Sarasota County
Solid Waste Operations

Central County Solid Waste Disposal Complex Operations Plan – Materials Recovery Facility

September 2014

Prepared by
Sarasota County Solid Waste Operations
4000 Knights Trail Road
Nokomis, FL 34275

1. Description of Facility Operation

A. Types of materials, i.e., wastes, recyclable materials or recovered materials, to be managed or processed.

The Materials Recovery Facility for Construction and Demolition Debris (MRF) will accept, process and recycle materials that meet the definition of Construction and Demolition Debris as specified by F.A.C. 62-701.200(24).

> **Construction and Demolition Debris (C&D Debris):** means discarded materials generally considered to be not water soluble and non-hazardous in nature, including but not limited to steel, glass, brick, concrete, asphalt material, pipe, gypsum wallboard, and lumber, from the construction or destruction of a structure as part of a construction or demolition project or from the renovation of a structure, including such debris from construction of structures at a site remote from the construction or demolition project site. The term includes rocks, soils, tree remains, trees, and other vegetative matter that normally results from land clearing or land development operations for a construction project; clean cardboard, paper, plastic, wood, and metal scraps from a construction project; except as provided in Section 403.707(9)(j), F.S., yard trash and unpainted, non-treated wood scraps from sources other than construction or demolition projects; scrap from manufacturing facilities that is the type of material generally used in construction projects and that would meet the definition of construction and demolition debris if it were generated as part of a construction or demolition project, including debris from the construction of manufactured homes and scrap shingles, wallboard, siding concrete, and similar materials from industrial or commercial facilities and de minims amounts of other non-hazardous wastes that are generated at construction or demolition projects, provided such amounts are consistent with best management practices of the construction and demolition industries. Mixing of construction and demolition debris with other types of solid waste will cause it to be classified as other than construction and demolition debris. The term also includes:
>
> > (a) Clean cardboard, paper, plastic, wood, and metal scraps from a construction project;
> > (b) Except as provided in s. 403.707(9)(j), yard trash and unpainted, nontreated wood scraps and wood pallets from sources other than construction or demolition projects;
> > (c) Scrap from manufacturing facilities which is the type of material generally used in construction projects and which would meet the definition of construction and demolition debris if it were generated as part of a construction or demolition project. This includes debris from the construction of manufactured homes and scrap shingles, wallboard, siding concrete, and similar materials from industrial or commercial facilities; and
> > (d) De minims amounts of other nonhazardous wastes that are generated at construction or destruction projects, provided such amounts are consistent with best management practices of the industry.

The MRF may also accept, process and recycle materials that meet the definition of a Class III Waste as specified by F.A.C. 62-701.200(14). Class III materials shall be limited to items associated with the renovation or destruction of a structure such as carpet, carpet padding, cardboard, plastic and paper and they must be recycled in order to be accepted.

Class III Waste: means yard trash, construction and demolition debris, processed tires, asbestos, carpet, cardboard, paper, glass, plastic, furniture other than appliances, or other materials approved by the Florida Department of Environmental Protection, that are not expected to produce leachate that poses a threat to public health or the environment. Refer to Rule 62-701 F.A.C.

B. Expected daily average and maximum weights or volumes of materials to be managed or processed

Historical daily averages for construction and demolition debris that have been received at the MRF are summarized in Table 1-1. Based on historic values the expected daily average for materials to be managed and processed is between 80 and 200 tons per day. The maximum weight of materials to be managed and processed is 200 tons per day which is based on the contractual agreement with the facility operator.

TABLE 1-1

Construction & Demolition Debris Fiscal Year Report

	FY99	FY00	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
C&D Tons Received	46106	56872	44228	50081	45827	60397	68321	78315	52144	31719	24580	21261	20123	20259	27893	26261
Daily Average Weight (Tons)	149	184	143	162	148	195	221	253	169	103	80	69	65	66	90	101
Maximum Daily Weight (Tons)															200	200

Daily Average Based on Facility Opened 309 days/year
Maximum Daily Weight (Tons) Based on contractual agreement 2013-441 effective 10/01/2013
FY14 - Based on 10 months

C. How will the materials be managed or processed

The County owned, contractor operated Waste Processing Facility/Materials Recovery Facility (MRF) is for the acceptance, sorting, processing, recycling and management of construction and demolition debris and select Class III Waste. Select Class III Waste includes but is not limited to carpet, carpet padding, plastic, cardboard and paper. These materials are received in loads as part of construction and demolition projects and can readily be recycled and diverted from landfill disposal.

A customer arriving at the landfill with construction and demolition debris (C&D) obtains a weight ticket for their materials and is directed to go to the MRF by the scalehouse attendant.

Customers arriving at the MRF present the weight ticket to the spotter at the MRF. The spotter screens each load for unacceptable materials which includes asking the customer questions regarding the load contents. Based upon the results of the waste screening process, loads with no known unauthorized or hazardous waste are deposited onto the sorting floor while loads with unauthorized or hazardous waste are rejected from acceptance.

Materials that reach the sorting floor are then sorted to remove recyclable materials. Once the recyclable materials are separated from the load, they are then diverted to designated processing or storage areas. Mixed recyclable materials that are used to make recovered screened material (RSM) are moved to a designated area before they are processed.

Materials that are not recyclable are placed in a designated storage area where they are stored prior to transport for disposal at a permitted Solid Waste Management Facility. All de minimus amounts of Class I waste that are separated from the materials are placed in a designated receptacle where they are stored until they are disposed of into a permitted Class I Solid Waste Management Facility. The storage time period limit for Class I waste is seven (7) calendar days.

When there is an adequate amount of material to process to make RSM, the material is ground and processed through a shaker/screen machine. The consistency of the material must pass through a 2-inch (100%) and ¼ inch (50%) screen. The shaker/screen machine is equipped with a magnetic screen to remove nails and other sharp metal objects from the final RSM product.

The sorted recyclable materials are stored onsite until the facility operator makes arrangements for transport to offsite recycling or processing locations.

D. How will materials flow through the facility including locations of the loading, unloading, sorting, processing, and storage areas

The materials flow schematic is shown on Figure 1-1. The specific locations for loading, unloading, sorting, processing and storage areas are shown on Figure 1-2.

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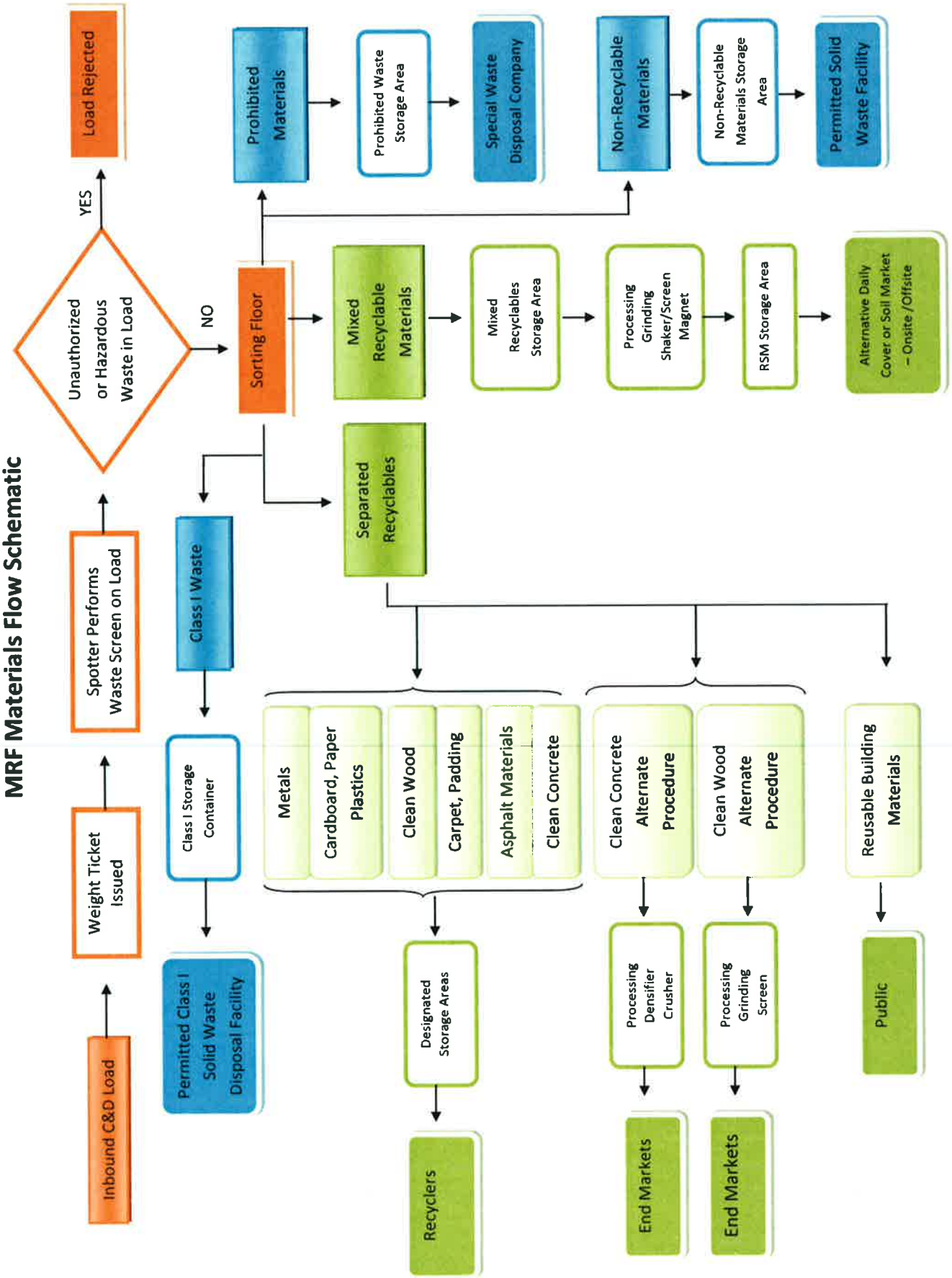
FIGURE 1-1
MRF Materials Flow Schematic



E. Types of equipment that will be used

The types of equipment that will be used at the MRF includes equipment to move and transport unsorted, sorted and processed materials as well as equipment to process materials into recovered products or to package materials for storage and eventual transport to an off-site recycling or permitted disposal facility. Equipment includes, but is not limited to, the following:

Payloaders	Bailers
Power Screens	Pumps
Material Screens	Water Truck
Wood Grinders	Roll-off Containers
Densifers	Off Road Trucks
Crushers	Dump Trucks
Excavators	Semi Tractors & Trailers
Magnets	Roll-off Trucks

F. The maximum time materials will be stored at the facility

Refer to Table 1-2 and Figure 1-2 for the maximum time materials will be stored at the MRF.

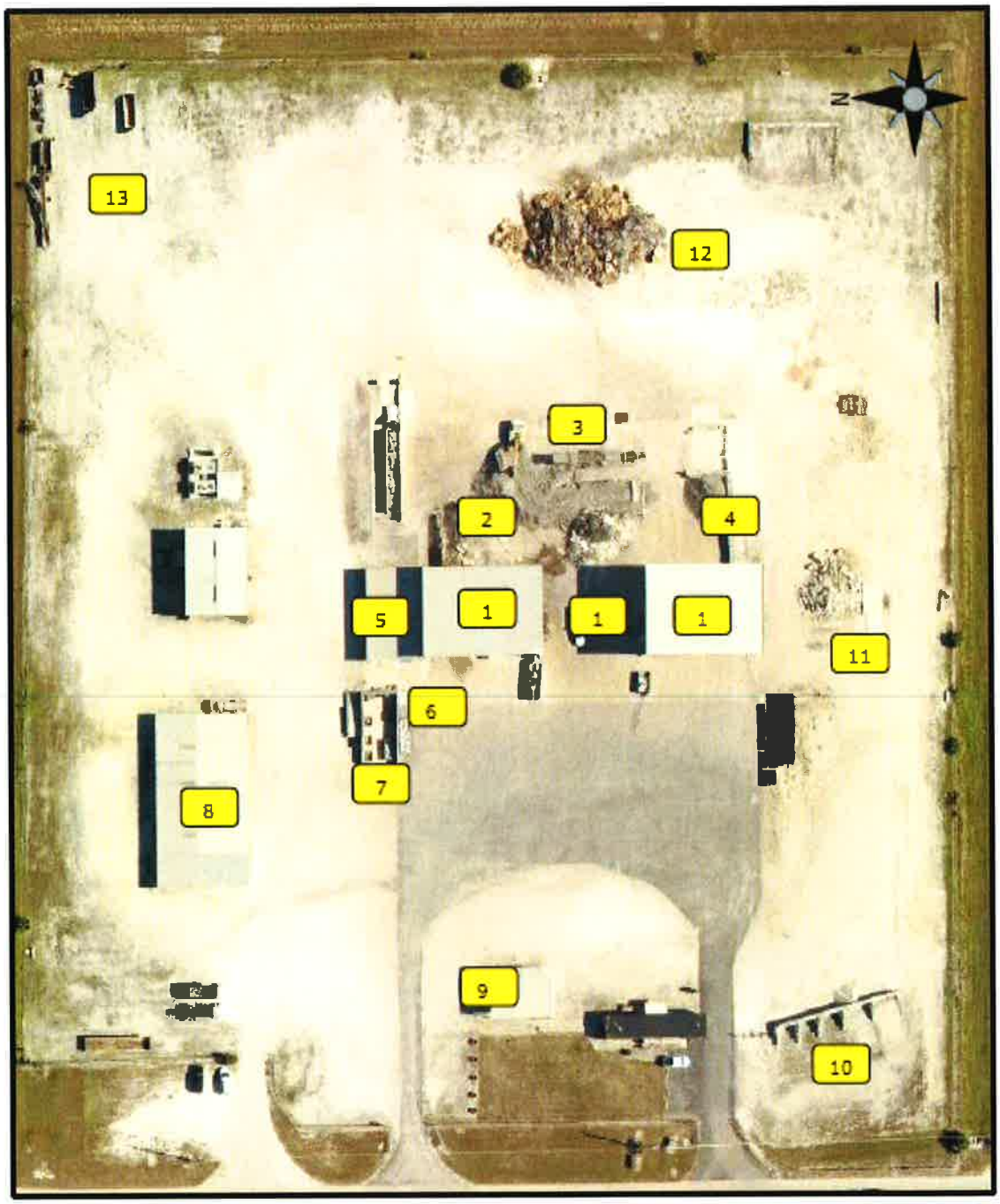
G. The maximum amounts of wastes, recyclable materials, and recovered materials that will be stored at the facility at any one time

Refer to Table 1-2 and Figure 1-2 for the maximum amounts of wastes and recyclable materials that will be stored at the MRF.

Table 1-2
MRF Storage Area Capacities and Removal Schedule

Area #	Area Name	Maximum Storage Time (calendar days)	Area Dimensions			Maximum Storage Volume (cubic yards)
			Width Feet	Length Feet	Height Feet	
1	Unloading/Sorting Floor	1 day	50	230	15	6389
2	Non-Recyclable Materials Storage	7 days	42	225	15	5250
3	Mixed Recyclable Materials Processing	7 days	48	225	15	6000
4	RSM Storage Area	60 days	28	60	8	498
5	Separated Recyclables Processing	30 days	35	50	15	972
6	Hazardous Materials Storage Area/Class I Waste	30 days	10	50	10	185
7	Metals Storage Area	90 days	22	50	10	407
8	Processed Recyclables Storage Area	90 days	32	45	10	533
9	Reusable materials Area	365 days	40	30	10	444
10	Processed Recyclable Storage Area	365 days	25	80	15	1111
11	Clean Concrete Storage Area	180 days	100	160	15	8889
12	Clean Wood Processing & Storage Area	180 days	100	300	15	16667
	Total Area for Processing and Storage					***47346***

FIGURE 1-2
MRF Material Processing & Storage Areas



KEY

1 Unloading/Sorting Floor	2 Non-Recyclable Materials Storage	3 Mixed Recyclable Materials Processing
4 RSM Storage Area	5 Separated Recyclables Processing	6 Hazardous Materials Storage Area
6 Class 1 Waste Storage Area	7 Metals Storage Area	6 Processed Recyclables Storage Area
9 Reusable Materials Area	10 Processed Recyclables Storage Area	11 Clean Concrete Storage Area
12 Clean Wood Processing Area	12 Clean Wood Storage Area	13 Empty Container Storage Area

H. Expected disposition of materials after leaving the facility

See Figure 1-1 MRF Materials Flow Schematic for information on disposition of materials.

2. Operational Requirements

A. Storage of putrescible and unauthorized wastes

All putrescible waste shall be sorted and removed from incoming loads as they are received by the facility operator. Putrescible waste shall be stored in a leak-proof container with the lid closed, except when wastes are being deposited or removed from the container. In accordance with Rule 62-701.710(4)(b), F.A.C., the putrescible waste container described will control vectors and odors; therefore, the putrescible waste container shall be emptied when the container is full or at a minimum every 7 days, whichever occurs first. Any other unauthorized waste received by the facility shall be segregated and transported to an authorized disposal or recycling facility within 30 days of receipt.

B. Control of odor and vectors

The MRF shall be operated so that objectionable odors do not occur beyond the facilities property boundary. If odors do occur, then the facility operator shall immediately employ techniques and processes to rid the area of odors within a twenty-four (24) hour time period. Vectors shall be controlled by operating the MRF in an orderly, clean manner at all times. If vectors do occur, the facility operator shall immediately employ techniques and processes to rid the area of vectors within a twenty-four (24) hour time period. Litter shall be collected on a daily basis.

C. Operator and spotter training

Operators and spotters at the MRF shall be trained in accordance with subsection 62-701.320(15), F.A.C. A trained operator shall be on duty whenever the facility is operating and one trained spotter shall be on duty at all times the MRF is open to the public and receiving waste materials. Operating hours are posted at the facility. Current operating hours are Monday – Saturday from 8:00 am to 5:00 pm, excluding the holidays of New Year's Day, Independence Day, Thanksgiving and Christmas. Operating hours are subject to change.

Copies of operator and spotter certifications are available at the MRF office or the Landfill Administration Building.

> **62-701.320(15)**. Operator and spotter training and special criteria. The owner or operator of a landfill, or other solid waste management facility required by this chapter to have trained operators or spotters, shall not employ a person to perform,

nor may any person perform, the duties of an operator or spotter at such facility unless that person is a trained operator or trained spotter. A facility may employ interim spotters, but only if they work under the direct supervision of a trained spotter or trained operator. A facility may employ an interim operator in lieu of a trained operator for no more than three consecutive months.

(a) Owners and operators of facilities shall ensure that operators employed at the facility are properly trained to operate the facility, and that spotters are properly trained to identify and properly manage any unauthorized waste which is received at the facility. A training plan shall be included as part of the permit application. The training plan shall either include a list and schedule of those classes offered to the public which will be attended by the facility's operators and spotters, or shall include a description of the facility's in-house training program. All training courses, whether public or in-house, must be approved by the Department in accordance with Section 403.716, F.S. Any in-house operator training program which includes an examination required by this subsection must be administered by an independent third party. Any other in-house operator training program must be administered by a trained operator. Any in-house spotter training program must be administered by a trained operator or a trained spotter. The training plan, along with records documenting how the training plan is being implemented, shall be kept at the facility at all times and be made available for inspection by Department staff. The Department will maintain a list of relevant training courses which are available in this State.

(b) In order to be considered trained, operators of the following facilities shall complete the following training requirements at courses described in the facility's operating plan:

1. Operators of landfills, and operators of construction and demolition debris disposal facilities, shall complete 24 hours of initial training, and shall pass an examination as part of that training. Within three years after passing the examination, and every three years thereafter, operators shall complete an additional 16 hours of continued training.
2. Operators of waste processing facilities shall complete 16 hours of initial training, and shall pass an examination as part of that training. Within three years after passing the examination, and every three years thereafter, operators shall complete an additional 8 hours of continued training.

(c) In order to be considered trained, spotters shall complete 8 hours of initial training at courses described in the facility's operating plan. Within three years after attending the initial training, and every three years thereafter, spotters shall complete an additional 4 hours of continued training.

D. Fire protection

Fire protection is provided by the Nokomis Fire Department. The Nokomis Fire Department works through mutual aide agreements with Sarasota County and Venice

Fire Departments. The Sarasota County Fire Department annually inspects the MRF for fire safety compliance. A copy of the inspection report is kept on-site at the Landfill Administration Building.

If a fire starts, employees are instructed to dial 911, and to move the public from the site to a safe location until help arrives. The MRF has general purpose fire extinguishers (ABC) at locations throughout the site that can be used to extinguish small fires. The MRF also has a water supply system throughout the MRF that can be used for fire suppression. There is a 3" diameter PVC pipe with quick coupler hose adapters and nozzles located at 250-foot grid pattern throughout the MRF. The facility operator also has a mobile 2,500-gallon water truck on site that can be used to put water on a fire.

The MRF will be shut down to the public if a fire occurs until the responding Fire Department releases the site back to the facility operator. No waste acceptance or processing shall be performed during a fire.

E. Facility access

Access to the MRF is controlled by three separate security systems. The first is the main entrance gates to the landfill site which are kept locked when the landfill is closed to the public. The second security system to the gate controlled access to the interior landfill site where the MRF is location and the third security system is the parameter fence that surrounds the property boundary of the MRF.

F. Leachate containment

All sorting areas as well as the materials storage areas for mixed recyclables waiting to be processed as RSM and separated non-recyclable materials storage area are located within the leachate collection system.

The leachate containment area is designed to collect the leachate that may be within a load or generated by a rain event. The entire leachate containment area is made of a poured concrete slab that is sloped to drain into the leachate collection system to prevent the discharge of leachate, and minimize the presence of standing water.

Liquid within the containment area flows by gravity to the trench drains. The trench drains are 12-inch wide rectangular concrete channels 85 feet in length. These drains are covered with a traffic-bearing grate. Leachate flows from the trench drains into a 15-inch diameter HDPE pipe. This pipe conveys the leachate from the containment area to the wet well. Leachate then enters the 5,000 gallon wet well/separator box. The separator section of the box has a 1,250-gallon capacity and is used to remove solids and reduce turbidity. The separator section is inspected weekly to ensure that the accumulation of solids and sediment settled out of the raw leachate discharge from the containment area do not restrict flow into the wet well section of the box. Accumulated solids, and sediments are removed as needed. Leachate then flows into the wet well pump station. The pump station has a 3,750-gallon capacity and contains two pumps, pump number one and pump number two. Pump number one is used to discharge leachate to the four inch diameter force main that connects the wet well/separator box to the six inch diameter force main that conveys leachate from the Class I area to the leachate storage tanks. A backflow prevention valve prevents leachate from the leachate force main from entering the wet well pump station. All leachate discharged to the leachate force main is recorded by a

flowmeter installed at the discharge of the MRF before discharge to the leachate force main. This information is recorded daily and included with the leachate reports for the landfill. Pump number two is used to transfer leachate to the sprinkler water storage facility. The sprinkler water storage facility consists of two interconnected 5,000-gallon tanks. These tanks are located within secondary containment. Pump number three supplies leachate from the sprinkler water storage facility for use as dust control during operations within the leachate containment area. The leachate is conveyed by a three-inch diameter, Sch 40 PVC pipe. This liquid is used for dust control prior to and during screening or grinding operations within the leachate control area. A hose will manually apply this dust control liquid with a spray nozzle directed to prevent overspray. If the sprinkler storage facility is at maximum capacity and more leachate enters the wet well pump station, the leachate pump (pump number one) will activate. Pump number one, will pump the leachate through a flowmeter, pump number two may operate in parallel with pump number one. Pump number two can pump leachate to the leachate forcemain rather than to the sprinkler water storage facility, and can backup pump number one. At the end of each operating day and at other times if necessary such as in the case of pump number one failure, the valve from pump number two to the sprinkler water storage tank will be closed, and the valve from pump number two to the leachate force main opened to allow pump number two to discharge to the leachate forcemain. This tank system conforms to the requirements of Rule 62-701.400(6)(c) and is equipped with an overfill prevention system.

Collected leachate within the truck loading area is pumped into the leachate collection drain with a portable sump pump or it can be drained by the small valve at the bottom of the pit where it will drain via gravity to the collection tank. All sediments that are removed from the truck loading area are disposed of in a permitted Class I Landfill.

The leachate collection system is inspected weekly by the facility operator to ensure it is in good working order. The exposed exterior of all above ground tanks are inspected for adequacy of the cathodic protection system, leaks, corrosion and maintenance deficiencies. Interior inspection of tanks shall be performed whenever the tank is drained or at a minimum of every three years. Inspection records are kept at the MRF.

G. Unauthorized Wastes/Hazardous Waste/Prohibited Materials

All loads are inspected for unauthorized waste, hazardous waste and or prohibited materials by a certified or "in-training" spotter or operator. In the event that unauthorized waste, hazardous wastes or prohibited materials are found in a load, the entire load or the portion of the load with the unacceptable materials will be rejected. Upon rejection of any load, the facility operator shall immediately notify the County's landfill inspector as well as provide information to the customer on the proper disposal methods for the materials that cannot be accepted at the MRF.

If unauthorized waste, hazardous waste and or prohibited materials are discovered after unloading has occurred, the materials and or wastes will be relocated to the designated storage area. The operator shall immediately notify the County landfill inspector and the County shall notify the Department. If known, attempts to have the customer return to the site to remove the materials and or wastes will be initiated. If the customer doesn't return to the site, then the facility operator shall be responsible for proper disposal. All

unauthorized wastes, hazardous wastes and prohibited materials shall be removed from the MRF site within 30 calendar days according to all federal, state and local regulations.

Examples of unauthorized waste, hazardous waste and or prohibited materials include the following:

Construction and demolition debris mixed with Class I waste
Construction and demolition debris mixed with non-recyclable Class III waste
Asbestos
Asbestos containing materials
Batteries – all types
Class I waste
Class III waste – except recyclable Class III waste from construction/destruction activities
Fluorescent lamps including other types of lightening
Hazardous Waste – including wastes that met the residential exemption
Paint - all types
Biomedical wastes
Ballasts
White goods
Tires
Liquids
Electronic devices
Contaminated soil

H. Recordkeeping

Operational records are maintained to include a daily log of the quantity of solid waste received, processed, stored, and removed from the site for recycling or disposal and the county of origin of the waste, if known. These records include each type of solid waste, recovered materials, residuals, and unacceptable waste, which is processed, recycled, and disposed. Such records shall be compiled on a monthly basis and shall be available for inspection by the Department. Records are retained at the Landfill Administration Office for three years.

Sarasota County will submit an annual report to the Department on Form 62-701.900(7). The report will include a summary of the amounts and types of wastes disposed of or recycled. Sarasota County will include a statement giving the county of origin of materials recycled. The report will be submitted no later than February 1 of each year and covers the preceding calendar year.

3. Closure Plan

Sarasota County will notify the Department in writing prior to ceasing operations, and will specify a closing date. No waste will be received by the MRF after the closing date. Within 30 days after receiving the final solid waste shipment, the owner will remove or otherwise dispose of all solid waste. Putrescible wastes will be removed within seven (7) calendar days. Closure will be completed within 180 days after receiving the final solid waste shipment. Closure will include removal of all recovered materials from the site for recycling or for disposal. When closure is completed, Sarasota County will certify in writing to the Department that closure is complete. Financial assurance for closure of the MRF is included in the Class I Landfill Financial Assurance Cost Estimate for closure and is updated annually in accordance with Rule 62-701, FAC.

4. Contingency Plan

The daily operations at the MRF are the responsibility of the company that has been contracted by the County to operate the facility. The Contingency Plan for the MRF is a corporate developed plan of the current company that operates the MRF and is referred to as an Emergency Management Plan. The plan has been reviewed and approved for implementation by the County. If a new company is selected to operate the MRF after a permit has been issued, then the County will submit for a permit modification to update the Operations Plan with the new company's plan. The current Emergency Management Plan for the company operating the MRF as of the most recent version of this Operations Plan is attached herein.

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EMERGENCY MANAGEMENT PLAN

WCA of Florida, Inc.

Knights Trail Road Transfer Station

4000 Knights Trail Road

Nokomis, Florida 34275

Ph. (941) 486 - 1352

TABLE OF CONTENTS

I. ADMINISTRATIVE

A. Responsibilities

The Site Manager shall provide the direction and support necessary to develop this plan, and to assure its ongoing timeliness, appropriateness, and training. Copies of the completed plans, attachments and updates shall be maintained in the Site Manager's office.

The local Site Manager shall serve as the Emergency Coordinator (E.C.) and will supervise the plan's development, chair any related committees, appoint alternates, and insure that the operation maintains an adequate state of emergency readiness.

B. Management Succession

The following personnel will serve as the Management Representatives in the event of an emergency. They are listed in order of management succession:

Roger Redman	Site Manager	O. 941.486.1352 C. 941.809.7990
Mike Gabbert	S.W. FL Area Manager	O. 941.377.5370 C. 941.628.4005
David Ginapp	Regional Maintenance Mgr.	O. 352.264.3269 C. 352.317.7531

C. Emergency Response Team

1. Composition

Emergency Coordinator:	Roger Redman
Alternate E.C.:	Mike Gabbert
Administrative Coordinator:	Roger Redman
Maintenance Coordinator:	Roger Redman
Operations Coordinator:	Roger Redman

1. Duties/Responsibilities

a. Emergency Coordinator

- Shall be responsible for the implementation of this plan so as to assure a smooth transition during and after emergency conditions.
- Shall determine when an emergency exists and when to implement this plan.
- Shall give the order to evacuate by activating alarm systems or notifying all facility personnel using verbal commands.
- Shall verify that all personnel have safely evacuated the facility and are accounted for.
- Shall designate emergency headquarters and alternate headquarters if needed.
- Shall establish and maintain a Liaison with local fire, police, civil defense and mutual aid organizations.
- Shall ensure all effected utilities are shut down as required
- Shall ensure all members of emergency response team are notified of the emergency and are performing their assigned functions.
- Shall ensure all required notifications are made (Sarasota County/Regional HQ/Regional Safety, and Environmental/Corp., etc.).
- Shall ensure all areas of the facility are swept assure safe personnel movement when required.
- Shall ensure media questions are responded to accordingly (see Sec. IV. D. in this plan).
- Shall determine when to sound the "all clear", with the advice of police and fire officials when needed.
- Shall take all reasonable measures to ensure that fires, spills, explosions, etc… do not occur, recur or spread.
- Regularly review the state of emergency readiness to include developing, executing and documenting, at least bi-annual, tests and exercises of the various components of the plan.

b. Alternate E.C. and Administrative Coordinator

- Shall assume the responsibilities of the emergency coordinator if necessary.
- Shall assign duties to Administrative Personnel as required to assure security of records and the smooth transition from emergency conditions to normal operations.

c. Operations Coordinator

- Shall be responsible for the security and safety of the fleet.
- Shall assign duties to operations personnel as required to restore normal operations, taking direction from the E.C.
- Shall ensure all operations personnel are safely evacuated and accounted for.

d. Maintenance Coordinator

- Shall be responsible for the security and safety of equipment in the shop.
- Shall assign duties to maintenance personnel as required to restore the fleet to normal operating condition. Priorities will be directed by the E.C.
- Shall ensure all maintenance personnel are safely evacuated and accounted for.
- Shall be responsible for disconnecting, shutting-down all power sources including HVAC system, pneumatic system, fuel system, electrical supply, water supply, and propane supply as required.

e. All Employees

- Responsible to report fires or other emergency situations.
- Responsible for following the directions of this program, the E.C. or Alternate E.C., or emergency rescue crews as required.
- Perform assigned duties as found in specific plan sections or assigned.

D. Corporate/Regional Resources

Corporate and Regional Departments that are available to provide support and advice during emergencies include Human Resources, Public Affairs, Environmental Health and Safety, Engineering, and Legal.

E. Schedules for Plan Updates

The written Site Plan shall be reviewed for timeliness and accuracy on at least an annual basis by the E.C. Major changes at the facility such as remodeling, new construction, an acquisition, a management reorganization, etc... warrant review and updating of the Site Plan. The Plan will also be amended whenever:

1. Applicable regulations are revised.
2. The Plan fails an emergency
3. The list of emergency equipment changes.

Copies of revised or amended Plans will be available on site for review by regulatory agencies and a copy be issued to Sarasota County.

All personnel will be briefed on revisions as required.

F. Distribution of Emergency Management Plan

This plan will be kept in the Site Manger's office and will be accessible to all employees during hours of occupation. Sections relative to an individual's responsibilities will be distributed to that individual. Evacuation routes with assembly areas identified will be posted in several locations throughout the facility. A copy of this Plan will be available to all employees upon request.

II. GENERAL

Description of facility

WCA of Florida- Knights Trail Road is a construction & demolition debris transfer station located at 4000 Knights Trail Rd, Nokomis, FL, 34275. The facility includes the administrative office trailer, an equipment repair shop and the covered parking/storage areas. This facility resides inside Sarasota County Landfill.

Access to the parking and maintenance area is by utilizing the driveway from Sarasota County Landfill access Rd. The transfer station in its entirety is surrounded by chain link fencing. Employee and personal parking is located in the front of the administrative office trailer. The administrative office trailer has a security system including intrusion alarms and a fire alarm system that includes pull handles. The maintenance facility is equipped with fire extinguishers. The Administration Office Trailer is equipped with telephone service.

Approximately 4 employees are present at the facility during operating hours. Drivers that are based at the site are typically present at the facility for the entire time during the day.

The Knights Trail Road facility is the base of operations for the transfer of construction and demolitions debris. Hours for operations and maintenance are 8:00 am to 5:00 pm .

Areas of emergency incident vulnerability include all equipment fueling areas, the maintenance facility, and covered storage area which houses combustible and flammable storage cabinet and flammable welding gas.

All equipment assigned to the Site are parked and maintained on premises.

Site Inventory

1. Critical areas:

    a. Personnel injury – maintenance shop
    b. Parts room (theft) – covered storage and maintenance shop
    c. Vital records (theft) – office trailer.

2. Vulnerabilities:

    a. Office equipment (theft) – first floor, maintenance shop

3. Local contractor resources:

a. Medical – Fruitville Walk-In Clinic	941.954.8686
b. Medical – Venice Regional Hospital	941.483.7000
c. Ambulance – Sarasota County Fire Dept.	911 or 941.480.3030
d. Fire	911 or 941.480.3030
e. Police	911 or 941.866.8000
f. Carpentry Repair –	None
g. Electrical Services – Mader Electric	800.582.6006
h. Glass Contractor –	None
i. Plumbing – Sean McCutcheon	941.921.7288
j. PC Computer Repair – WCA IT	713.292.2400
k. Office Supplies – Staples	
l. Safety Equipment – Ritz Safety	813.621.2127
m. Fire Extinguishers – Gulf Coast Fire	941.955.6074
n. First Aid Supplies – Ritz Safety	813.621.2127
o. Heavy Equipment Repair – Southern Crane & Tractor	941.916.5401
p. Tow Truck Service - Norm's Towing	941.755.1195
q. Heavy Ind. Cleaning –	None
r. Oil Spill Cleanup –	800.424.8802
s. Hazardous Waste Cleanup –	800.424.8802
t. Poison	800.222.1222

4. Employee primary and secondary skill:

    a. Mechanical and repair
       Harry O'Brien
    b. Heavy equipment operation
       Paul (P.J.) Lamare.

5. Vital records storage:

a. Fireproof file cabinets
    1. None on site.
b. Site Manager's Office
    1. Permits binder: Non-fire proof.
    2. Insurance certificates: Non-fire proof cabinet.
    3. Legal documents: None on site.
c. Computer Room
d. Backup computer programs and disks
e. Maintenance fire-proof file-cabinet.
    1. None on site.

D. Alternate Locations:

There are four WCA facilities within ninety miles of us that would allow temporary space if needed:

1. WCA – Fruitville Hauling & Transfer Station – approx 23 miles
2. WCA – 63rd Transfer Station - approx 32.7 miles
3. WCA – Desoto Landfill - approx 66.7 miles
4. WCA – Fort Meade Landfill - approx 88.5 miles

III. PREPARATORY ACTIVITIES

A. Communications

1. Alert and Warning Systems

In the event of a facility emergency, all personnel will be notified by the fire alarm system, the telephone, or the radio system. All employees who are not on the premises will be notified by way of cell phone.

If an emergency occurs while the facility is closed or during the early morning, when there is a limited number of personnel on site, the 24-hour central monitoring service will notify the following persons in the order listed.

1. Roger Redman (home) 941.698.9484 or (cell) 941.809.7990
2. Paul Lamere (cell) 603.677.2320 or (wife's cell) 941.615.7138
3. Mike Gabbert (office) 941.377.5370 or (cell) 941.628.4005

These individuals will notify all other personnel.

2. The Media

All media inquiries will be directed to the S.W. FL Area Manager, who is the ONLY person, authorized to respond to the media. Further directions for dealing with the media are listed in Section IV D. of this Plan.

3. Families

The Site Manager will be responsible for communication and support to families of employees who have been affected by an emergency situation.

B. Training

1. Emergency Plan Training

It will be the responsibility of the E.C. or his designee to train personnel in the use of the Plan. Training will take place annually or when significant changes occur to the Plan.

Training will include:

- Location of Evacuation Route/Assembly area sheets
- Location of written program
- Individual responsibilities
- General warning/alert system recognition
- Mock evacuation using different scenarios
- Program requirements
- Fire extinguisher placement and usage

2. Training Resources – Regional Health and Safety staffs are available to assist in conducting training.

IV. RESPONSE ACTIVITIES

A. Assessment of Situation

The E.C. shall immediately, upon notification, assess the emergency situation as to it's:

- Actual existence
- Character
- Source
- Severity
- Extent
- Most immediate impact
- Existing injuries and damage
- Possible hazards to human health or the environment
- Appropriate internal or external responses
- Salvageable aspects of involved areas and uninvolved areas

B. Containment and Control

All practical efforts should be taken to safely contain the emergency to a particular location by:

- Stopping processes and operations
- Evacuating and restricting areas
- Removing volatile and threatened items (vehicles, fuel, chemicals, etc.)

C. Security Measures

Consideration will be given to:

- Protecting personnel from further threats or risks
- Restricting access to key assets and vital records
- Controlling access to the Site and its building during all hours
- Adding countermeasures (guards, temporary fencing or lighting, cameras, etc.) to compensate for damage and changing risks

The Environmental, Health & Safety Department shall be consulted for specific advice and support.

D. Public Affairs

The Spokesperson for the facility is Mike Gabbert, SW Area Manager, in the event of an emergency, he is the **ONLY** person authorized to speak and provide answers to media personnel. **ONLY** after notification has been made to Mike Roy, WCA General Counsel at cell phone: 713-542-2565.

The designated coordinators will assist the spokesperson by providing facts and other information regarding the emergency as soon as it is available.

Both the facility spokesperson and the E.C. are responsible for knowing at all times the following information:

1. This facility's operations.
2. The number of people employed here.
3. Physical characteristics of the facility.
4. History of the facility.
5. Names, titles, length of service, home addresses, and emergency contacts for all employees.
6. Chemicals used at the facility.

The following questions will be discussed and put into written form by the Spokesperson:

1. What happened and its cause, if it can be determined?
2. Extent of damage, if any? A dollar figure should not be used as this will be determined through later investigation.
3. What is the impact on the facility, if any? What will the impact be on customers, operations and employees?
4. How will the company surmount these disruptions?
5. Will the employee's be out of work?

After the answers to these questions are determined, the Site Manger and Spokesperson will contact Mike Roy, WCA General Counsel handling WCA Corporate and Public Affairs Department in Houston, TX (cell ph. 713.542.2565). This WCA General Counsel will provide interim assistance with media relations until on-the-site assistance is available. WCA, Corporate, Houston, TX shall be contacted before contact with the media, so expediency must be considered as vital.

E. Emergency Shutdown

During an emergency, the following shutdown assignments will be in effect:

1. Roger Redman – Office Area – Shut windows/electrical devices
2. Roger Redman – Shop Area -- Electrical panel/shut doors/fuel Supply and Water

Depending on the type of emergency, assigned personnel will know the location

for emergency shutoff of the following equipment:

LOCATION OF MAIN UTILITY SHUT-OFFS

ELECTRICITY:

The main breaker panel, which contains the master breaker, is located in the front Clerk office in Administrative Office Trailer, the shop is on the far back wall, and Storage Box #1 contains the shutoff for the the covered parking/storage area and fuel pumps.

WATER:

There is one water meter located to the right side of the shop. The water shut off is also at this location.

HVAC SYSTEM:

See ***ELECTRICITY*** above.

**NOTE: all doors and windows should be shut during evacuation if safe to do so.

These assignments will be performed upon the order of the E.C. and shall **ONLY** be performed if conditions are determined to be warranted and completely safe at the time.

V. PERSONNEL MOVEMENT (EVACUATION)

A. Implementation

The evacuation plan for all areas on the site can be found in the attached Evacuation Plan.The parking to the right of the exit gate will serve as the assembly area during evacuation. The following personnel will be responsible for a head count during evacuation.

1. Roger Redman – Office Area
2. Roger Redman – Shop Area

All employees who are off site will be notified by cellular telephone with emergency details and actions to take (stay away from facility, return to facility, stay away from certain roads, etc.).

B. Order to Evacuate

An order to evacuate the office and the shop could come from either the radio system, the fire alarm system, or by verbal command or all three.

Walk to the nearest exit and leave the building. Congregate in the parking lot to the right of the exit gate, well away from the buildings or driveways, as emergency response crews will need complete access.

The assigned personnel will be responsible for checking restrooms, fire rooms and storage rooms to be certain everyone has left he buildings.

NOTE: Using a "buddy-system", look around you and make sure the people you were with inside are now outside or accounted for.

C. Re-Entry into Buildings

The E.C. and/or the emergency response crew will notify all personnel when it is Safe to re-enter the buildings.

Upon re-entry, look around your area for anything out of place/out of the ordinary in case emergency crews overlooked unsafe items/areas. Notify the E.C. immediately of anything you find.

VI. MEDICAL EMERGENCIES

A. General

An available employee trained in medical response, which may include CPR and first aid, will be summoned in the event of a minor injury. This person will assess the situation and determine how it will be handled. He will instruct WCA personnel as to the necessity of notifying Fire Department and/or paramedic services. The internal WCA incident notification process will be conducted in the event of a serious injury. First aid kits are maintained in accessible areas of the facility.

If a CPR/First-aid trained employee is not readily available, call 911 or transport the injured/ill person immediately.

B. First Aid/CPR training – to be conducted for at least 1 employee.

C. Medical Waste/Blood borne Pathogen Exposure

For accidental contact with blood or blood agents, affected employees should be Managed in accordance with the Blood borne Pathogen Program. Bloodborne Pathogen Kits are on site adjacent to First Aid Kits.

VII. FIRES

A. Facility Capabilities

1. The Administration Office is equipped with a fire alarm system.
2. Fire extinguishers are located throughout the facility. Extinguisher locations are identified on the facility's interior layout plan.

B. Forest Fires

1. This site has no capability of fighting this type of fire.
2. Call fire department immediately – call from off-site if the fire is too close.
3. Evacuate each building immediately. All personnel will assemble in the parking lot to the right of the exit gate for a head count and disperse.

C. Building Fire (defined as minor and major)

1. Minor fire – if the fire is very small (ie. a smoldering wastebasket), you may attempt to control it with a fire extinguisher. If this attempt does not work, consider it a major fire and follow those procedures. Report any fire to E.C.
2. Major fire – major fires are those that cannot be handled with one fire Extinguisher.
    - Calmly inform everyone around you a radio the situation, then evacuate the facility immediately. Gather in the designated area unless it is unsafe.
    - Call the fire department – call from another area if the fire is threatening to yourself or others in that area.
    - Ensure the E.C. is aware of the fire and appropriate actions are being taken.
    - Flammables are stored in the building – get as far away from the building as possible or take shelter behind a vehicle or other obstruction at a safe distance. Ensure the MSDS book is provided to the emergency response crew.

D. Vehicle Fires

1. Each vehicle is equipped with a 20-pound ABC fire extinguisher.
2. Call Site Manager by radio if possible or call 911. Tell the Site Manager that you have a vehicle fire, give your exact location, and stay calm. Do not attempt to call with the radio if it will cause you to endanger yourself. Find a phone if possible. The Site Manager will call the fire department if you cannot.
3. Look for a safe location and pull the truck over and shut it off.

4. Evacuate the vehicle. If you can get to the fire extinguisher safely and effectively fight the fire, do so. Do not put yourself in danger. Stay clear of the vehicle, direct traffic if needed and wait for the fire department.
5. In case of a fire in the body of a compaction vehicle, push the blade as far to the rear as possible, packing the load. Do not open the tailgate to try to dump the load. This will cause the load to ignite in an explosive manner as a result of the in-rushing oxygen. Once the fire department is on the scene, opening of the tailgate and dumping the load is then possible.
6. The Site Manager will be on the scene as soon as possible after the call for help is received.

E. Explosions – Upon hearing an explosion in the near vicinity, take the following Actions:

1. Check for fire and execute procedures for fire.
2. Alert the E.C. and make sure the local fire department is contacted if needed.
3. Evacuate personnel following evacuation procedure.
4. If evacuation is necessary, shut off electrical power and fuel supply.
5. Treat injured personnel if needed.

F. General

1. Do not put yourself in danger trying to fight a fire.
2. Evaluate the situation using your own good judgment as to whether you should try to fight the fire or not. Do this quickly. There is no right or wrong choice in these situations. Personal safety always comes first.
3. Know the locations of fire extinguishers. The telephone number of the fire department is 911.

IX. SPILLS

A. Spill Contingency Plan

The purpose of this plan is to inform WCA employees of necessary actions in the event of a spill or discharge of a hazardous material or regulated substance at this location.

B. Response

If a spill or discharge involving hazardous substances occurs, **IMMEDIATELY**:

1. Make an initial survey of the scene, determining:

   - If people are potentially threatened
   - If the presence of fire, smoke or fumes exists
   - The overall condition of the vehicle or container
   - The locations of storm sewers, sanitary sewers or sumps

2. Call the member of the Regional Environmental Health & Safety Team at the following numbers:

   1. Joe Balbi, Regional Director of EHS 386.624.2109

3. There are spill kits located near spill risk areas in the facility and each truck is equipped with a spill kit. Follow spill procedures outlined in annual training to attempt to contain the spill if it is safe.

4. Rescue the injured if possible.

5. If any employee observes a spill or discharge of a hazardous material or substance, the employee shall call the Emergency Coordinator. The Manager on site deploys the spill response equipment and notifies both Regional EHS & Regional Maintenance Manager of the incident. The Emergency Coordinator will assign one of The following persons to function as a Response Coordinator:

   1. Roger Redman

6. The assigned Response Coordinator will identify the specific hazardous substance by noting container labels, shipping papers/MSDS or vehicle placards. The types of materials that could most likely be accidentally spilled or discharges are in the following general categories:

   - Cleaning Chemicals (eg: bleach, ammonia, etc.)

- Antifreeze
- Diesel fuel
- Water treatment chemicals
- Waste oil or other petroleum products

7. The Response Coordinator makes an evaluation of the spill or discharge to Determine appropriate response actions such as:

    - Switching building ventilation from re-circulation to outside air
    - Notification of Fire Department, Police Department or environmental cleanup vendor & Sarasota County.
    - Cleanup procedures to be used
    - Building evacuation, if necessary

8. The Response Coordinator may contact the shipper(s) or manufacturer(s) of the substance for additional information.

9. The Response Coordinator will ensure proper notifications are made based upon the magnitude of the spill. Note: Petroleum spills over twenty-five (25) gallons in FL must be reported to the State of Florida FDEP and spills over ten (10) gallons shall be reported to Regional Management.

C. Spill Response Equipment

The minimum equipment to be located in the shop is as follows:

- Absorbent material – Oil – Dry (12 – 40 lbs bags)
- Toters (2)
- Brooms (2)
- Shovels (2)
- Trash bags (2)
- Containment brooms (3) located at fill pipes to petroleum tanks and in the vicinity of the fuel pump.

The basic equipment to be located on the trucks is as follows:

- Truck spill kit (contained socks, absorbent pads, gloves and reuse bag)

X. NATURAL DISASTERS

A. General

Since natural disasters usually affect large areas and many people in a relatively brief period of time, local government support is limited and the company must accept the responsibilities of self-protection and recovery.

The Emergency Coordinator will assess and respond to conditions, and implement emergency procedures in the event of temporary facility closure, flooding, or other related conditions.

Employees should be notified of pending weather emergencies and should take appropriate actions to ensure their safety. If they cannot return to the Site, instruct them to pull the vehicle to a safe location, looking out for wiring, high towers, etc., and shut it off. If there is a facility nearby, instruct the driver to seek shelter there. If no facilities are available, instruct the driver to remain in the truck unless he feels it is unsafe to do so. Attempt to maintain constant communication with the drivers to ensure they are safe. Instruct them to call-in before proceeding after the emergency is over so an assessment can be made whether they should continue with their duties or return to the Site.

HURRICANES/TORNADOES

Heavy rain, high wind gusts, and hail generally accompany tornadoes and hurricanes. Falling walls, roof sections, and high velocity blowing debris would be the predictable hazards to personnel in the event of a tornado or hurricane. While tornadoes may only remain in the area of the facility for just a brief time, hurricanes can last for long periods of time.

It is very important that personnel take safe haven before a tornado or hurricane hits. Do not try to run outside in the event inclement weather unless evacuation is necessary.

In the unlikely event of a tornado, or unanticipated hurricane force winds, the Emergency Coordinator will order employees at the facility to evacuate in advance of the storm, or assemble in a relatively secure area of building, away from unexposed windows, until the threat of damage from high winds and blowing debris subsides.

After an event, a full facility inspection should be made to identify unsafe areas and start clean up efforts as needed. Notify the E.C. of all unusual occurrences identified.

FLOODING

The electrical power must be de-energized in areas of flooding. The Emergency Coordinator will assess the danger to valuable equipment in areas subject to flooding, and arrange movement of vulnerable assets to a safe storage area and will contact emergency services as needed.

EARTHQUAKES

The main concern during an earthquake is shielding personnel from falling objects. The actual movement of the earth is rarely the cause of death or injury.

If inside: STAY INSIDE THE BUILDING

1. Sit or stand against an inside wall, or take cover under a desk, strong table, or in a doorway.
2. Stay away from windows, glass, and outside doors.
3. Do not use the telephone.
4. Avoid lighting a cigarette or striking a match for any reason until gas lines are checked for leaks.
5. Do not attempt to leave the building during a severe earthquake because of the hazard of downed power lines, falling debris, etc.
6. After event, look for and report unsafe conditions.

If outside:

1. Move away from buildings and utility lines.
2. Watch for falling glass, electrical wires, poles, or other debris.
3. After event, look for and report unsafe conditions.

XI. BOMB THREATS

A. Prevention Measures

Proper facility security measure should prevent most devices from being placed without detection. In the event of an increased security threat, more extensive measures such as more stringent security, training programs, package inspections, more involved search and evacuation procedures and recorders on appropriate phones may be implemented.

B. Handling the received Bomb Threat

In the event of receiving a bomb threat, the Emergency Coordinator must be notified. The local police, fire departments, and Sarasota County will be notified of the bomb threat. The facility will be evacuated of personnel. The facility will not be re-entered until given an "All Clear" by the police or fire department after a search of the facility. The person receiving the bomb threat should make available to the authorities all recollections concerning the bomb threat.