational standards required by the registration and the TCEQ municipal solid waste regulations.

The Site Safety Officer (SSO) will be responsible for executing the safety program requirements of the facility. The SSO's responsibility includes providing training of personnel at the facility and document and maintains training records. Site specific training will be provided to all personnel by the SSO. The training will address activities, procedures, monitoring and equipment associated with the activities at this facility. Each employee upon hiring will be instructed by management as to proper procedures for performing the specific job for which they were hired. The first day on the job each employee will be given a tour of the entire facility to familiarize themselves with the location of fire extinguishers, telephones, emergency telephone number, and the location of safety equipment and MSDSs.

### 3.0 Equipment

Table K-2 summarizes the equipment used at the facility. The equipment type, number, size and function are also included.

**Table K-2: Facility Equipment List**

Equipment Type	Number (Minimum)	Typical Size	Function
Rubber Tire Bucket Loader	1	2 yard	The front end loader will be used to load waste from the processing floor to transfer trailer
Tarpable Transfer Trailers	varies	80-100 yards	Waste will be transferred from the processing floor to the transfer trailer and hauled off-site
Recycling Containers	varies	8-40 yards	These containers will be located in the citizen drop-off area. Aluminum, mixed glass, newspaper, white paper and plastic may be stored in these containers. The purpose will be clearly designated on each container. A sufficient number of drop-off boxes for the citizen's collection center consistent with the amount of incoming recyclables as required.

Equipment Type	Number (Minimum)	Typical Size	Function
Truck Scale	1	70 feet	Weighs Waste and Recyclables
Compactor	1	40 cy	Compacts Waste and Recyclables
Trucks	3	40 cy	Material Movement
Water Truck**	varies	varies	Dust Control (as needed)
Maintainer**	varies	varies	varies

\*\* The additional equipment will be stationed at other county facilities and transported to the transfer station as needed based on increases in the waste acceptance rate or as backup equipment. Equipment may change, as necessary, to adequately maintain a transfer station and meet the operational standards required by the regulations in accordance with federal, state and local agencies.

In order to maintain a continuous unloading operation on the tipping floor, waste will be managed within the transfer building until another transfer trailer arrives to be loaded. Additional county-owned equipment will be utilized as needed.

#### 4.0 Facility Inspections and Maintenance

Table K-3 outlines the facility inspection and maintenance list of the facility. The Site Supervisor or a designee will perform the task (inspection of the compactor, facility signs, drainage ditches, etc). The inspection documentation will be retained in the operating record. Equipment maintenance, facility inspection and corrective action, if required, will be performed monthly, or more often if necessary. Maintenance reports, inspection logs, and corrective action reports will be placed in the site's operating record. Sanitation and litter control procedures will

be followed on a daily basis. All working surfaces that come in contact with waste will be washed at least weekly at the completion of processing period (end of the working day).

**Table K-3: Facility Inspection and Maintenance List**

ITEM	TASK	Frequency
Fence/Gates	Inspect perimeter fence and gates for damage. Make repairs if necessary.	Monthly
Litter and Windblown Waste	Policing and maintenance of the ingress, egress, and service roads from FM 56	Roads minimum once a day as part of the scheduled daily routine on days the site is in operation
Waste Spilled on Route to the Facility	Somervell County Transfer Station will use its own forces or contract labor for litter removal, collect litter around the entire site perimeter and for a distance from the site entrance for 0.25 miles, in either direction, along public roadways	Daily on days the facility receives wastes
Facility Access Road	site personnel will remove mud and trash from the paved on-site access road	Daily - more often during wet weather or extended dry weather periods
Facility Signs	Inspect all facility signs for damage, general location, and accuracy of posted information.	Weekly
Drainage Ditches	Inspect and restore if necessary, maintain to prevent tracking mud onto the public access roads.	Monthly
Odor	Inspect the perimeter of the facility to assess the performance of facility operations to control odor.	Daily

## 5.0 Facility Operations

Solid waste will be transported into the facility by private and commercial collection vehicles. The refuse will be discharged from the collection vehicles onto the facility floor and pass through a separation/recovery process. Waste bound for disposal at a landfill will typically be loaded into an open top transfer trailer, while recyclable waste will be separated and either baled, compacted or loaded in a designated open top container for removal. Manual sorting will be utilized on a daily basis at this facility.

The weight of the solid waste material received at the facility will be determined by the weight scale upon arrival. In the event the scale becomes inoperable and prior to dumping the solid waste material on the tipping floor, the operator will measure the length, width, and depth of the solid waste in feet; the volume will be converted to cubic yards for reporting purposes. The

weight equivalent of waste will be determined using the standard conversion factors presented in the following table, K-4 (Table K-4 was developed based on information published by the EPA). The volume and weight equivalent of waste received will be documented for each load and maintained in the facility operating record.

The weight will be used to assure that a minimum of 10% by weight of waste received is recycled. The recyclable material will be separated into designated containers and trailers. Once the container or trailer is filled, the material will be transported to an approved recycling facility.

Recyclable material will normally be accounted based on weight. Therefore, the weight ticket will be maintained within the facility operating record to document the volume of recyclable material received at the transfer station and transported off-site. In the event a weight ticket is not obtained, the Site Supervisor will produce a ticket estimating the weight of the recyclable material transported off-site based on the standard conversion table presented. This ticket will also be maintained within the facility operating record.

Once per month, the Site Supervisor or designee will total the recyclable tickets and the waste received tickets. The weight of waste received will be compared to the weight of recyclable material transported off-site to determine the estimated materials recovery rate.

The unloading of municipal solid waste will be confined to the tipping floor of the transfer station building. The Equipment Operator will monitor all incoming loads of waste. The Equipment Operator and/or Site Supervisor will be on duty during regular operating hours at the transfer station to direct unloading of waste. Appropriate signs will be used to indicate where vehicles are authorized to unload. The Equipment Operator and/or Site Supervisor are not required to accept any solid waste that they determine will cause or may cause problems in maintaining full and continuous compliance with all regulations.

Wastes will be inspected for such unauthorized materials after unloading by the Equipment Operator. All Equipment Operators and the Site Supervisor have the authority and responsibility to reject loads and require the transporter to immediately remove rejected wastes and contaminated materials from the site. If unauthorized materials are unloaded at the site, the

transporter will be required to immediately remove the waste by reloading it onto the unloading vehicle along with any contaminated materials. The Equipment Operator and/or Site Supervisor will notify the appropriate local, state, and federal agencies as necessary.

**Table K-4: Volume-to-Weight Conversion Factors**

<b>Material</b>	<b>lbs./yd<sup>3</sup></b>
Solid waste brought in by compactor collection vehicles	666
Solid waste brought in by open collection vehicles	400
Newspaper (loose)	430
Corrugated cardboard (loose)	100
Office/computer paper (loose)	350
Mixed paper	150
Glass (whole)	500
Glass (broken)	1,000
Glass (crushed)	1,800
Aluminum cans (whole)	60
Aluminum cans (flattened)	200
Steel cans (whole)	150
Steel cans (flattened)	400
White goods (large appliances)	200
Plastic bottles (whole)	30
Plastic bottles (flattened)	75
Textiles (loose)	240
Brush (loose)	250
Brush (chipped)	600
Mixed yard waste	350
Asphalt	1,400
Concrete	4,000
Wood waste	300

## 6.0 Easements and Buffers

No solid waste processing operations shall occur within any easement, buffer or right-of-way that crosses the site. There is one known power line easement located adjacent to the registration boundary, and two power line easements running adjacent to the property. A minimum separation distance of 50 feet shall be maintained between solid waste processing activities and the boundary of the site to provide for the safe passage of fire fighting and other emergency vehicles.

Contact information for the easements:

Texas/New Mexico Power Company      254.897.2616  
Mike Piscacek      254.897.3735 Fax  
P.O. Box 115      254.898.3215 Emergency  
Glen Rose, TX 76403

## 7.0 Emergency Procedures

In the event of an emergency, the on-site Site Safety Officer (SSO), or their designee will implement the facility's emergency procedures as detailed in the Health and Safety Plan. The Health and Safety Plan is included as Attachment L in the registration document.

## 8.0 Waste Acceptance and Analysis

### 8.1 Authorized Wastes

The transfer station will receive the following wastes for storage and processing:

- Residential or household municipal solid waste
- Commercial municipal solid waste
- Class 2 industrial solid waste
- Class 3 industrial solid waste

The transfer station will accept Class 2 and 3 industrial wastes that can be routinely disposed of without special handling or processing. These wastes must exhibit the same disposal characteristics as routine municipal solid wastes. The management of these wastes shall in no way cause the operation of this facility to deviate from these Operational Standards or other applicable federal, state, or local regulations. Small amounts of wood waste is accepted and

ground into mulch and provided to area users. Limited amounts of construction/demolition waste may be accepted for transfer and disposal only. Waste Oil is accepted and recycled at the facility. All Waste Oil will be stored in an approved storage container provided by the site and transported off site by a third party recycler. Tires are accepted at the facility for recycling and transported to a third party recycler.

Wastes authorized above shall not contain, or the transfer station will not accept the following for disposal:

- Items containing chlorinated fluorocarbons (CFC's), such as refrigerators, freezers, and air conditioners, will only be accepted at the site if the generator or transporter provides written certification that the CFC has been evacuated from the unit and that it was not knowingly allowed to escape into the atmosphere
- Liquid waste (any waste material that is determined to contain "free liquids" as deemed by EPA Method 9095 (Paint Filter Test), as described in "Test Methods for Evaluating Solid Wastes, Physical Chemical Methods" (EPA Publication Number SW-846)) shall not be accepted unless it is:
  - Bulk or noncontainerized liquid waste that is:
    - ◆ Household waste other than septic waste; or
    - ◆ Contained liquid waste and the container is a small container similar in size to that normally found in the household waste;
    - ◆ The container is designated to hold liquids for use other than storage; or the waste is a household waste.
- Regulated Asbestos Containing Materials
- Hazardous waste from conditionally exempt small-quantity generators that may be exempt from full controls under 30 TAC 335, Subchapter N, Household Materials Which Could Be Classified as Hazardous Wastes
- Class 1 industrial nonhazardous waste
- Untreated medical waste
- Municipal wastewater treatment plant sludges, other types of domestic sewage treatment plant

- sludges, and water-supply treatment plant sludges
- Septic tank pumpings
  - Grease and grit trap wastes
  - Wastes from commercial or industrial wastewater treatment plants; air pollution control facilities; and tanks, drums, or containers used for shipping or storing any material that has been listed as a hazardous constituent in 40 Code of Federal Regulations (CFR) Part 261, Appendix VIII but has not been listed as a commercial chemical product in 40 CFR §261.33(e) or (f)
  - Slaughterhouse wastes
  - Dead animals
  - Drugs, contaminated foods, or contaminated beverages, other than those contained in normal household waste
  - Pesticide (insecticide, herbicide, fungicide, or rodenticide) containers
  - Discarded materials containing asbestos
  - Incinerator ash
  - Soil contaminated by petroleum products, crude oils, or chemicals in concentrations of greater than 1,500 milligrams per kilogram total petroleum hydrocarbons; or contaminated by constituents of concern that exceed the concentrations listed in Table 1 of §335.521(a)(1) (relating to Appendices)
  - Waste from oil, gas, and geothermal activities subject to regulation by the Railroad Commission of Texas when those wastes are to be processed, treated, or disposed of at a solid waste management facility authorized under this chapter
  - Waste generated outside the boundaries of Texas that contains:
    - Any industrial waste;
    - Any waste associated with oil, gas, and geothermal exploration, production, or development activities; or
    - Any item listed as a special waste in this paragraph;
  - Lead acid storage batteries
  - Used-oil filters from internal combustion engines

### **8.1.1 Measures for Controlling Prohibited Wastes**

Procedures for the detection and prevention of the disposal of regulated hazardous waste as defined in 40 CFR Part 261 and of polychlorinated biphenyls (PBC) waste as defined in 40 CFR Part 761 include:

1. Informing facility customers of prohibited wastes by posting one or more signs at the facility entrance listing prohibited wastes.
2. Providing customers (regular and one-time or occasional) with a written list of prohibited wastes.
3. Informing all drivers of incoming waste hauling vehicles that have indicated they will deliver waste to the facility by:
  - Posting one or more signs at the facility entrance listing prohibited wastes.
  - Providing all vehicle drivers and transfer station operators with a written list of prohibited wastes.
4. Facility personnel training and activities

Random visual inspections of incoming waste will be conducted. The following summarizes the inspection process:

### **8.1.2 Inspection Procedures**

All site staff will be trained in the screening process and will receive training on random inspection guidelines. All training will continue to be documented and become part of the operating record on site. Certification of training is not currently required.

Although the inspection location may vary, all inspections will be in areas where containment is provided and/or mitigation of potential spills of unauthorized waste would be minimized.

The type of vehicle to inspect is at the discretion of the Gate Personnel or Site Supervisor. However, vehicles that transport commercial loads shall be considered for inspections. These vehicles typically include front-end loaders, commercial rear-end loaders, roll-offs, stake-beds, and dump trucks.

The Gate Attendant will visually inspect incoming waste hauling vehicles disposing of waste, to check for properly secured loads and prohibited or unauthorized waste to the extent waste is visible. All vehicles entering the facility are subject to inspection and any vehicles containing suspicious loads will be inspected in addition to these procedures. The personnel will be trained to look for the following indications of prohibited waste:

- Yellow hazardous waste or PCB labels
- DOT hazard placards or markings
- Liquids
- 55-gallon drums
- 85-gallon overpack drums
- Powders or dusts
- Odors or chemical fumes from vehicles that contain loads which have a visible emission, smoke, strong chemical odor, or cause physical symptoms (irritation of eyes, nose, throat, skin, nausea, dizziness, or headache)
- appliances typically containing CFC refrigerants
- Bright or unusual colored wastes
- Sludges

The facility personnel shall not inspect any vehicle that is obviously going to cause physical harm. The Site Supervisor or his designee shall be contacted immediately if such a load enters the facility.

The inspections shall be conducted in a manner that allows the Site Supervisor or designee to view all contents of the waste load. However, there may be some situations where it is not feasible to view the entire contents of the waste load (e.g. baled wastes). In these situations, the Site Supervisor or designee shall make an effort to view as much as possible and note on the inspection form the entire contents were not viewed and state the reason why. The inspections shall be conducted in an expeditious manner to minimize disruption to normal operations.

### 8.1.3 Management of Regulated Wastes

If the waste is not readily identifiable or it cannot immediately be determined if the waste is hazardous, unacceptable or contains regulated levels of PCB's, the load will be rejected. The Gate Personnel shall contact the Site Supervisor who will make an effort to determine if the waste is acceptable for disposal by: 1) questioning the transporter about the origin of the waste, 2) contacting the generator, 3) reviewing paperwork (e.g. manifests, trip tickets, MSDSs), or 4) using knowledge based on container packaging labels. If the Site Supervisor determines the waste is acceptable, designated personnel will complete a Random Inspection Report (RIR), the driver will be allowed to leave, and the waste moved to the immediate process area.

Should an incident occur where regulated hazardous waste, PCBs, radioactive, or other prohibited wastes are suspected or discovered, the waste will not be authorized for receipt. Instead it will be isolated until the material can be adequately identified to determine the proper disposition or remediation of the material and the appropriate handling procedures. During this identification process, the generator will be contacted to determine the identity of the material. If the material is determined to be a regulated hazardous waste, contain regulated levels of PCBs, radioactive or other prohibited material, the TCEQ will be notified by the Site Supervisor or designee of the incident and the planned disposition or remediation of the material. The proper disposition or remediation of the prohibited waste will be specific to the waste and will be implemented upon TCEQ concurrence and approval.

If the waste is regulated hazardous, contains PCBs above regulated levels, or is unacceptable for disposal as determined by the Gate Personnel or Site Supervisor, procedures for rejection will follow. The Site Supervisor will determine how to manage the unacceptable materials based on regulations, registration restrictions, and the facility's Written Inspection Program. Regulated hazardous wastes and regulated PCB wastes discovered during the inspection must be disposed of off-site at a permitted treatment, storage and disposal facility.

In rare cases where the transporter/generator cannot be identified and the facility has accepted a regulated hazardous, regulated PCB, or unauthorized waste, Somervell County or their Site Supervisor, will be responsible for meeting applicable federal, state, and local regulations in the

removal and proper disposal of the waste.

#### **8.1.4 Health and Safety**

Safety precautions and personal protective equipment shall be part of the random inspection process to allow for safe inspections. The SSO shall provide recommendations in the written protocol for the site safety precautions to be taken during the inspection. Inspector(s) shall wear personal protective equipment that is appropriate to the waste being inspected. At a minimum the inspector(s) shall wear:

- gloves,
- work boots, and
- clothing which minimizes contact of waste with the skin (i.e., long sleeve shirt).

Additional personal protective equipment may be required if hazardous material are identified.

These may include:

- eye protection,
- respirator with appropriate cartridge filters (i.e., organic vapor or particulate),
- uniform or cloth coveralls,
- head cover,
- spotter (safety) vest, and
- hearing protection.

#### **8.1.5 Record-Keeping**

All inspection records, training procedures, and notification procedures and records relating to the hazardous and PCB waste will be maintained in the facility's operating record.

## 8.2 Special Waste Receipt

No special wastes will be accepted at the facility. The facility will only accept municipal solid waste and Class 2 and 3 industrial wastes that can be transferred/managed without special handling.

## 8.3 Facility-Generated Wastes

Wastes generated by the transfer station will be processed or disposed at an authorized solid waste management facility.

Wastewaters generated by the transfer station will be managed in accordance with §330.207, Contaminated Water Management.

## 9.0 Contaminated Water Management

All liquids resulting from the operation of the transfer station will be disposed of in a manner that will not cause surface water or groundwater pollution. The operator will send wastewater off site to an authorized facility.

The operator will provide a connection to a:

1. Holding tank for washdown water which will be properly transported offsite to a POTW.
2. Septic system for wastewater coming from the office.

Contaminated water will be collected and contained until properly managed.

Off-site discharge of contaminated waters will be made only after approval under the Texas Pollutant Discharge Elimination System authority.

Wastewaters discharged to a treatment facility permitted under Texas Water Code, Chapter 26 will not:

1. Interfere with or pass-through the treatment facility processes or operations
2. Interfere with or pass-through its sludge processes, use, or disposal
3. Otherwise be inconsistent with the prohibited discharge standards, including 40 Code of Federal Regulations Part 403, General Pretreatment Regulations for Existing and New Source Pollution

## **10.0 Storage Requirements**

All solid waste will be stored in such a manner that it does not constitute a fire, safety, or health hazard or provide food or harborage for animals and vectors, and shall be contained or bundled so as not to result in litter.

The transfer station is designed to receive and promptly process a maximum of 150 tons of waste daily. A maximum of 150 tons of waste may be stored on site at any time. The average length of time to store the solid waste material is 24 hours. The maximum storage time shall not exceed 72 hours.

A minimum of ten percent by weight equivalent will be recovered and recycled as outlined under Facility Operation.

The waste may be temporarily stored at the site not to exceed one day (24 hours). If stored, the municipal solid waste will be in the processing building, so as not to attract vectors, cause odors, or be susceptible to wet weather. Waste may be stored in transfer trailers up to a maximum of 72 hours. It may be necessary to store non-putrescible recyclable material, in containers, for a period not to exceed 90 days.

All waste received will be loaded into trailers within one day (24 hours) of receipt. All waste will be transported to an authorized landfill facility. Several authorized facilities are located within 50 miles of the transfer station. The authorized landfill disposal site will be determined by the

operator of the facility.

### **11.0 Receipt of Large Items**

Items classified as large, heavy, or bulky will not be accepted. These items include, but are not limited to, air conditioner units, metal tanks, large metal pieces, and automobiles which cannot be incorporated in the regular transfer trailer or are not specifically destined for recycling. White goods and other used appliances will be accepted and consolidated in an area adjacent to the transfer building. The owner or operator will remove the items from the facility often enough to prevent these items from becoming a nuisance and to preclude the discharge of any pollutants from the area.

Appliances, which once contained CFCs, will be visually inspected to confirm that they have been drained of CFCs prior to being processed for recycling (in accordance with 40 Code of Federal Regulations §82.156(f), as amended). Public customers with unacceptable items will be directed to alternate area disposal locations capable of managing the unacceptable waste in an environmentally acceptable manner.

### **12.0 Approved Containers**

All food wastes will be stored in covered or closed containers that are leak proof, durable, and designed for safe handling and easy cleaning. Containers that are nonreusable shall be of suitable strength to minimize animal scavenging or rupturing, and all reusable containers must be in clean condition in order to prevent/retard vectors. Containers that are emptied manually will be capable of being serviced without the collector coming into physical contact with the waste. Containers that are mechanically emptied will be designed to prevent spillage or leakage during storage, handling, and transport.

### **13.0 Citizen's Collection Station**

A citizen's drop off area will be provided next to the transfer station building. See Attachment J.2 of the Registration Application. Waste and certain recyclables will be accepted at the drop off area. Rules will be posted governing the use of the facility to include site rules, such as speed limits and exclusion of regulated hazardous and unacceptable wastes. Safety bumpers at hoppers shall be provided for vehicles. The operator will provide for the collection of deposited waste on a scheduled basis and supervise the facility in order to maintain it in a sanitary condition.

The citizen's collection station may accept sharps (needles, scalpels, razors, etc.) from single-family or multi-family dwellings, hotels, motels, or other establishments that provide lodging and related services for the public. The sharps will not be considered medical waste, as defined in §330.3, Definitions.

The Equipment Operator will be responsible for the Citizen's drop off area (Citizen's Collection Station). The operator will ensure signs are posted and that rules are being followed. He will empty containers as needed to ensure capacity is available for incoming materials.

### **14.0 Recordkeeping and Reporting Requirements**

A copy of the registration, the approved registration application and all other related or required plans or documents will be maintained at the facility during the active life of the site and shall be considered a part of the operating record of this facility. In addition, information and data shall be recorded, as appropriate, in the operating record to be retained at the site during the active life of the site. Upon request by the TCEQ, all such documents will be made available for inspection. Table K-5 will be recorded and retained in the operating record. This information will be placed in the operating record within seven working days of completion or upon receipt of analytical data, as appropriate.

**Table K-5: Operating Record**

<b>Records To Be Maintained</b>	<b>Rule Citation</b>
1. All location-restriction demonstrations	§330.219(b)(1)
2. Inspection records, training procedures and notification procedures relating to excluding the receipt of regulated hazardous waste and PCB waste	§330.219(b)(2)
3. Closure plans and any monitoring, testing, or analytical data relating to closure requirements	§330.219(b)(3)
4. All cost estimates and financial assurance documentation relating to financial assurance for closure	§330.219(b)(4)
5. Copies of all correspondence and responses relating to the operation of the facility, modifications to the permit/registration, approvals, and other matters pertaining to technical assistance	§330.219(b)(5)
6. All documents, manifests, trip tickets, etc. involving Class 2 or 3 non-hazardous industrial waste	§330.219(b)(6)
7. Any other document(s) as specified by the approved registration or by the TCEQ	§330.219(b)(7)
8. Trip tickets	§312.145, §330.219(b)(8)
9. Alternative schedules and notification requirements if applicable	§330.219(g)
10. Records on a monthly basis to document the relevant recycling percentage of incoming processed waste, quarterly solid waste summary reports and the annual solid waste summary reports by March 1 <sup>st</sup> summarizing recycling activities and percent of recycled incoming waste for past calendar year	§330.219(b)(9)
11. Inspection records and training procedures relating to fire prevention and facility safety	§330.221
12. Access control breach and repair notices	§330.223
13. Record of alternative operating hours	§330.229(b)

Facility personnel will comply with any other local, state, or federal regulations relating to the operational standards of the type of work involved at this facility.

## 15.0 Fire Protection

No burning will be permitted at the site. Since the wastes will be placed into open-top trailers, the walls of the trailers will act as a firebreak and minimize the possibility of a fire spreading to adjacent areas.

All personnel will be annually trained in the contents and use of this Fire Protection Plan. The training will include the use and operation of on-site fire fighting equipment. This plan currently complies with local fire codes and will be revised as needed should the local fire codes change. The Fire Marshall of Somervell County has reviewed this Plan and found it to be acceptable (see

Attachment N of the Registration Application).

### **15.1 Fire Prevention Procedures**

- No open fires will be permitted at the site.
- No smoking will be allowed near the site or within the transfer area.

### **15.2 Source of Fire Prevention**

- Water, for fire fighting, is unavailable on-site. A fire extinguisher will be kept on all equipment and near the transfer area. The extinguisher will be fully charged and ready for use at all times. All fire extinguishers will be inspected monthly and recharged as needed.
- The Somervell County Fire Department will be a source of fire protection.

### **15.3 Fire Protection Use Procedures**

- When using a fire extinguisher, stand up-wind from the fire, pull the pin, and aim the hose or nozzle towards the base of the fire.
- Call 911 to notify the Somervell County Fire Department.

### **General Rules for Fire Fighting**

- Alert other facility personnel.
- Contact the Somervell County Fire Department
- Assess extent of fire and possibilities to spread and alternatives for extinguishing the fire.
- Do not attempt to fight a fire alone.
- Do not attempt to fight a fire without adequate personal protective equipment.

- Be familiar with the use and limitation of the fire fighting equipment.
- Attempt to contain or extinguish the fire if it appears that the fire can be safely fought with available fire fighting devices until the Fire Department arrives.
- Upon arrival of the Fire Department personnel, direct them to the fire and provide assistance, if needed.

#### Employee Fire Protection Training and Safety Procedures

- All personnel will be trained on fire extinguisher use and capabilities.
- All personnel will be trained on the general rules for fire fighting.

#### TCEQ Notification

After any fire (related to waste management activities that cannot be extinguished within 10 minutes of discovery) occurs, the TCEQ regional office will be contacted. The notification to the regional office will include:

- Contacting by telephone as soon as possible, but no later than 4 hours following fire discovery, and
- Providing a written description of the cause and extent of the fire and the resulting fire response within 14 days of fire detection.

The facility will provide to the appropriate TCEQ regional office as much information as possible regarding the fire and fire-fighting efforts, as soon as possible after the fire occurs.

The fire prevention and fire control procedures for the facility will be revisited following the occurrence of a significant fire to determine if modifications are warranted.

## 16.0 Access Control

Public access will be controlled to minimize unauthorized vehicular traffic, unauthorized and illegal dumping, and public exposure to hazards associated with waste management. Controlled access will be obtained by fences, gates, and any natural barriers.

A six foot chain-link fence, along FM 56 and lockable gate will control access. Only one site entrance will be used and an attendant will be on-site during operating hours. The entrance gate will be locked when the site is not in operation. The remainder of the site is enclosed by barbed wire fence that connects to the frontline fence. The barbed wire fence is at least four feet in height throughout.

An inspection and maintenance schedule must be maintained for the site. When there is an access breach, the commission's regional office, and any local pollution agency with jurisdiction that has requested to be notified, must be notified within 24 hours of detection. The breach must be temporarily repaired within 24 hours of detection and must be permanently repaired by the time specified to the commission's regional office when it was reported in the initial breach report. If a permanent repair can be made within eight hours of detection, no notice to the commission's regional office is required. Otherwise, notification is required to the commission's regional office when a permanent access control breach repair is completed.

Public access roads to the landfill will be paved, all-weather roads which include adequate turning radii for the vehicles utilizing the facility and avoid disruption of normal traffic patterns. The roads will be free draining, passable in two directions and free of excessive ruts. Site personnel will remove mud and trash from the paved on-site access road periodically to minimize the tracking of mud and trash unto public roadways. Dust control from on-site and other access roads is not expected to be necessary at the site as the roads are paved. In the event dust control becomes necessary, the County has a water truck that can be made available to the facility.

Only vehicles authorized by the manager, personnel vehicles, and authorized haul vehicles will have access beyond the facility entrance. Signage will provide direction to customers and the

public to the public entrances of the facility. Additional signage within the facility will provide direction to public unloading areas.

Vehicles transporting solid waste arriving at the facility will be directed to an unloading area by Gate Personnel or the Site Supervisor. Operations will be conducted in a manner that allows the prompt and efficient unloading of waste.

## **17.0 Unloading of Waste**

The process area for the unloading of solid waste will be confined to as small an area as practical. The maximum size of the unloading area will be 80 feet in length by 60 feet in width.

No vehicles will be allowed to unload material at any location other than the process area, or at the Citizen Convenience Station. Citizens disposing of sorted recyclable materials shall unload the waste materials into the appropriate containers provided.

Gate Personnel and the Site Supervisor will monitor the incoming waste (signs to the process area will direct traffic). These personnel will be familiar with the rules and regulations governing the various types of waste that can or cannot be accepted into the facility. The personnel will also have a basic understanding of both industrial and hazardous waste and their transportation and management requirements. The facility is not required to accept any solid waste that may cause problems in maintaining full and continuous compliance with all regulations.

Certain wastes are prohibited from management at the facility (see Prohibited Waste section). The unloading of prohibited wastes at the facility will not be allowed. The operator will take necessary steps to ensure compliance. Personnel have the authority and responsibility to reject unauthorized loads, have unauthorized material removed by the transporter or generator of the waste, and/or assess appropriate surcharges, or have the unauthorized material removed by on-site personnel and otherwise properly managed by the facility. If the waste is not readily identifiable or it cannot immediately be determined if the waste is hazardous, unacceptable or contains regulated levels of PCB's, the load will be rejected. The Gate Personnel shall contact

the Site Supervisor who will make an effort to determine if the waste is acceptable for disposal by: 1) questioning the transporter about the origin of the waste, 2) contacting the generator, 3) reviewing paperwork (e.g. manifests, trip tickets, MSDSs), or 4) using knowledge based on container packaging labels. If the facility Site Supervisor determines the waste is acceptable, the Gate Personnel will complete a Random Inspection Report (RIR), the driver will be allowed to leave, and the waste moved to the immediate process area.

Should an incident occur where regulated hazardous waste, PCBs, radioactive, or other prohibited wastes are suspected or discovered, the waste will not be authorized for receipt but, instead be isolated until the material can be adequately identified to determine the proper disposition or remediation of the material and the appropriate handling procedures. During this identification process, the generator/generator representative will be contacted to determine the identity of the material. If the material is determined to be a regulated hazardous waste, contain regulated levels of PCBs, radioactive or other prohibited material, the TCEQ will be notified of the incident and the planned disposition or remediation of the material. The proper disposition or remediation of the prohibited waste will be specific to the waste and will be implemented upon TCEQ concurrence and approval.

If the waste is regulated hazardous, contains PCBs above regulated levels, or is unacceptable for disposal as determined by the Site Supervisor, procedures for rejection will be followed. The Site Supervisor will determine how to manage the unacceptable materials based on regulations, registration restrictions, and the facility's Written Inspection Program. Regulated hazardous wastes and regulated PCB wastes discovered during the inspection must be disposed of off-site at a permitted treatment, storage and disposal facility.

In rare cases where the transporter/generator cannot be identified and the facility has accepted a regulated hazardous, regulated PCB, or unauthorized waste, Somervell County or its Site Supervisor, will be responsible for meeting applicable federal, state, and local regulations in the removal and proper disposal of the waste.

## 18.0 Spill Prevention and Control

Storage and processing areas are designed to control and contain spills and contaminated water from leaving the facility. Storage and processing is under roof and not subject to runoff from rainfall. The only contaminated water is wash water. The wash water is controlled within the building with sloped floors that drain to a holding tank until the wash water is transported to the proper facilities.

## 19.0 Facility Operating Hours

The facility is will be authorized to accept waste and operate during the following timeframes:

- The maximum facility hours for permitted waste acceptance will be Sunday - Saturday 6:00 am - 10:00 pm.
- Normal hours for regular waste acceptance will be Monday - Friday 8am - 4:30 pm; Saturday 8am - 12 pm; Sunday closed. The actual hours of waste acceptance will be posted on a sign at the entrance to the facility and will be within the permitted hours.

Other site operations such as cleaning the tipping floor, completion of truck loading and housekeeping may be performed 2 hours before and after waste acceptance hours. These site operations may be performed Sunday - Saturday 4am until midnight (12 am). Normal operating hours will be less than the maximum on a routine basis.

In addition, the transfer station will include alternative operating hours to accommodate special occasions, special purpose events, holidays, or other special occurrences. When warranted, the Site Supervisor or his designee will request approval from the Commission's regional office to allow additional temporary operating hours to address disaster or other emergency situations, or other unforeseen circumstances (such as traffic delays or adverse weather) that could result in the disruption of waste management services in the area. The Site Supervisor or his designee will document the reason or reasons for the delay for each day on which a delay occurs and place the documentation in the operating record.

In addition to the waste acceptance and operating hours, other non-waste management activities including administrative and maintenance activities may occur twenty-four hours per day, seven days per week.

## 20.0 Facility Sign

A conspicuous sign measuring a minimum four feet by four feet will be maintained at the public entrance to the facility. The sign states, in letters at least three inches high, the following information:

- Type of MSW Facility: Type V Transfer Station
- Authorized by TCEQ Registration Number: MSW-40181
- Hours of Operation: Monday – Friday 8 am – 4:30 pm; Saturday 8 am – 12 pm; Sunday closed
- Emergency 24 - hour Contact Number: 911
- Local Emergency Fire Department Number: 911

The sign will be visible and readable from the facility entrance. A sign will be prominently displayed at the facility entrance stating that all loads will be properly covered or otherwise secured. The hours of waste acceptance may change as long as they are within the permitted hours.

## **21.0 Facility Rules**

Facility rules will be posted on the site signs. Facility rules will include, but are not limited to, the following:

- loading/unloading in designated areas only
- follow all posted signs
- park in designated areas only
- employees must wear their personal protective equipment at all times, and
- no children allowed out of vehicles on the tipping floor.

Additional signs regarding site rules, such as speed limits and exclusion of regulated hazardous and unacceptable wastes, will also be posted. Signs prohibiting smoking will be posted near the facility entrance or gatehouse.

## **22.0 Control of Windblown Material and Litter**

Windblown material and litter will be controlled through several methods, including proper unloading procedures, the use of portable litter control fences, perimeter fences, landscaping, and adequate staffing.

Policing and maintenance of the ingress, egress, and service roads from FM 56 will be done a minimum of once a day as part of the scheduled daily routine on days the transfer station accepts waste. All litter and windblown material resulting from the operation, if any, will be returned to the waste processing area. Should windblown debris become a problem that closing the doors of the building does not prevent, portable fences or other means will be utilized to prevent debris from leaving the site.

## **23.0 Materials along the Route to the Facility**

The Gate Personnel will take steps to encourage that vehicles hauling waste to the facility are enclosed or provided with a tarpaulin, net, or other means to effectively secure the load in order

to prevent the escape of any part of the load by blowing or spilling. The Gate Personnel or Site Supervisor will take actions such as posting signs, reporting offenders to proper law enforcement officers, adding surcharges, or similar measures.

The Somervell County Transfer Station will use its own forces or contract labor for litter removal. They will collect litter around the entire site perimeter and for a distance from the site entrance for 0.25 miles (distance approved in original registration application), in either direction, along public roadways on days the transfer station accepts waste. All vehicles will be required to ensure their loads are covered in compliance with vehicle laws. Any loads arriving at the facility improperly covered may be assessed a surcharge in addition to the disposal fee.

### **23.1 Facility Access Roads**

On-site roads will be asphalt surfaced to provide wet-weather operation capability. The roads will be free draining and passable in two directions, and free of excessive ruts. Site personnel will remove mud and trash from the paved on-site access road periodically to minimize the tracking of mud and trash unto public roadways. Dust control from on-site and other access roads is not expected to be necessary at the site as the roads are paved. In the event dust control becomes necessary, the County has a water truck that can be made available to the facility.

### **24.0 Noise Pollution and Visual Screening**

The site is located in a rural area of the county, remote from residential development. Noise impacts to surrounding property owners from the transfer of waste materials and the processing of recyclables will be negligible considering the location of the proposed facilities near the center of the property.

Visual screening of the proposed facility will be provided by area topography and the setback from FM 56. Enclosure of the operations within a building will further reduce the visibility of the waste transfer operations.

## **25.0 Overloading and Breakdown**

In the event that the facility is inoperable for a period of 24 hours or more, the operator will make arrangements to have all of the incoming solid waste redirected to another appropriate disposal or recycling facility in the area. See Attachment B.1 in the Registration Application.

## **26.0 Sanitation**

All working surfaces that come in contact with waste will be washed at least weekly at the completion of the processing period (end of the work day). Wash waters shall not be allowed to accumulate on site without proper treatment to prevent the creation of odors or an attraction to vectors. All wash waters shall be collected and disposed of in an authorized manner. All litter and windblown materials resulting from the operation, if any, will be returned to the waste processing area at least twice per week.

## **27.0 Ventilation and Air Pollution Control**

Air emissions from the facility will not cause or contribute to a condition of air pollution as defined in the Texas Clean Air Act. The facility will obtain authorization, under Subchapter U, as applicable, from the TCEQ Air Permits Section.

No burning of wastes is proposed for this processing facility. This facility will be operated in a manner that includes routine waste removal and facility cleaning to avoid the generation of objectionable odors becoming a nuisance.

The facility will be designed and operated to provide adequate ventilation for odor control and employee safety. The operator will prevent nuisance odors from leaving the boundary of the facility. If nuisance odors are found to be passing the facility boundary, the facility operator may suspend operations until the nuisance is abated or immediately take action to abate the nuisance. The owner or operator will employ the following measures such as: on-site buffer zones for odor control; alternate ventilation and odor control measures such as air neutralizer misters will be

used for odor control; and the process areas that contain putrescibles will be maintained totally within the process building. Openings to the process area will be controlled to prevent releases of nuisance odors from leaving the property boundary of the facility. Ventilation will be provided in accordance with the appropriate TCEQ rules and regulations as this facility is subject to TCEQ's jurisdiction concerning air pollution control.

The facility is designed to prevent nuisance odors from leaving the property boundary of the facility. The on-site buffer zone should provide as adequate odor nuisance control as the closest inhabitable structure not related to County operations is over 500 feet away to the east-northeast. Furthermore, as indicated by the windrose, the reported winds blow to the east-northeast and southwest less than two percent of the year. The exhaust fan has louvers that will be closed, as needed, to prevent nuisance odors from passing the facility boundary. The entrance overhead doors may be closed as needed to prevent nuisance odors from passing the facility boundary. During active operations when it is not possible to close the doors, portable spray type air neutralizers will be used to control odors at the facility. Additional measures will be taken if the neutralizers do not resolve the problem. Odor control equipment will be maintained and operated during the process operation according to the manufacturers' instructions. Additionally, the source-separated materials will either be baled or stored within roll-off containers. The ventilation and/or air neutralizers will be used to control any odors that may occur.

Any ponded water at the facility will be controlled to avoid becoming a nuisance. In the event that objectionable odors do occur, appropriate measures will be taken to alleviate the condition. These measures may include elimination of ponded water and regrading of the area within 7 days to prevent ponding.

## **28.0 Health and Safety**

The transfer station will be enclosed within a metal building with closable and lockable access doorways to prevent unauthorized entry during non-working hours. Both the SSO and the Site Supervisor of the facility will stress safety and will employ all safety provisions currently being required. Employees will be required to wear personal protective equipment at all times on the

tipping floor and in the process/recovery areas. Children will not be allowed to exit vehicles on the tipping floor. Regular safety meetings will be held to emphasize safe working conditions. See Attachment L in the Registration Application for the Health and Safety Plan.

### **29.0 Employee Sanitation Facilities**

Potable water and sanitary facilities will be provided for all employees and visitors. These facilities are located within the adjacent office building (See Attachment J.2 Site-Plan Building in the Registration Application).

### **30.0 Disease Vector Control**

Vector control, such as for rodents, birds, flies, and mosquitoes, should not be necessary due to the limited storage of the waste within the transfer building and transfer trailers. Source-separated wastes will either be baled or stored within roll-off containers. The baled material does not present a vector attraction and the roll-off containers limit vector access. However, if vectors become a nuisance, commercially available vector control measures will be used as appropriate. If necessary, a licensed professional will apply pesticides for control of vectors to ensure that proper chemicals are used and that they are properly applied.

### **31.0 Salvaging and Scavenging**

For the purposes of this SOP, salvaging is considered to be the removal of materials from the working floor of the transfer station as potential recycled materials. Salvaging will be allowed as long as it does not jeopardize safety nor create public health nuisances at the site. Salvaged materials will be removed from the site in a timely manner to prevent becoming a nuisance, to preclude the discharge of any pollutants from the area and to prevent excessive accumulation of the material at the site. Materials that will not be salvaged include all Class I Industrial or Special wastes as they will not be accepted. Pesticide, fungicide, rodenticide, and herbicide containers should not be salvaged unless being salvaged through a State supported recycling program. Scavenging shall not be authorized. (30 TAC 330.3 (135) defines scavenging as the uncontrolled

and unauthorized removal of materials at any point in the solid waste management system.)

### **32.0 Endangered Species Protection**

The Texas Parks and Wildlife Department indicated that the transfer station location would have “no anticipated negative impact to rare species or natural communities” The stamped letter, dated January 18, 2001, from HDR Engineering, Inc. to the Texas Parks and Wildlife Department is included in Attachment N in the Registration Application.

### **33.0 Abandoned Oil and Water Wells**

There are no known abandoned oil or water wells on the transfer station property. If any such wells are identified during the course of site development and facility operations, the TCEQ shall be notified in writing immediately. Such wells will be capped, plugged, and closed in accordance with all applicable rules and regulations of the Railroad Commission of Texas for oil wells and the Texas Department of Licensing and Registration for water wells, and all applicable commission requirements and additional requirements imposed by the TCEQ. A copy of the plugging report that the wells have been capped, plugged and closed will be provided to the TCEQ and appropriate state agencies within thirty days after the well has been plugged.