

Part IV Site Operating Plan Template Transfer Stations

Municipal Solid Waste (MSW) transfer station facilities may use this template to complete Part IV Site Operating Plan of their MSW permit/registration application. Where applicable, facilities will provide detailed information to complete this document. Notes in italics indicate where detailed information may be needed. Additional pages may be attached and will include associated section headings.

The Site Operating Plan (SOP) contains information about how _____
_____ (permittee/registrant name) 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.

The SOP is Part IV of the MSW permit/registration application and consists of the information required by Title 30, Texas Administrative Code (TAC), Chapter 330, Subchapter E, §§330.201–330.249 (relating to Operational Standards for Municipal Solid Waste Storage and Processing Units) (rules are available on the Internet at [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=30&pt=1&ch=330](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=30&pt=1&ch=330)). At a minimum, the SOP must include provisions for facility management and operating personnel to meet the general and site-specific requirements of these rules.

Facility Name: _____

TCEQ MSW Permit Number: _____

Facility Address: _____

RN Number: _____

CN Number: _____

Prepared by: _____ Phone(s): _____

Date: _____

Transfer Station Personnel

Table 1 summarizes personnel types and descriptions. The following are examples. Please add/edit any information as appropriate. Attach any separate page(s), including the applicable section heading.

Table 1. Personnel Types and Descriptions.

Position	Number	Training	Responsibilities
Lead Operator/ Facility Supervisor	1	Must hold and maintain MSW Supervisor Occupational license Grade C or above	Managing daily work operations; equipment maintenance and repair; personnel safety.
Waste Unloading Attendant	_____ (Indicate number of staff)	6 months minimum experience in operations or on the job training by supervisor or by manager in SOP requirements for prohibited waste	Responsible for screening for prohibited or unauthorized waste.
Gate Attendant	1	Training by supervisor or manager in the SOP, record keeping requirements, and waste screening	Levies fees on customers, operates the scale, keeps appropriate records, controls facility access, screens for unauthorized waste, and provides general customer direction and information.
Litter Control	1	Internal safety and personal protective equipment	Picks up windblown litter as directed.

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.

Facility Inspections and Maintenance

Table 2 outlines the facility inspection and maintenance list of the facility. The facility supervisor or a designee will perform the task. The inspection documentation will be retained in the operating record. *If the facility's operation includes additional items not listed in Table 2, please attach separate page(s) including the applicable section heading. Also, if any of the items do not take place at the facility, please indicate as well.*

Table 2. Facility Inspection and Maintenance List.

Item	Task	Frequency
Fence/Gates	Inspect perimeter fence and gates for damage. Make repairs if necessary.	Weekly
Windblown Waste	Police working area, wind fences, access roads, entrance areas, and perimeter fence for loose trash. Clean up as necessary.	Daily as specified in Section 4.5.
Waste Spilled on Route to the Facility	Police the entrance areas and all roads at least 2 miles from the facility entrances for loose trash. Clean up as necessary.	Daily as specified in Section 4.8.
Facility Access Road	Inspect facility access road for damage from vehicle traffic, erosion, or excessive mud accumulation. Maintain as needed with crushed rock or stone. Grading equipment will be used at least once per week to control or remove mud accumulations on roads as well as minimize depressions, ruts, and potholes.	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
Odor	Inspect the perimeter of the facility to access the performance of facility operations to control odor.	Daily
Perimeter Channels/Ponds	Inspect perimeter channels and detention ponds to verify that they are functioning as designed (e.g., excess sediment removed, outlet structures intact).	Weekly and within 72-hours of a rainfall event of 0.5 inches or more.

Training Requirements

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.

The owner or operator will ensure that the transfer station manager/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 manager/supervisor will be experienced and will maintain a Class A, B, or C license as defined in §330.210. The manager/supervisor 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 permit/registration and the TCEQ municipal solid waste regulations.

The personnel training program will be directed by a person trained in waste management procedures, and will include instruction that teaches facility personnel waste management procedures and contingency plan implementation relevant to the positions in which they are employed.

New employees will receive a comprehensive overview of all aspects of transfer station operations, focusing on information that is necessary to protect the health and welfare of the new employee and enable them to perform their duties in accordance with this SOP and operational standards required by the permit/registration and the TCEQ municipal solid waste regulations. Initial training subject matter will include applicable requirements found in the SDP, attachments to the SDP, the SOP and other plans such as the Spill Prevention Control and Countermeasure Plan, the Storm Water Pollution Prevention Plan and general safety procedures. Following the initial training, the new employee training will continue during monthly training sessions, during on-the-job training, and during the annual review of their initial training.

Training meetings will be scheduled and conducted for all employees at least once per month. If a regular monthly meeting is cancelled, it will be rescheduled or combined with the scheduled training the next month. Training sessions will be scheduled to allow facility operations to be uninterrupted. Records of personnel attending each training session and the topics covered will be maintained at the facility. Topics for training may vary, but will be conducted annually for the following:

- Safety
- Fire protection, prevention, and evacuation
- Fire extinguisher use
- Emergency response
- Litter control and windblown waste pick-up
- Hazardous waste and PCB waste detection and control (Waste screening), if applicable
- Prohibited waste management
- Random inspection procedures

Facility personnel will take part in an annual review of their initial training. A written description of the type and amount of introductory and continued training provided to each employee will be maintained in the facility operating record. *Please modify as appropriate if other training is completed at the facility or the training above does not apply.*

§330.203 Waste Acceptance and Analysis

Authorized Wastes

The transfer station will receive the following wastes for storage (*optional: and processing*): *list as many of the following as appropriate.*

- Residential or household municipal solid waste
- Commercial municipal solid waste

- Class 1 industrial solid waste
- Class 2 industrial solid waste
- Class 3 industrial solid waste
- Special wastes, which may include (*list as many as appropriate*):
 - 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
- Used-oil filters from internal combustion engines

Special Waste Receipt

Provide an operational plan containing the proposed procedures for handling each waste and listing required protective equipment for operating personnel and on-site emergency equipment; as well as a contingency plan outlining responsibility for containment and cleanup of any accidental spills occurring during the delivery and/or disposal operation.

The executive director may revoke an authorization to accept special waste if the owner or operator does not maintain compliance with conditions imposed to accept special waste.

What follows are examples of language that can be used for some types of special wastes that may be received at a transfer station. Other special wastes, such as dead animals, contaminated soils, lead acid batteries, or used oil for example, will need appropriate site specific language. Provide maximum holding times for segregated special wastes.

The generator will provide a complete description of the chemical and physical characteristics of each special waste, a statement as to whether or not each special waste is a Class 1 industrial waste as defined in §330.2 of this title, and the quantity and rate at which each waste is produced.

Regulated asbestos-containing material (RACM) delivered to a landfill will be coordinated with the on-site supervisor so the waste will arrive at a time it can be properly handled and covered. RACM will only be accepted at the facility in tightly closed and unruptured containers or bags or must be wrapped with at least six-mil polyethylene.

A contingency plan in the event of accidental spills (e.g., ruptured bags or containers) will be prepared by the owner or operator prior to accepting RACM. The plan will specify the responsible person(s) and the procedure for the collection and disposal of the spilled material.

RACM which has been designated as a Class I industrial waste will be sent to a Type I municipal solid waste landfill authorized to accept RACM, provided the RACM waste is handled in accordance with §330.171(3) and the landfill operator complies with the provisions of §330.173(g)-(h) (relating to Disposal of Industrial Wastes).

Non-regulated asbestos-containing materials (non-RACM) will not be placed on any surface or roadway which is subject to vehicular traffic or managed by any other means which could crumble the material into a friable state.

Empty containers which have been used for pesticides, herbicides, fungicides, or rodenticides will be triple-rinsed and rendered unusable or managed as conditionally exempt small quantity generator waste or Class 1 industrial solid waste.

Municipal hazardous waste from a conditionally exempt small quantity generator will be accepted provided the amount of waste does not exceed 220 pounds (100 kilograms) per month per generator, and will be sent to a landfill that authorizes acceptance of the waste.

Sludge, grease trap waste, grit trap waste, or liquid wastes from municipal sources will be accepted at a Type I municipal solid waste landfill for disposal only if the material has been, or is to be, treated or processed and the treated/processed material has been tested, in accordance with Test Method 9095 (Paint Filter Liquids Test), as described in "Test Methods for Evaluating

Solid Wastes, Physical/Chemical Methods" (EPA Publication Number SW-846), as amended, and is certified to contain no free liquids.

Used oil filters from internal combustion engines (to include filters which have been crushed and/or processed to remove free-flowing used oil) will not be intentionally and knowingly sent for disposal to a landfill unless the filter has been or will be:

1. Crushed to less than 20% of its original volume to remove all free-flowing used oil; or
2. Processed by a method other than crushing to remove all free-flowing used oil. A filter is considered to have been processed if:
 - a. The filter has been separated into component parts and the free-flowing used oil has been removed from the filter element by some means of compression in order to remove free-flowing used oil;
 - b. The used filter element of a filter consisting of a replaceable filtration element in a reusable or permanent housing has been removed from the housing and pressed to remove free-flowing used oil; or
 - c. The housing is punctured and the filter is drained for at least 24 hours.

Receipt of Industrial Wastes

All Class 1 industrial solid waste will be manifested.

Prohibited Wastes

Wastes authorized above shall not contain, or the transfer station will not accept the following: *List any of the following as appropriate.*

- Regulated Hazardous Waste other than from Conditionally Exempt Small Quantity Generators (CESQG). Municipal hazardous waste from a CESQG may be accepted; provided the generator provides a certification that it generates no more than 220 pounds of hazardous waste per calendar month. Polychlorinated Biphenyls (PCBs) wastes, as defined under 40 Code of Federal Regulations, Part 761
- Lead acid storage batteries
- Do-it-Yourself (DIY) used motor vehicle oil
- Used-oil filters from internal combustion engines
- Whole used or scrap tires
- 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
- Industrial solid waste

Measures for Controlling Prohibited Wastes

Procedures to detect and control the receipt of prohibited wastes 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
 - Training for appropriate facility personnel responsible for inspecting or observing incoming loads to recognize regulated hazardous waste and PCB waste
 - Random inspections of incoming loads in accordance with procedures described in this section
 - Maintaining records of all inspections
 - Notification of the executive director of any incident involving a regulated hazardous waste or a PCB waste
 - Remediation of any regulated hazardous waste or PCB waste discovered at the facility in accordance with §335.349

Facility personnel will be trained to inspect vehicles and identify regulated hazardous waste, polychlorinated biphenyl (PCB) waste, and other prohibited wastes. At a minimum, the gatehouse attendant and equipment operators will be trained in inspection procedures for prohibited waste. The personnel will be trained on an on-the-job basis by their supervisors. Records of employee training on prohibited waste control procedures will be maintained in the facility operating record. 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
- Bright or unusual colored wastes
- Sludges
- *Include any other items, as applicable*

If transfer station personnel identify any of the above indications with an incoming load, then that load will be directed to an area out of the flow of traffic, and the personnel will further assess the load. If the load is determined to contain prohibited waste or if there is any possibility that it may be prohibited waste, the load will be rejected and directed back to the generator. All gate/scale attendants will be diligent in looking for trucks bringing in waste loads from potential sources of prohibited waste such as industrial facilities, microelectronics manufacturers, electronic companies, metal plating industry, automotive and vehicle repair service companies, and dry cleaning establishments.

If your facility's procedures differ from the description above, please provide detailed information to demonstrate that it meets the requirements listed in §330.127(5). Please attach separate page(s) with the applicable section heading.

The transfer station will receive a maximum of _____ (cubic yards/tons) waste to be received daily; a maximum of _____ (cubic yards/tons) waste to be stored at any one point in time; for an average length of time of _____ days up to a maximum length of time not to exceed _____ days/hours (72 hours maximum).

If there will be waste processing at the transfer station, include also the average and maximum waste processing time and the intended destination of the solids and liquids generated by a facility. If applicable, a narrative must be included that describes how 10% of the incoming waste will be recovered and its intended use.

For solid waste processing, the following requirements apply.

Grit trap wastes will be analyzed annually for biochemical oxygen demand, total suspended solids, benzene, TPH, and lead.

Sludges to be disposed of at a municipal solid waste landfill will be analyzed annually for benzene, lead, and TPH.

At a minimum, effluent from the transfer station will be analyzed annually for TPH, fats, oil and grease, and pH.

Records of each analysis will be maintained at the facility for a minimum of three years. All sampling and analysis will be done according to EPA approved methods.

§330.205 Facility-Generated Wastes

The operator of a storage or processing facility shall specify the characteristics and constituent concentrations of wastes generated by the facility. The owner or operator must be able to provide documentation that all wastes leaving the facility can be adequately managed by other facilities, licensed or permitted by the appropriate agencies to receive such wastes, at the volumes and concentrations estimated in the facility design. For a transfer station, this may typically be only wash water. However, if there are other processing operations, list or describe other wastes that may be generated by facility operations.

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.

If sludges will be produced by the transfer station, include the following language and table: The transfer station will be designed and operated in a manner that sludges produced pass the Paint Filter Liquids Test, (United States Environmental Protection Agency (EPA) Method 9095) as described in "Test Methods for Evaluating Solid Wastes, Physical/Chemical Methods" (EPA Publication Number SW-846, September 1986). The facility will be designed and operated to produce a sludge that is acceptable at municipal solid waste landfills and does not exceed the following standards. Sludges exceeding these limits will not be disposed in municipal solid waste landfills and will be sent to an authorized facility for further processing or disposal as a hazardous waste, as appropriate or disposed in a municipal solid waste landfill with dedicated Class 1 industrial solid waste cells if the sludge is nonhazardous.

Table 3. Contaminant limits for sludge (from 30 TAC §330.205(d)).

Contaminant	Total Limit	TCLP Limit
Benzene	10 milligrams per kilogram (mg/kg)	0.5 milligrams per liter (mg/L)
Lead	30 mg/kg	1.5 mg/L
Total petroleum hydrocarbons (TPH)	1,500 mg/kg	not applicable

§330.207 Contaminated Water Management

Revise as appropriate. 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 (*pick one*):

1. Send wastewater off site to an authorized facility
2. Provide for the treatment of wastewaters resulting from managing the waste or from cleaning and washing. The operator will not discharge contaminated water without specific written authorization.

The operator will provide a connection to a (*pick one*):

1. Public sewer system
2. Septic system

3. Small wastewater treatment plant. On-site wastewater treatment systems shall comply with chapter 285 of this title (relating to on-site sewage facilities). The owner or operator shall obtain any permit or other approval required by state or local code for the system installed.

Contaminated water and leachate will be collected and contained until properly managed. *If appropriate:* Collection units other than storage tanks will have a clay or synthetic liner and the liner will be constructed in accordance with §330.331(b) (relating to Design Criteria). One foot of freeboard for the 25-year, 24-hour rainfall event will be provided.

Facilities that process grease trap waste, grit trap waste, or septage; mobile liquid waste processing units; and demonstration projects for liquid waste processing facilities will not discharge to a septic system.

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

The daily effluent design standard for oil and grease concentration leaving the facility and entering a public sewer system will not exceed (*pick one*).

1. 200 milligrams per liter
2. The concentration established in the wastewater discharge permit pretreatment limit or the concentration established by the treatment facility permitted under Texas Water Code, Chapter 26, the National Pollutant Discharge Elimination System
3. The following liquid effluent limits, if the discharge points do not require compliance with locally set limits.

Table 4. Effluent limits for wastewater (from 30 TAC §330.207(g)).

Effluent Characteristics	Maximum effluent limit for any one day	Maximum average daily effluent limitation value for 30 consecutive days (not to be exceeded)
Oil and grease	100 parts per million	50 parts per million
Total petroleum hydrocarbons (TPH)	10 parts per million	10 parts per million
pH	5.5 - 10.5 standard units	5.5 - 10.5 standard units

As appropriate: Lagoons, open-top storage tanks, open vessels, and underground storage units will not be used at liquid waste transfer facilities.

§330.209 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.

As appropriate: An on-site storage area for source-separated or recyclable materials will be provided that is separate from a transfer station or process area. Control of odors, vectors, and windblown waste from the storage area will be maintained.

As appropriate for special waste storage: Special wastes received will be segregated and stored in separated areas. Special wastes will be stored until a full load is accumulated but no longer than _____ (days/months). (*Suggested: no more than three (3) month maximum, some special wastes may warrant shorter retention times*). If necessary, itemize different special wastes having different retention times. As appropriate, provide a brief narrative of any special considerations necessary for special waste storage.

For the process area of transfer stations that recover material from solid waste that contains putrescibles and for liquid waste processing units. Processed and unprocessed waste and recycled materials will be stored in an enclosed building, vessel, or container.

§330.211 Approved Containers

All solid waste containing food wastes will be stored in covered or closed containers that are leak proof, durable, and designed for safe handling and easy cleaning.

Reusable containers will be maintained in a clean condition so that they do not constitute a nuisance and to retard the harborage, feeding, and propagation of vectors.

All containers to be emptied manually will be capable of being serviced without the collector coming into physical contact with the solid waste.

Containers to be mechanically handled will be designed to prevent spillage or leakage during storage, handling, or transport.

§330.213 Citizen's Collection Stations (*Optional*)

A citizen's collection station will be provided with the type and quantity of containers compatible with the areas to be served. Rules will be posted governing the use of the facility to include who may use it, what may or may not be deposited, etc. 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 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.

§330.219 Recordkeeping and Reporting Requirements

A copy of the permit/registration, the approved application, and any other required plan or other related document will be maintained at _____ (*the municipal solid waste facility name. If an alternate location is proposed to house the Site Operating Record, incorporate your request here.*) at all times

during construction. After completion of construction, an as-built set of construction plans and specifications will be maintained at _____ (*same location as specified above*). These plans will be furnished upon request to TCEQ representatives and made available for inspection by TCEQ representatives or other interested parties. These plans and documents are part of the facility operating record. The operating record will be maintained in an organized format which will allow information to be easily located and retrieved. All information contained within the operating record and the different required plans will be retained during the active life of the facility until after certification of closure.

The following records will be kept, maintained and filed as part of the facility operating record. Log books and schedules may be used.

- Access Control Inspection and Maintenance
- Daily Litter Pickup
- Windblown Waste and Litter Control Operations
- Dust Nuisance Control Efforts
- Access Roadway Regrading
- Salvaged Material Storage Nuisance Control Efforts
- Special Waste Acceptance Plan Compliance, if applicable
- Class I Industrial Waste Acceptance Plan Compliance, if applicable
- Fire Occurrence Notices, if applicable
- Documentation of Compliance with Approved Odor Management Plan

In addition to the plans and documents listed above, the information listed in Table 3 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 5. Operating Record.

Records To Be Maintained	Rule Citation
1. All location-restriction demonstrations	§330.219(b)(1)
2. Inspection records and training procedures	§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, shipping documents, trip tickets, etc., involving special waste	§330.219(b)(6)
7. Any other document(s) as specified by the approved permit/registration or by the executive director	§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 quarterly 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 1st 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. Waste unloading/ prohibited waste discovery	§330.225
14. Record of alternative operating hours if applicable	§330.229(b)

§330.221 Fire Protection**Fire Protection Plan**

The following steps are taken regularly at the facility by designated personnel to prevent fires:

- Operators will be alert for signs of burning waste such as smoke, steam, or heat being released from incoming waste loads.
- Equipment used to move waste will be routinely cleaned through the use of high pressure water or steam cleaners. The high pressure water or steam cleaning will remove combustible waste and caked material which can cause equipment overheating and increase fire potential.
- Smoking is not permitted near waste management areas.

Procedures in the Event of a Fire

Staff will take the following steps if a fire is discovered:

- Contact the Local Fire Department by calling 911.
- Alert other facility personnel.
- Assess extent of fire, possibilities for the fire to spread, and alternatives for extinguishing the fire.
- If it appears that the fire can be safely fought with available fire fighting devices until arrival of the Local Fire Department, attempt to contain or extinguish the fire.
- Upon arrival of Local Fire Department personnel, direct them to the fire and provide assistance as appropriate.
- Do not attempt to fight the fire alone. Do not attempt to fight the fire without adequate personal protective equipment. Be familiar with the use and limitations of firefighting equipment available onsite.

Fire Fighting Methods

Fire fighting methods for burning solid waste include smothering the waste, separating burning material from other waste, or spraying with water if available from an on-site water truck or detention pond. Small fires might be controlled with hand-held extinguishers.

If a fire occurs on a vehicle or piece of equipment, the equipment operator will bring the vehicle or equipment to a safe stop. If safety of personnel will allow, the vehicle will be parked away from fuel supplies, uncovered solid wastes, and other vehicles. The engine will be shut off and the brake engaged to prevent movement of the vehicle or piece of equipment.

Water Supply

A pressurized water supply capable of delivering _____ gallons per minute will be maintained on-site.

Fire Equipment

The facility will be equipped with fire extinguishers of a type, size, location, and number as recommended by the local fire department. Each fire extinguisher will be fully charged and ready for use at all times. Each extinguisher will be inspected on an annual basis and recharged as necessary. A qualified service company will perform these inspections, and all extinguishers will display a current inspection tag. Inspection and recharging will be performed following each use. The receiving gatehouse, and all waste management equipment and vehicles will be equipped with fully charged fire extinguishers.

Fire Protection Training

Training of on-site personnel in firefighting techniques, fire prevention, response, and the fire protection aspects of the SOP will be provided, by established professionals, on an annual basis. Personnel will be familiar with the use and limitations of firefighting equipment available onsite. Records of this training will be included in the operating record for the facility.

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.

§330.223 Access Control

Facility Security

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.

Vehicle Access

Public access roads to the landfill will be paved, all-weather roads. 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 on-site personnel or signage. Operations will be conducted in a manner that allows the prompt and efficient unloading of waste.

The description of the type, size and performance specifications of fences shall be specified in Part III- Site Development Plan of the facility's permit/registration application. A description of any natural barriers (such as a river or cliff) if used by the facility for access control must also be specified in Part III.

Provide any additional details or state how your facility varies from vehicle access information above. Also describe the facility's schedule of solid waste transportation vehicles, any maneuvering areas and loading areas, and the facility's procedures for loading and unloading waste loads.

The facility will comply with the schedule and notification requirements in Table 6 for any access breach.

Table 6. Schedule for notification and repair of perimeter access control breaches.

Requirement	Access Breach Permanently Repaired Within 8 Hours	Access Breach Not Permanently Repaired Within 8 Hours
Notify region office of breach and repair schedule	Not required	Within 24 hours of breach detection
Make temporary repairs	(not applicable)	Within 24 hours of breach detection
Make permanent repairs	Within 8 hours of breach detection	Within schedule indicated in initial breach report submitted to regional office
Notify regional office when permanent repair completed	Not required	Within schedule indicated in initial breach report submitted to regional office

§330.225 Unloading of Waste

The unloading of solid waste will be confined to as small an area as practical. The maximum size of the unloading area will be _____ feet in length by _____ feet in width (*to be completed by the facility*).

The unloading of waste in unauthorized areas is prohibited. Any waste deposited in an unauthorized area will be removed immediately and managed properly. A trained employee will be present at the entrance at all times during operating hours to monitor all incoming loads of waste, and will direct traffic to the appropriate unloading area.

Gate attendants and equipment operators will monitor the incoming waste. 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 the permit/registration.

Certain wastes are prohibited from management at the facility. Prohibited wastes are described in Waste Acceptance and Analysis section of this plan. 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, and/or assess appropriate surcharges, or have the unauthorized material removed by on-site personnel and otherwise properly managed by the facility. Any prohibited waste not discovered until after unloading will be placed back in the offending transporter's vehicle, if possible, or otherwise returned promptly to the transporter or generator of the waste. The driver may be advised where the waste may be managed or disposed of legally and will be responsible for the proper handling of this rejected waste.

In the event the unauthorized waste is not discovered until after the delivery vehicle is gone, the waste will be segregated and controlled as necessary. The manager/supervisor will make an effort to identify the entity that deposited the prohibited waste and have them return to the facility and properly dispose of the waste. In the event that identification is not possible, the

manager/supervisor will notify the TCEQ and seek guidance on how to remove and dispose of the waste as soon as practical. A record of unauthorized material removal will be maintained in the operating record.

Only those persons operating vehicles that comply with the following requirements will be authorized by the manager/supervisor to transport waste to and from this facility:

1. All vehicles and equipment used for the collection and transportation of waste will be operated, and maintained to prevent loss of waste material and to limit health and safety hazards to facility personnel and the public.
2. Collection vehicles and equipment will be maintained in a sanitary condition to preclude odors and fly breeding.
3. Collection vehicles not equipped with an enclosed transport body will use other devices such as nets or tarpaulins to preclude accidental spillage.

Facility personnel will keep vigilant watch for compliance with operating requirements. Signs with directional arrows and/or portable traffic barricades will help to restrict traffic to designated unloading locations. In addition, rules for waste receipt and prohibited waste will be prominently displayed on signs at the facility entrance.

§330.227 Spill Prevention and Control

Storage and processing areas will be designed to control and contain spills and contaminated water from leaving the facility.

For each storage or processing area, provide the following information. The design will control and contain a worst case spill or release of _____ gallons. *As appropriate, add the following statement for each unenclosed area.* Unenclosed containment areas will also account for _____ inches precipitation (from a 25-year, 24-hour storm) for a total containment of _____ gallons.

§330.229 Facility Operating Hours

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

- The regular waste acceptance hours will be _____ (specify hours and days, such as from 7:00 a.m. to 7:00 p.m., Monday through Friday and from 8:00 a.m. to 3:00 p.m. on Saturday; or 24 hours a day, seven days a week; etc.). These hours will be posted on a sign at the entrance to the facility.
- Normal hours of operation will be _____ (specify hours and days, such as from 5:00 a.m. to 9:00 p.m., Monday through Friday and from 6:00 a.m. to 8:00 p.m. on Saturday; or 24 hours a day, seven days a week, etc.).

In addition, the transfer station will include alternative operating hours to accommodate special occasions, special purpose events, holidays, or other special occurrences. The days for these alternative hours are as follows: *The five days should be identified in the SOP such as the day following a holiday (New Years, Memorial Day, July 4th, Thanksgiving, Christmas, etc), a special event, a citizen collection day, etc. While the day need not be specified, the extended hours should be clearly stated. The facility is not required to obtain agency approval to operate on the days listed in the SOP, but must notify the regional office in advance.*

When warranted, the facility manager/supervisor 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 facility manager/supervisor 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.

§330.231 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: _____
- Authorized by TCEQ Permit/Registration Number: _____
- Hours of Operation: _____
- Emergency 24-hour Contact Number: _____
- Local Emergency Fire Department Number: _____

The sign will be visible and readable from the facility entrance. The sign will state that the following wastes are prohibited from receipt at the facility: *List all unauthorized or prohibited waste. Some site-specific examples can be industrial solid waste, hazardous waste, or PCBs and PCB items, whatever the operator has decided not to accept.*

Signs prohibiting smoking will be posted near the facility entrance or gatehouse. A sign will be prominently displayed at the facility entrance stating that all loads will be properly covered or otherwise secured.

§330.233 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, the orientation of the facility to the prevailing wind direction, landscaping, and adequate staffing. Personnel will police the facility, including fences, access roads, and the entrance gate, every operating day to pick up and return windblown material and litter to the facility and perform such other litter control measures, as necessary. *If the facility differs from above, please provide additional detail.*

§330.235 Materials along the Route to the Facility

The facility operator 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 operator will take actions such as posting signs, reporting offenders to proper law enforcement officers, adding surcharges, or similar measures. On days when the facility is in operation, the operator will be responsible for at least _____ (*state frequency such as once per day or request an alternative frequency to be approved*) cleanup of waste materials spilled along and within the right-of-way of public access roads serving the facility for a distance of _____ (*state distance such as two miles, identify access roads to be maintained and justification or request an alternative distance*) in either direction from any entrances used for the delivery of waste to the facility. *If the facility differs from above, please provide additional detail.*

§330.237 Facility Access Roads

The facility will abide by the following aspects regarding facility access roads:

Tracked mud and associated debris at the entrance to the facility and on the public roadway at the entrance to the facility and trash on public roadways will be removed at least once per day on days when mud and associated debris are being tracked onto the public roadway, to the extent that mud can be reasonably considered to be associated with facility operations.

The facility will keep records to demonstrate compliance with the requirement.

Dust from on-site and other access roadways will not become a nuisance to surrounding areas. A water source and necessary equipment or other means of dust control approved by the TCEQ executive director will be provided.

Litter and any other debris on-site and other access roadways will be picked up at least daily and taken to the collection area.

Access roadways will be regraded to minimize depressions, ruts, and potholes.

For all-weather roads within the facility to the unloading area designated for wet-weather operation, the haul roads and access roads will be constructed with appropriate materials to provide all weather access. The facility will incorporate a paved facility entrance road. (*Recommended. If different, specify construction material of the facility entrance road.*)

Tracking of mud and trash onto public roadways will be minimized by the use of _____ (*state site-specific features such as a paved entrance road, crushed-stone (or similar material) internal roads, using street sweeper type equipment to remove mud accumulations on roads, etc.*).

For dust from on-site and other access roadways, the haul roads and access roads will be maintained in a reasonable dust-free condition by _____ (*state the dust control method, e.g., periodic spraying from a water truck*).

All on-site and other access roadways will be maintained on a regular basis to minimize depressions, ruts, and potholes.

Please provide a roadway maintenance schedule. Also, if additional details are needed or if other aspects exist other than the information above, please provide additional information.

§330.239 Noise Pollution and Visual Screening

The transfer station will have screening (*or specify other measures*) to minimize noise pollution and adverse visual impacts.

§330.241 Overloading and Breakdown

The design capacity of the solid waste facility will not be exceeded during operation. The facility will not accumulate solid waste in quantities that cannot be processed within such time as will preclude the creation of odors, insect breeding, or harborage of other vectors. If such accumulations occur, additional solid waste will not be received until the adverse conditions are abated.

Wastes will be stored for no longer than _____ hours prior to transport off-site.

If a significant work stoppage should occur due to a mechanical breakdown or other causes, the facility will restrict additional solid waste receipt. Under such circumstances, incoming solid waste will be diverted to an approved backup storage, processing or disposal facility. If the work stoppage is anticipated to last long enough to create objectionable odors, insect breeding, or harborage of vectors, steps will be taken to remove the accumulated solid waste from the facility to an approved backup storage, processing, or disposal facility within 24 hours.

Backup Provision: *The following statement may be used, if it applies to this facility.*

In the event of equipment repairs or during equipment maintenance periods, the facility will obtain equipment from other facilities, contractors, or local rental companies to avoid interruption of waste services.

§330.243 Sanitation

(For facilities that include waste processing) All working surfaces that come in contact with wastes will be washed down on a weekly basis at the completion of processing. Processing facilities that operate on a continuous basis will be swept daily and washed down at least two times per week.

Wash waters will not be allowed to accumulate on-site without proper treatment to prevent the creation of odors or an attraction to vectors. All wash waters will be collected and disposed of in an authorized manner.

§330.245 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 and constructed air pollution abatement devices will obtain authorization, under Chapter 116 of this title (relating to Control of Air Pollution By Permits for New Construction or Modifications) or Subchapter U of this chapter (relating to Standard Air Permits for Municipal Solid Waste Landfill Facilities and Transfer Stations), as applicable, from the Air Permits Division prior to the start of construction, except as authorized in Texas Health and Safety Code, §382.004, Construction While Permit Application Pending.

All liquid waste and solid waste will be stored in odor-retaining containers and vessels.

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.

All air pollution emission capture and abatement equipment or equivalent technology will be properly maintained and operated during the facility operation. Cleaning and maintenance of the abatement equipment will be performed as recommended by the manufacturer and as necessary so that the equipment efficiency can be adequately maintained.

The owner or operator will employ the following measures: *(list or state all the applicable odor control devices and measures, the following are examples)*

- Air scrubber units for odor control
- On-site buffer zones for odor control. An additional buffer zone of _____ feet will be utilized within the facility property boundary for odor control
- Additional waste handling procedures such as _____, storage procedures such as _____, and clean-up procedures such as _____ for odor control when accepting putrescible waste
- Alternative ventilation and odor control measures such as _____ will be used for odor control.

Process areas that recover material from solid waste that contains putrescibles will be maintained totally within an enclosed building. Openings to the process area will be controlled to prevent releases of nuisance odors from leaving the property boundary of the facility.

Optional for liquid waste processing. The facility will be designed to allow a minimal time of exposure of liquid waste to the air. Openings to processing buildings will be controlled to prevent release of nuisance odors to the atmosphere. The facility design will minimize waste contact with air during unloading of liquid waste into the facility.

Reporting of emissions events will be made in accordance with 30 TAC §101.201, Emissions Event Reporting and Recordkeeping Requirements and reporting of scheduled maintenance will be made in accordance with 30 TAC §101.211, Scheduled Maintenance, Startup, and Shutdown Reporting and Recordkeeping Requirements.

Any ponded water at the facility will be controlled to avoid its becoming a nuisance. In the event that objectionable odors do occur, appropriate measures will be taken to alleviate the condition such as _____.

If the facility's processes differ from above or if additional detail can be provided, please modify as appropriate.

§330.247 Health and Safety

Facility personnel will be trained in the appropriate sections of the facility's health and safety plan.

§330.249 Employee Sanitation Facilities

The facility will have potable water and sanitary facilities for all employees and visitors.

Receipt of Large Items (Optional)

Large, heavy, or bulky items which cannot be incorporated in the regular spreading, compaction, and covering operations at landfills will be recycled. A special area will be established to collect these items. This special collection area will be designated as a large-item salvage area. 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.

Items classified as large, heavy, or bulky can include, but are not limited to, white goods (household appliances), air conditioner units, metal tanks, large metal pieces, and automobiles.

Refrigerators, freezers, air conditioners, and any other items containing chlorinated fluorocarbon (CFC) will be handled in accordance with 40 Code of Federal Regulations §82.156(f), as amended.

Disease Vector Control

The operator will control vectors such as rodents, flies, and mosquitoes through proper daily facility operations. 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. *Please specify the general methods and performance-based frequencies for disease vector control on a separate page with applicable section heading.*

Salvaging and Scavenging (Optional)

Salvaging will not be allowed to interfere with prompt sanitary disposal of solid waste or to create public health nuisances. Salvaged materials will be considered as potential recyclable materials and may be stored in a designated collection area. Salvaged items will be recycled often enough to prevent an excessive accumulation of the material at the facility to prevent odor or other nuisance conditions from developing and to eliminate the risk of discharge of pollutants. Scavenging will be prohibited at all times.

Pesticide, fungicide, rodenticide, and herbicide containers will not be salvaged unless they are salvaged through a state-supported recycling program. Salvaging of special waste will be prohibited.

Please provide any additional information with applicable section heading on a separate page.

Visual Screening of Waste (Optional)

The operator will provide visual screening of waste materials.