

Schedule 8

To Service Agreement

OPERATIONS & MAINTENANCE PLAN

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1.0 INTRODUCTION

This document describes the proposed operations and maintenance considerations for the Northern Landfill Transfer Facility to be operated by [COMPANY]. This Operation and Maintenance Plan (O&M Plan) includes routine operation, maintenance, inspection and cleaning procedures to be followed at the transfer facility. The manual also includes an emergency operation plan which describes procedures to be followed at the transfer facility in the event of an emergency situation.

2.0 SITE DESCRIPTION

2.1 GENERAL DESCRIPTION OF THE TRANSFER OPERATION

The transfer operation serving all of Carroll County's 165,000 residents and businesses is to be located at the Northern Landfill in a 22,000 square foot enclosed building with a concrete floor. COMPANY will load Recovered Material received at the Northern Landfill onto transfer trailers using [COMPANY TO ENTER EQUIPMENT] and transfer the Recovered Material to a Processing Facility identified by the Authority for sorting and marketing of material.

The transfer trailers tare weight may be stored at the landfill scales. The outbound trucks will receive a "weigh ticket" specifically stating the tonnage designated for the Processing Facility.

3.0 FACILITY OPERATIONS

3.1 SITE ACCESS CONTROL AND SECURITY

Site access will be monitored at the scalehouse by the County weighmasters. All incoming vehicles must enter through the primary access gate and be registered at the scalehouse.

Visitors to the transfer operation must check in at the landfill administrative office, sign a visitor's log and be issued a hard hat and/or other appropriate safety protection prior to entering the operating area. Visitors will be accompanied by a COMPANY facility employee while on the transfer station premises. Contractors working on-site will be given prior approval for access during normal working hours once they have registered at the landfill administrative office.

3.1.1 Hours of Operation

Deliveries of Recovered Material to the transfer facility by collection vehicles, and exiting loaded transfer trailers, will be limited to the current operating hours of Northern Landfill (including the observance of designated holidays) unless an emergency arises. Inbound landfill scale operating hours are 7:00 a.m. to 4:30 p.m. on weekdays, and 7:00 a.m. to 3:00 p.m. on Saturday. No Recovered Material deliveries or transfer will be made outside of these hours other than to finish loading of Recovered Material or waste deposited at the transfer station during that day. End of day transfer trailer loading operations will be completed as expeditiously as possible following receipt of final Recovered Material. Prior notice will be given regarding emergency conditions such as snowstorms, strikes, etc., to the Landfill manager.

3.2 GENERAL RECOVERED MATERIAL RELOADING OPERATING PLAN

The collection vehicles will enter the Northern Landfill as per existing operations and proceed through a secured gate entrance to the scalehouse. Once on the scale, the driver will notify the scale operator of pertinent information, which may include the truck number, container number, and source of Recovered Material. After the gross weighing has been completed at the scalehouse, the weighmaster will determine the contents of the load and, if appropriate, notify the driver to proceed to the transfer facility. The collection vehicles will proceed to the transfer facility, back into the designated tipping area, and unload. The equipment operator will oversee the unloading of the Recovered Material and monitor the load for unacceptable waste materials and contaminated materials.

Company equipment operators, crewmen and supervisors will be trained to identify and handle unacceptable wastes. If unacceptable wastes are detected, the wastes will be segregated from the rest of the material and handled as appropriate in accordance with State and local regulations. The Northern Landfill Manager or designee will be notified if the unacceptable waste is of a special concern (i.e. explosives, chemicals, etc.), and if a spill or leak should occur. In case of a leak or spill, COMPANY will take the appropriate actions (e.g., containment and cleanup). This segregation of unacceptable waste will ensure the isolation of non-compatible waste streams such as potentially explosive items (i.e., gas cylinders, etc.). If no special handling of the waste is required by regulation or permit, the waste will be reloaded into the originating unloading vehicle to be returned to its originator or otherwise handled as appropriate.

Company equipment operators, crewman and supervisors will be trained to identify loads that contain excessive contamination including materials that do not meet the County's recycling program specifications. Contaminated loads may include, but are not limited to, plastic bags and bagged materials, food waste, yard waste, construction debris, propane tanks, batteries, hoses, expanded polystyrene) delivered to the Transfer Station. If a contaminated load is identified by the Company, the Company shall record (take pictures) the name of hauling company (including truck and trailer numbers) that delivered the contaminated load and notify the County (including landfill scale house) and Authority designated representative via phone call and email within thirty minutes of material being tipped. Upon approval from the County representative, the Company shall transfer the contaminated load to the waste area of Transfer Station.

At the completion of the dumping or tipping process, the collection vehicle will proceed to the scalehouse to get re-weighed (unless a tare weight has been previously established) and then exit the facility.

The Recovered Material deposited on the tipping area will be loaded into transfer trailers with a front-end loader and/or excavator equipped with a grapppler. Other means of loading may be used if approved in advance by the Authority and County. [Tipping or walking floor transfer trailers will be the vehicles of choice to transport the material to the Processing Facility.]

Transfer trailers entering the grounds for the purpose of pick-up and transportation of the Recovered Material may proceed directly or be weighed in empty before transiting to the loading area. Trailers will be loaded to their permitted over-the-road capacity. When the driver feels he is at or near this capacity, he will cease loading operations, tarp, and proceed to the scalehouse to be weighed. No trailer will be loaded beyond its permitted over-the-road capacity. If the trailer is over its

permitted weight capacity, the driver will return to the loading area and have the excess Recovered Material or waste removed from the trailer by the tipping area operators. If the trailer is grossly under its permitted capacity, the driver may go back to the loading area and request additional material to be loaded.

Once the transfer trailer is loaded near its permitted weight capacity without exceedance, the vehicle will be tarped and then the driver will proceed to the scale, obtain his trailer weight and receive a weigh ticket, and exit the facility. He will then be cleared by the scalehouse operator to exit the facility and proceed to the Processing Facility.

Transfer trailers exiting the loading area will be covered or tarped before proceeding to the Processing Facility. The Recovered Material loaded onto the transfer trailers will immediately proceed to the Processing Facility.

There will be no storage of refuse at the Northern Landfill transfer facility. Clean up operations will be conducted on a regular basis, and at least daily. No waste or Recovered Material will remain in the facility overnight. The loading operating plans call for the day's incoming Recovered Material to be loaded into transfer trailers and sent off site. Any Recovered Material remaining at the end of the day may also be loaded into the last transfer trailer, covered and sent off site, or staged on site as agreed to with the Landfill Manager. This covered trailer will function as an interim storage container for the Recovered Material if for some unforeseen reason it cannot be removed until the following day.

Transportation Routes

Processing Facilities: 1) _____; 2) _____; 3) _____. COMPANY approved haulers will transport Recovered Material from the Transfer Station to the Authority designated Processing Facilities.

Transfer trailers will serve as the method of transportation to the Processing Facility and will generally proceed as follows:

Exit Northern Landfill onto MD 140 West, and proceed to Processing Facility following roadways approved for use by vehicles up to 80,000 lbs. GVW.

If the Processing Facility operating permit includes a designated waste vehicle haul route and/or Transportation Compliance Plan (or similar), transfer trailers shall comply with the requirements of the Processing Facility permit requirements and Transportation Compliance Plan.

3.2.1 Types of Waste or Recovered Material Accepted at the Loading Operation

The transfer facility is designed for a maximum of _____ tons per day capacity of municipal solid waste and a maximum of _____ tons per day capacity of Recovered Material.

3.2.2 Types of Waste Not Accepted at the Waste and Recovered Material Loading Operation

The following list provides types of wastes that will not be transferred. Such items include, but are not limited to:

- dead animal carcasses, or parts resulting from medical research activities or destruction of diseased animals;
- abandoned vehicles or trucks;
- hazardous wastes as defined by the US EPA, pathological wastes, explosives or radioactive materials;
- animal and agricultural wastes such as manures or crop residues;
- sewage treatment sludge and septage or sewage scavenger waste that does not pass a paint filter test;
- liquid waste or any waste except residential and household trash, containing free liquids as determined by the EPA Paint Filter Liquids Tests outlined in the EPA Publication SW-846 entitled, "Test Methods of Evaluating Solid Waste, Volume C: Laboratory Manual Physical/Chemical Methods," Third Edition, dated November 1986;
- special medical (infectious) waste as defined in COMAR 26.13.11;
- friable asbestos that has not been properly wetted and bagged; (NOTE: All asbestos will be disposed on site in accordance with the Northern Landfill Operating Permit.)
- any compressed gas cylinders (from any source) whose length exceeds 12 inches;
- PCB-containing equipment
- Other wastes as excluded by the Northern Landfill permit, Disposal Facility permit, applicable COMAR or Disposal Site state or local regulations, or other approved plan or agreement.

3.2.3 Stormwater Management

A sediment control/stormwater management pond already in existence and currently serving the borrow area will be expanded appropriately. See accompanying Facility and Site Construction Plans which have been reviewed by the Carroll County Department of Planning.

3.2.4 Administrative Office

Recovered Material receipt transfer, annual reports, employee training records, permits, engineering plans, etc., will be maintained at COMPANY'S operating offices and reported to the Carroll County Department of Public Works.

3.2.5 Preventive Maintenance

The preventive maintenance program will include routine inspection and monitoring of the tipping area and vehicles for possible malfunctioning equipment or structural problems and spills or leaks that could lead to a potential hazard to public health or the environment. The program also helps prevent unnecessary downtime of the equipment. The major objective of the program is to identify

and correct any problems before they cause the occurrence of an incident. Safety equipment attached to vehicles (i.e., first aid kits, fire extinguishers, etc.) will be inspected regularly to ensure that it is operable and available at all times.

Fuel for off-road equipment will be stored on site in a skid-mounted tank of 1,000 gallons capacity or less.

3.2.6 Measures to Handle Peak Loads at the Facility.

The transfer facility and scheduling of transfer trailers will be designed to accommodate a maximum of _____ tons per day of Recovered Material.

3.2.7 Measures to Handle Incoming Waste Flow Should Equipment Breakdown Occur

Transfer equipment breakdown should not affect transfer and loading operations. Equipment spare parts and components which require repair will be readily available from equipment dealers. If repair or replacement of equipment will take more than several hours, appropriate replacement equipment will be rented locally during the repair period.

3.2.8 Erosion and Sediment Control Plan

See Section 3.2.3

3.2.9 Litter Control

Litter will be routinely collected and contained by Company should the need arise. Litter will be collected and placed into transfer trailers. Emphasis will be placed on litter Control surrounding the tipping areas and the loading operation. Visual inspection and cleanup will always occur during and following significant wind events. Immediate provisions will be readily available should the need arise. However, as the tipping and loading operation will be conducted in an enclosed facility, little litter is anticipated.

3.2.10 Dust and Odor Control

Due to the fact that loading operations will be in an enclosed facility, served entirely by hard surfaced roads, dust should not be a problem. The COMPANY Site Supervisor will notify the Northern Landfill Superintendent if dust control is needed. The County will supply water for dust control measures. If necessary, and with the assistance of the County, the area will be treated with water, commercial dust control compounds or other methods approved by the County. The site access roads are maintained by the County and are watered for dust control.

Odor control will be maintained through a cleaning and maintenance program. To minimize an odor producing environment, no waste or Recovered Material is to remain in the tipping area overnight. At end of day, all waste and Recovered Material remaining in the tipping area will be loaded onto transfer trailers and tarped. If an odor persists in the tipping area that has been identified as a problem to the County, COMPANY will utilize odor control, neutralizing or masking agents to alleviate the problem.

3.2.11 Vector Control

All Recovered Material will be handled in the tipping and loading areas and loaded onto transfer trailers which will then be tarped. Cleanup operations will be conducted on a daily basis to assure that no waste or Recovered Material remains.

Consequently, vectors are not anticipated to be a problem. An exterminator may be retained as a precaution to control vectors.

Routine cleaning at the end of each day will help in discouraging the development of suitable habitat for rodent and or insects in the tipping and loading areas. Should conditions arise where favorable production of vectors exist local to COMPANY's operation, the Landfill Superintendent will institute control measures including, but not limited to, the effective use of insecticides and rodenticide. The application of these measures, if required, will be made by a licensed applicator and will be initiated with the written approval of Carroll County.

3.2.12 Noise Control

Noise will be controlled by maintaining the equipment in proper operating condition and compliance with COMPANY's preventative maintenance program, Traffic noise is not anticipated to be a problem because the transfer operation will receive the same quantity of truck traffic that the landfill currently receives. Additionally, the operating active area is confined to a small space (no more than 3 acres) within the existing landfill. Consequently, the landfill and its buffer area will eliminate any potential noise impacts to the surrounding community.

3.3 EQUIPMENT

The facility operations will require transfer and loading equipment. The equipment listed below describes minimum specifications for typical equipment to be used at the transfer area.

<u>Quantity</u>	<u>Item</u>
[1	Frontend Loader (with rubber cutting edge)]

All solid waste transport vehicles will be properly registered in accordance with the Maryland Department of Transportation as required. Registration and insurance for all vehicles and equipment shall be maintained in the vehicle or equipment cab at all times.

3.4 PERSONNEL AND RESPONSIBILITIES

All COMPANY personnel will be adequately trained with emphasis on safety, health, environmental controls and emergency procedures.

Site Supervisor/Lead Operator - Overall responsibility to operate COMPANY activities and ensure all employees perform respective duties and comply with applicable safety and regulatory requirements as well as loading of transfer trailers.

Operations and Maintenance Supervisor/Operator - Oversee tipping area activities, inspect incoming loads as appropriate, conduct safety and emergency response meetings/training and maintain records, conduct equipment inspections and maintain equipment and manage site generated wastes in accordance with proper procedures and regulations.

Operators - Operate COMPANY equipment as appropriate, perform routine maintenance and housekeeping procedures, manage incoming Recovered Material on the tipping area. Daily preparation of tipping area for dumping of Recovered Material. Cleanup trash at end of day.

3.4.1 Coordination with Northern Landfill Personnel

COMPANY employees will work closely with Northern Landfill personnel to assure that the staging, tipping, loading and transfer operations work smoothly for both the COMPANY operation and the daily Northern Landfill activities.

The COMPANY Site Supervisor/Lead Operator will coordinate all weekly and daily activities with the Northern Landfill Superintendent or his Site Supervisors/Landfill Foreman. Hour-to-hour and minute-by-minute operations will be coordinated by COMPANY's Site Supervisor and COMPANY's Operators, and the Northern Landfill Lead Operators.

COMPANY's general laborer will coordinate in concert with his Northern Landfill counterpart the flow of collection vehicles. This individual will also inspect the incoming loads of Recovered Material.

COMPANY's regional operations manager will also inspect the site and meet with the Northern Landfill Superintendent and/or Solid Waste Bureau Chief at least once a week to discuss progress of the operation and to work out any problems that may arise.

3.5 HOUSEKEEPING PROCEDURES

Housekeeping procedures will be implemented in order to maintain an appropriate working environment. All incoming Recovered Material deemed appropriate for transport will be moved to the Processing Facility that same day. Areas where waste or Recovered Material has been deposited will be cleaned daily by self-contained equipment. The staging area, tipping and loading and interior roadways will be inspected and regularly cleaned of litter or debris. All operations and safety equipment will be kept clean and vehicles will be washed as needed to maintain visible controls, placards, and lights, etc. Mud, solid waste, and any other visible debris will be removed from all vehicle tires prior to leaving the facility.

3.6 RECORD KEEPING PROCEDURES

As required by COMAR 26.04.07.24, Company will submit or assist Carroll County in the preparation of a written report to MDE concerning the status each month. This report will be submitted as specified in the permit and will include:

- Quantity of Recovered Material received per month; quantities shall be given in tons;

- Quantities and destination of Recovered Material transferred; and,

Additionally, COMPANY will follow the reporting procedures in the Service Agreement.

3.7 INSPECTIONS

The inspection and monitoring program provides for regular inspections of the transfer area to check for malfunctioning equipment, litter, structural problems and spills or leaks that could lead to a potential hazard to the public health or the environment.

The major objectives of the program are to eliminate unnecessary downtime and to identify and correct any problems before they can cause the occurrence of an incident. The Site Supervisor will be responsible to see that routine inspections are performed in accordance with this plan and to take appropriate corrective actions as deemed necessary from the inspections. Regular joint Company and County (or Authority) inspections are to be documented and signed by representatives of both the Company and the County (or the Authority).

The following inspections will routinely be performed at the transfer operation:

- Preventive maintenance inspections will be conducted on a regular basis. These inspections will focus on the conditions of the site access roads, tipping area condition, litter, transfer equipment, and transfer trailers. Appropriate documentation of these inspections will be prepared and maintained; and
- Routine inspections will occur on a scheduled basis for the transfer operation area, site communications, firefighting, first aid, and safety equipment. Appropriate documentation of these inspections will be prepared and maintained at the facility.

3.7.1 Schedule for Inspection Monitoring

The frequency of inspections at the transfer operation will be based on the rate of potential equipment deterioration or malfunction and the probability of an adverse incident occurring if the deterioration or malfunction goes undetected between inspections.

Loading and unloading areas will be inspected daily when in use. All other inspection efforts will occur on a regular schedule. The Site Supervisor will have the responsibility for implementation and documentation of all inspection efforts.

3.7.2 Safety Inspections

Safety inspections at the transfer station will be targeted towards overall Company operations and basic housekeeping functions including an inspection of general safety precautions followed by facility personnel. Safety inspections of the facility and its safety equipment will occur on a regular basis.

3.7.3 Emergency Equipment and Security Device Inspections

The following items will be inspected on a regular basis as determined necessary by the Site

Supervisor in accordance with operating standards:

- Fire extinguishers;
- Security devices; and
- Portable eyewash station

3.7.4 Operating and Equipment Inspections

The following items will be inspected on a regular basis as determined necessary by the Site Supervisor in accordance with operating standards:

- Access roads;
- Tipping area; and
- Loading and transfer equipment.

3.7.5 Departmental Inspections

MDE Departmental inspectors and the Carroll County inspectors will have the right to enter and inspect COMPANY's operation or any other portion of the transfer operation at any time. This right to inspect includes, but is not limited to:

- Sampling any materials on site;
- Photographing any portion of the operation;
- Investigating an actual or suspected source of pollution of the environment;
- Ascertaining compliance or non-compliance with the statutes, rules or regulations of the Department, including conditions of the Solid Waste Facility Permit or other permit or certificate issued by the Department or County; and
- Reviewing and copying all applicable records, which will be furnished upon request and made available at all reasonable times for inspection.

3.8 MAINTENANCE PLAN

Routine maintenance will be conducted on all equipment in accordance with COMPANY's policies and procedures concerning vehicle and equipment maintenance. COMPANY shall be responsible for the maintenance and safety of County owned cardboard baler.

Generally, facility maintenance procedures include Preventive Maintenance (PM), and minor and major maintenance activities. Preventive maintenance includes inspection of equipment fluid levels, belts, tires, etc. Operations personnel who observe potential equipment problems or irregular wear will be responsible to document these findings and submit them to the designated maintenance supervisor.

Minor repairs will be undertaken by maintenance personnel or equipment operators. Replacement of small mechanical, electrical, and hydraulic components will be categorized as minor repairs. The need for these types of repairs should be diagnosed through the PM program. Major overhauls and equipment replacement will take place as deemed necessary.

Major maintenance will be performed by or with the assistance of outside firms that have special services or equipment that will be required only on an unscheduled or emergency basis.

3.8.1 Analysis of Major Aspects of Transfer Operation

The major operational aspects of the facility will include vehicle weighing and recording procedures at the scalehouse, vehicle tipping procedures, and tipping area and loading operations.

Tipping area operations will include consolidation of Recovered Material and loading of transfer vehicle. Facility personnel in charge of maintenance procedures will adhere to all company policies, State and federal laws, and manufacturer's recommendations concerning equipment safety and maintenance.

3.9 PROCESSING FACILITIES

It is the intention of COMPANY to utilize the following Authority designated Processing Facilities:

1) _____; 2) _____; and 3) _____.

3.10 SAFETY PLAN

3.10.1 Policies

A Safety Policy Statement, signed by the Site Supervisor, will be established, posted in public view on the premises, verbally communicated to all employees, and included as part of the new employee orientation procedure. A copy of the Safety Policy will be given to every new employee.

3.10.2 Safety Meetings

The Operations and Maintenance Supervisor will also conduct safety meetings with employees on matters concerning safety, personal protective equipment, emergency response procedures, waste handling policies, observed hazards, accidents, etc. Safety meetings will be documented regarding attendees and subjects discussed. Safety meetings will be held on a regular basis.

3.10.3 Personal Protective Equipment

The following personal protective equipment will be provided by COMPANY to all employees:

Foot Protection - All non-administrative personnel will be supplied and required to wear steel-capped toe and puncture resistant sole work boots.

Hand Protection - Gloves which are appropriate to the task performed will be worn.

Head Protection - Hard Hats must be issued to every employee except clerical. Every employee at the facility *will* wear a hard hat while outside of his work car or truck and while on the tipping floor. Operators of lift trucks and other heavy equipment will wear hard hats whenever outside of their vehicle.

Additional hard hats, in clean condition, will be kept on the premises for visitors and clerical persons use when entering areas requiring hard hats.

Hearing Protection - Any employee subjected to noise levels beyond those permitted under OSHA will be issued adequate hearing protection.

Vests – Hi-visibility (orange or fluorescent yellow) vests will be worn as the outermost clothing layer by all employees working at the transfer facility. Hi-visibility shirts may be substituted if approved by the Carroll County Risk Management department.

3.10.4 Accident Reporting and Records

All incidents and accidents will be reported to the Site Supervisor and the Northern Landfill Superintendent immediately. A complete description of the occurrence, including who was involved and what steps should be taken to minimize a repeat occurrence, will be recorded and discussed at the following safety meeting.

4.0 EXTERNAL FACTORS

4.1.1 Power Outages

In the event of a power failure, the transfer facility will not be affected. Recovered Material will be placed in transfer trailers by a diesel-powered loader, and, therefore, no power other than scale-house operations is required to transfer the Recovered Material.

If Recovered Material transfer operations are to continue during a power outage, the provisions for truck weighing will be made with an alternate facility with an adequate, certified, truck scale. Appropriate documentation of incoming and outgoing loads will be maintained and given to the County.

4.1.2 Strikes

Should a strike occur, management personnel could be used to continue operations. Personnel will be brought in from other similar facilities and will have similar operational experience to ensure a steady operation. If a prolonged strike occurs and outside personnel cannot be retained, the Recovered Material will be directed to an alternate processing or transfer facility.

4.1.3 Floods

The transfer station is not located within a 100-year flood plain. Therefore, flooding is not anticipated to be a problem. Run off from heavy rains will be controlled by the existing stormwater management system at the Northern Landfill.

4.1.4 Snowstorms

It is expected that a snowstorm of a magnitude to affect the transfer facility would also impair

waste or Recovered Material collection activities until the weather conditions improved. Snow removal equipment is available when necessary. Recovered Material in the tipping area will be stored in transfer trailers until roads are cleared for vehicle to proceed.

4.1.5 Fire

Fire Control capabilities at the transfer facility will consist of on-site Northern Landfill equipment and portable fire extinguishers. Fire extinguishers will be located outside the active tipping area in vehicle equipment and at the scalehouse. All fire extinguishers will be inspected on a regular basis and will be maintained at full charge capacity.

Water generated by firefighting will be directed to the stormwater/sediment control collection system. In addition, measures to be employed to contain contaminants from entering the stormwater/sediment system will include the use of the following containment items:

- containment booms,
- use of adsorbents; and
- use of on-site earth moving equipment.

COMPANY personnel will assist Carroll County personnel in extinguishing the fire.

4.1.5 Emergency Response to Spills and Leaks

The Site Supervisor or his designee will be the Emergency Coordinator (EC) and have the authority and responsibility for developing, implementing and maintaining the Emergency Spill and Leak Prevention Response Program.

The EC(s) will take all reasonable measures to prevent the occurrence, recurrence, or spread of the fire, explosion, or released/spilled material to other portions of the landfill. These measures include, when applicable and necessary, ceasing operations, and collecting and containing released materials, and evacuating landfill, personnel, customers, and contractors from the site, as appropriate.

In the event of an emission or discharge, fire, or explosion, the EC will immediately notify the Northern Landfill EC and they will immediately identify the character, exact source, amount, area affected by spilled or released materials, fire or explosion. They may do this by observation, witness reports, review of records and, if necessary, chemical analysis.

Concurrently, the EC(s) shall assess the possible hazards to human health or the environment that may result from the spill, release, fire, or explosion. The assessment would consider both direct and indirect effects of the hazards. If the EC(s) determines that the area has a fire, explosion, spill or release which could threaten human health and the environment outside the facility, they will clear the area and report their findings and ask for assistance from the appropriate emergency response agencies.

The EC(s) will concentrate on preventing any fire, explosive situation, or spill release that occurs from spreading to other areas of the facility. Possible sources of ignition will be removed from the incident area. All volatile and threatened items, such as vehicles, fuel, chemicals, etc., will be removed from the incident site immediately. The EC(s) will decide whether the transfer facility will cease operations or continue, depending on the severity of the incident. The EC(s) will also decide whether personnel evacuation is necessary.

Operations will cease if the extent and location of the incident is such that the health and safety of the employees and customers are at risk if operations are to continue. Operations may continue if the incident is localized in an area which does not impede normal operating procedures. If the transfer facility ceases its operations in response to an emergency incident, the EC(s) is responsible for monitoring equipment for leaks, pressure buildup, gas generation, and/or other defects. The transfer operations must be secured and any necessary remedial-action initiated. The EC(s) will ensure that vehicles, materials, or other objects not involved in the incident are removed from the area to provide unobstructed access to the site by emergency personnel and equipment.

Spills and leaks of hazardous material or petroleum products are a high visibility type with, potential for adverse public relations. Control of spills or leaks will be performed by trained personnel. These people will attempt to identify the spilled material. Once identified, measures will be employed to stop or minimize the spill or leak. The residuals are then cleaned up, packaged, and transported to an approved disposal site. Spill or leak situations include:

- the spill or leak which could result in the release of potentially harmful material, thus creating the potential for contamination/harm of personnel and customers and/or the environment;
- the spill or leak which could result in release of flammable, ignitable, or combustible liquids or vapors, thus causing a fire or gas explosion hazard;
- the spill or leak which can be contained on-site, but the potential may exist for groundwater or other environmental contamination; and
- the spill or leak which may not be contained on-site, resulting in off-site soil contamination and/or groundwater or surface-water pollution.

If a spill or release involving a potentially hazardous substance or petroleum products occurs, immediately:

1. Call the Emergency Coordinator (EC).
2. Notify the Northern Landfill EC.
3. Evacuate the area.
4. Make an initial survey of the scene, determining:
 - if people are potentially threatened;
 - if the environment is potentially threatened;
 - the volume of material spilled or leaked;
 - the presence of fire, smoke, or fumes;
 - overall condition of the vehicle or container or other item;
 - location of storm sewers, drains, or slumps;
 - location of nearest water body or stream;
 - necessary measures required to eliminate the source of the leak or spill;

and - necessary measures required to contain the leak or spill.

5. Rescue the injured, if necessary and possible.
6. The EC will identify the specific hazardous substance by noting container labels, shipping papers, vehicle placards or material characteristics.
7. Do not release any substance from containers.
8. The EC may contact the shipper(s) or manufacturer(s) of the substance for additional information.

Procedurally, the EC will make the evaluation of the spill or leak at the designated tipping and loading area to determine appropriate response activities such as:

- Evacuation of the tipping and loading areas, if necessary;
- notification of Northern Landfill personnel, Fire Department, Police, or other emergency response agencies; and
- containment and cleanup procedures to be used.

The basic hand equipment available on site for containment and cleanup will be as follows:

1. shovels;
2. ace shields and goggles;
3. large plastic bags;
4. crescent wrench, vise grips, and pipe wrench;
5. plastic shoe covers;
6. absorbent pads and booms; and
7. absorbents such as vermiculite, parlayed, bentonite, or sand/silt.

Earth moving equipment is also available for use in containment and cleanup of spills and leaks.

Any spill or leak will be contained in as small an area as possible using available equipment, tools and materials. After containment is achieved, the spilled/leaked materials will then be cleaned up and properly disposed of at an approved location at the direction of the Responding Regulatory Agency.

4.2 ARRANGEMENT WITH EMERGENCY RESPONSE AGENCIES

The Site Supervisor will contact the following emergency response agencies as deemed appropriate during an emergency event:

LANDFILL OPERATIONS	-	(410) 751-8853/386-2055
POLICE	-	911
FIRE DEPARTMENT	-	911
FIRST AID UNIT/AMBULANCE	-	911
HOSPITAL	-	911
MDE EMERGENCY SPILL RESPONSE		(410) 974-3551/ (866) 633-4686

4.3 EMERGENCY COORDINATORS

A list of key personnel and home telephone numbers designated as Emergency Response Coordinators will be provided upon occupancy of the transfer facility and will be updated as required by changes in personnel/responsibilities.

4.4 EMPLOYEE TRAINING PROGRAM

Emergency response training will be conducted during safety meetings. Training will provide employees with a structured and organized instruction program for their assigned duties during both routine and emergency conditions.

All new employees will be thoroughly instructed on all aspects of the transfer facility and safety equipment according to applicable OSHA regulations and company policies. Emergency response training will include, but will not be limited to, the following topics:

- Facility inspection procedures;
- Identify designated emergency coordinators and responsibilities;
- Basic firefighting;
- Hazwoper training (24-hour course);
- Fuel and oil spill prevention and response;
- First aid/accident notification; and
- Unacceptable waste identification, and handling.

4.5 EMERGENCY EQUIPMENT

Emergency equipment for the transfer area will include fire control equipment as discussed in section 4.1.5

Other emergency equipment will include first aid kits and portable eye wash stations, which will be located near or near equipment at the active tipping and loading areas.

4.6 EVACUATION PLAN FOR PERSONNEL

In the event of an emergency, the designated Emergency Coordinator will determine if an evacuation of the facility is required. If necessary, all employees will exit the transfer facility and/or Northern Landfill according to the evacuation plan established by Carroll County for its Landfill.