



Sarasota County
Solid Waste Operations

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

July 2019 - Revised

Prepared for
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Nokomis, FL 34275

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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 minimis 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 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 (The Department), 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 150 and 400 tons per day. The maximum weight of materials to be managed and processed is 400 tons per day.

TABLE 1-1
Construction & Demolition Debris Fiscal Year Report

	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	*FY19
C&D Tons Received	24580	21261	20123	20259	27893	31356	34805	45690	47745	54462	25288
Daily Average Weight (Tons)	80	69	65	66	90	101	113	148	155	176	164

Daily Average based on 309 days/year

*FY19 - Based on six-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. 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 final screen size no greater than $\frac{3}{4}$ of an inch. The shaker/screen machine is equipped with a magnetic screen to remove nails and other sharp metal objects from the final RSM product.

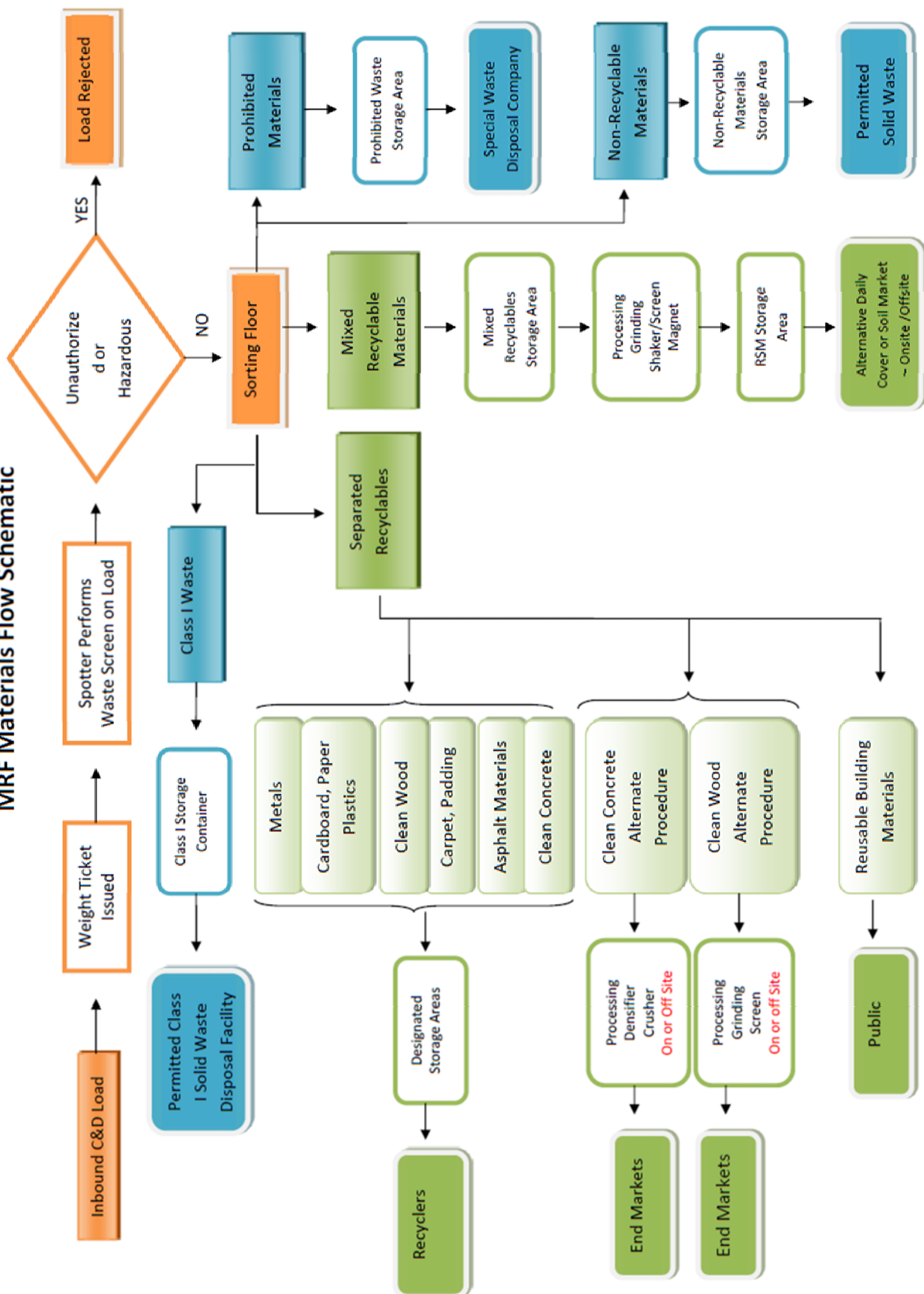
The sorted recyclable materials are stored onsite until the facility operator makes arrangements for transport to offsite recycling, processing or disposal location.

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:

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

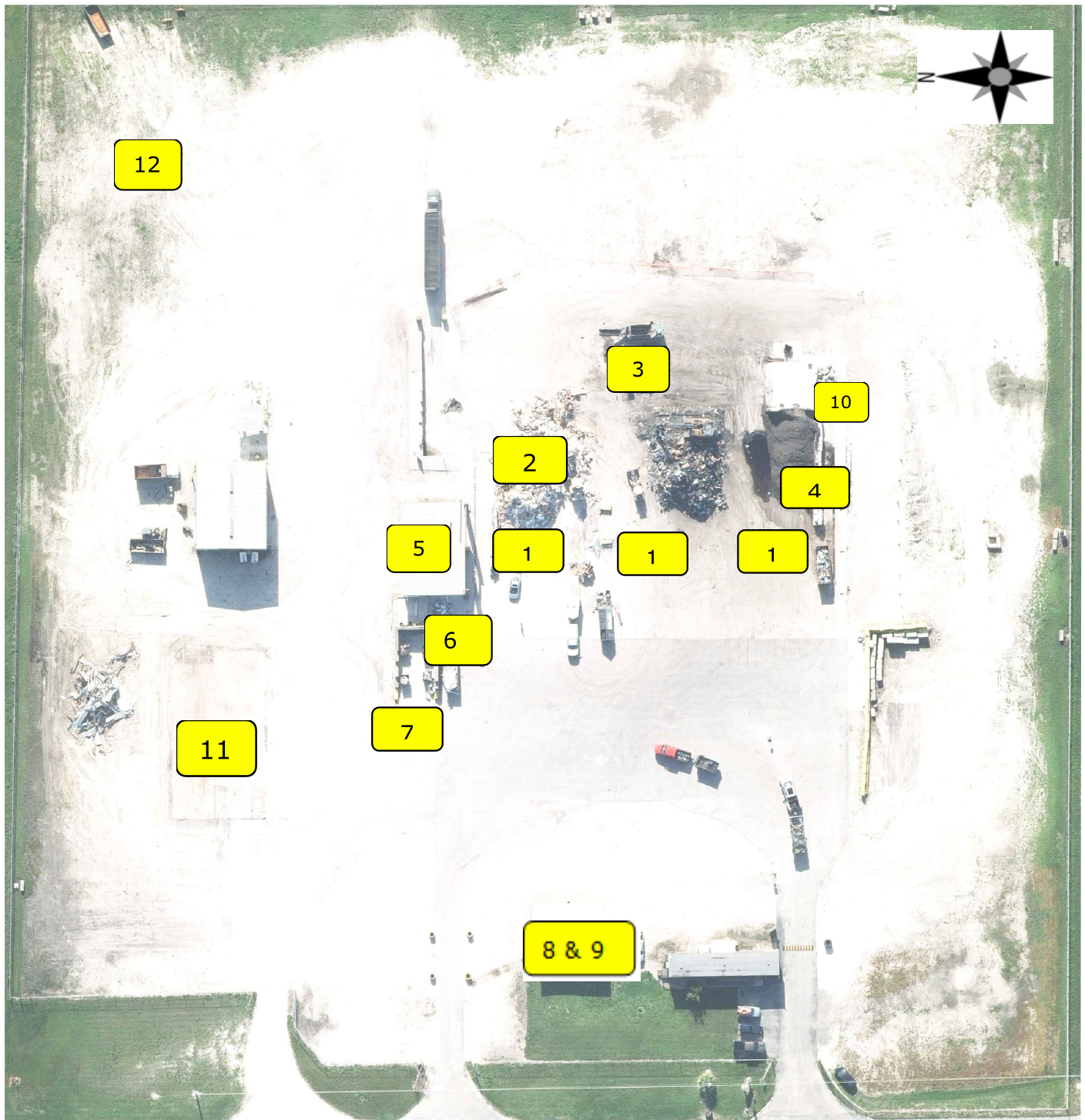
G. The maximum amounts of wastes, recyclable materials, and recovered materials that will be stored at the facility at any one time

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	30 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/7 days	10	50	10	185
7	Metals Storage Area	30 days	22	50	10	407
8&9	Reusable materials Area	365 days	40	30	10	444
11	Clean Concrete Storage Area	60 days	20	70	15	778
12	Clean Wood Processing & Storage Area	90 days	32	45	10	533
Total Area for Processing and Storage						21456

FIGURE 1-2
MRF Material Processing & Storage Area



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 I Waste Storage Area | 7 Metals Storage Area | 8 Processed Recyclables Storage Area |
| 9 Reusable Materials Area | | 11 Clean Wood Processing Area |
| 12 Empty Container Storage Area | 10 Clean Concrete 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 – Friday from 8:00 am to 5:00 pm and Saturday from 8:00 am to 2:00 pm, excluding the holidays of New Year's Day, Independence Day, Labor 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 aid 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 facility operator also has a mobile 700-gallon water truck on site that can be used to for fire control.

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 is the gate controlled access to the interior landfill site where the MRF is located and the third security system is the perimeter fence that surrounds the property boundary of the MRF, which is locked when the site is not in operation.

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. The wet well 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 leachate collection system. Accumulated solids, and sediments are removed as needed. Leachate then flows into the wet well pump station and discharges leachate to the four inch diameter force main that connects the wet well 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.

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 leachate collection storage 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. 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
- Propane Tanks

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 for dedicated loads of construction and demolition debris that have been brought for disposal to the site, as required in subsection 62-701.730(12), F.A.C. The report shall be submitted to the Department on or before February 1 of each calendar year.

The County will also prepare on or before September 9th of each year Form 62-701.900(36) – Certification of Economic Feasibility To Process C&D Debris Prior To Disposal as required by Rule 62-701.730(13)(e), F.A.C. The completed form will be included as part of the facility's operating record.

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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WCA-Knights Trail Transfer Emergency Management Plan

May 2019

Purpose

The purpose of this plan is to provide information and procedures needed in the event of emergencies or other unforeseen contingencies that may occur in the course of daily facility operations. This plan will be made available to all employees and will provide a list of emergency contacts, procedures and outside resources needed should these events occur.

Facility Information

Knights Trail Transfer - WCA of Florida, is a C&D disposal recycling facility located at 4040 Knights Trail Nokomis, Florida. The facility operating hours are Monday through Friday, 8:00 a.m. until 5:00 p.m. Saturdays 8:00 a.m. until 2:00 p.m.

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Section II:	Emergency Response Committee/ Contact Info 24/7
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Section V:	Utility Disconnects
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Section VI:	Employee Contact List

Section I: Personnel

There -are currently six (6) permanent employees at Knights Trail Transfer, including managers, operators and laborers. **District Manager Mike Gabbert** and the Sarasota **Operations Manager David Stroh** office (off site) @ **8001 Fruitville Rd Sarasota FL**. All other employees below are on site at KTR.

District Manager.....	Mike Gabbert
Operations Manager.....	David Stroh
Site Manager.....	Nico Ferry
Operators.	Luke Jackel
	Neal Levine
Laborers.....	Mitch Long
	Bicente Morales
	Javier Carrizales

Section II: Emergency Response Committee

The emergency response committee includes those employees that have specific responsibilities or functions during an emergency. The members of the Emergency Response Committee are as follows.

Nico Ferry – Site Operations Manager 1st Contact 941 – 232 – 4835

David Stroh - SW Florida Operations Manager 2nd Contact 941 – 343 – 7546

Mike Gabbert – District Manager 3rd Contact 941 – 628 - 4005

The **Site Ops Manager** serves as the **primary facility contact if an emergency occurs**. The Operation Manager serves as support to Site Ops Manager. District Manager will be available if first two responders are not available.

The specific duties and responsibilities of the Emergency Response Committee are outlined below.

- ✚ Notify employees if there is a need to evacuate the buildings and / or site
- ✚ Initiate the appropriate response to an emergency and contact the necessary emergency response contractors and /or agencies;
- ✚ 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 ensure all members of emergency response team are notified of the emergency and are performing their assigned functions.
- ✚ Coordinate emergency response measures
- ✚ Manage communications with site personnel, emergency responders, regulatory agencies and shall determine when to notify that "all is clear", with the advice of police and fire officials when needed.
- ✚ 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.
- ✚ Implement emergency response measures;
- ✚ Communicate emergency information and response measure to site personnel
- ✚ Maintain a headcount of employees and their locations during emergency situations
- ✚ Investigate and report emergency situations and accidents
- ✚ Conduct follow-up investigations and reports after emergency situations and accidents
- ✚ Conduct regular emergency response training with employees and provide employees with updated emergency response information as necessary
- ✚ Contact outside emergency response contractors as directed
- ✚ Notify regional management staff as directed
- ✚ Maintain open lines of communication with the personnel listed above and relay information to site personnel as needed.

Section III: Emergency Contacts /Outside Resources

Fire / Ambulance / Police.....	911
Sarasota County Sheriff.....	911
Fruitville Walk in Clinic.....	941-954-8686
Venice Hospital.....	941-483-7000
Safety Equipment.....Ritz Safety.....	813-541-5475
First Aid Supplies..... Ritz Safety.....	813-541-5475
Towing Company Professional Towing.....	813-242-0610
Fuel Bradenton Fuel.....	941-749-0966
Spill Response (US-EPA) Reporting purposes Only.....	800-424-8802
Poison Control.....	800-222-1222
Heavy Equipment Service (Volvo/Flagler)	813-376-2600
Tire Service (Callaghan).....	941-746-6188
Aramark Uniforms.....	800-272-6275

Section IV: Emergency Procedures

Evacuation

If a general evacuation is necessary, the Site Manager will notify employees of the evacuation order and direct employees to the assembly point. The designated assembly point for employees during an emergency is the front entrance gate, and the alternate assembly point is the 2nd Gate in front of the scale house. Prior to evacuating, and if the situation permits, employees will be instructed to shut down and secure equipment, including the fuel tanks, turn off all computer equipment and lights and secure the office doors before leaving. Operators will park and secure all equipment in a safe area before evacuating.

Fires

In the event of a fire at the facility, employees will notify the site manager by two-way radio, the site manager will notify the fire department by calling 911. Employees will attempt to contain and extinguish fires using fire extinguishers and available water on site. Site personnel will attempt to contain or extinguish fires only when they can do so safely and without risk of injury. All fires, regardless of severity, should be reported to WCA Management and the proper authorities of the Sarasota County Landfill.

Natural Disasters/Sever Weather/Bomb Threats/Active Shooter

In the event of a Natural Disaster or Emergency, the site manager may decide to shut down activity at the facility as the situation warrants. If severe weather is forecasted, all necessary preparations will be made to reduce the risk of damage at the facility,

Severe weather

Severe Weather can at times occur with little or no warning, leaving insufficient time for employees to prepare or to travel home safely. Should this occur, employees should make every attempt to shut down and secure all equipment, vehicles and buildings in order to minimize potential injuries and damage. When severe weather is imminent, all employees are to immediately move to the Office Trailer and wait for further instructions. Next 8 pages include more specifics on different types of Natural Disasters including what to do in case of a Bomb Threat and or an Active Shooter Situation.

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.

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.



ACTIVE SHOOTER HOW TO RESPOND



HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

PREPARING FOR AND MANAGING AN ACTIVE SHOOTER SITUATION

Your human resources department and facility managers should engage in planning for emergency situations, including an active shooter scenario. Planning for emergency situations will help to mitigate the likelihood of an incident by establishing the mechanisms described below.

Human Resources' Responsibilities

- Conduct effective employee screening and background checks
- Create a system for reporting signs of potentially violent behavior
- Make counseling services available to employees
- Develop an EAP which includes policies and procedures for dealing with an active shooter situation, as well as after action planning

Facility Manager Responsibilities

- Institute access controls (i.e., keys, security system pass codes)
- Distribute critical items to appropriate managers / employees, including:
 - Floor plans
 - Keys
 - Facility personnel lists and telephone numbers
- Coordinate with the facility's security department to ensure the physical security of the location
- Assemble crisis kits containing:
 - radios
 - floor plans
 - staff roster, and staff emergency contact numbers
 - first aid kits
 - flashlights
- Place removable floor plans near entrances and exits for emergency responders
- Activate the emergency notification system when an emergency situation occurs

Accidents / Injuries

If an accident or severe injury occurs at the facility, Office Personnel will notify emergency response personnel by calling 911. In the event of a serious accident or injury, site personnel will immediately cease operations and secure the area surrounding the accident scene while waiting for emergency response personnel to arrive. Once response personnel have arrived on site, the Site Manager will communicate accident information to the emergency responders and, if necessary, accompany the injured employee(s) to the medical facility. Injuries which do not require emergency response will be treated at the contract medical clinic. Minor injuries (those which do not require medical attention) can be treated with the first-aid kits in main office.

All accidents and injuries will be investigated by the Site Manager. All recordable injuries will be recorded on the OSHA 300 Log.

Spills

Any minor (<5 gallons) spills of fuel or oil during routine maintenance of equipment will be immediately cleaned up using absorbent materials (dirt, oil absorbent compound) and all contaminated materials disposed of at an approved facility. In the event of a major spill, the district manager or site manager will notify emergency response personnel, including proper personnel of Sarasota County Landfill.

All major spills (25 gallons +) will be reported immediately to proper management of WCA and the proper contacts of the Sarasota County Landfill. A 95-gallon spill kit is located within the diesel fuel tank area. Smaller spill kits are in the maintenance area and Office. A copy of the facility Spill Prevention, Control and Countermeasure (SPCC) Plan is posted alongside this Emergency Response Plan on the wall in WCA Trailer training room.

Public Affairs

The Spokesperson for the facility is Mike Gabbert, 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.R.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 employees be out of work?

After the answers to these questions are determined, the District Manger 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-site assistance is available. WCA, Corporate, Houston, TX shall be contacted before contact with the media, so expediency must be considered as vital.

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:

- ✚ When or if Staff changes will affect the plan
- ✚ Applicable regulations are revised.
- ✚ The Plan fails an emergency
- ✚ The list of emergency equipment changes.

Copies of revised or amended Plans will be available on site for review by regulatory agencies,

All personnel will be briefed on revisions as required

Section V: Utility Disconnects

Utility disconnects for facility structure are located as follows:

- | | |
|-----------------|---|
| Office: | The breaker panel for the office is located in the office trailer. Shop breaker panel is located on the far back wall |
| Water: | Water Meter is located to the right side of shop, water shut off is located at this location. Main water shut off is at far back of site approx. at center of back fence. |
| Fuel Tank: | Fuel Tanks will be disabled when turning off shop power breaker as described above under Office |
| Leachate Pumps: | Shut off switch (compression shut valve) is located at West of site across street from entrance in ditch located inside of a metal box, near yard waste area. |

Section VI: Medical Emergencies

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.
- ✚ First Aid/CPR training to be conducted for at least 1 employee.
- ✚ Medical Waste/Blood borne Pathogen Exposure

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



BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

INTRODUCTION

This program defines a method for implementing the requirements and responsibilities of the Bloodborne Pathogen Standard.

The purpose of the Bloodborne Pathogen Program is to minimize the possibility of disease transmission by assessing the risks of exposure to and establishing procedures for handling potentially infectious materials.

The Bloodborne Pathogens Program (and Exposure Control Plan) contains the following elements:

- Core program. Provides the standard method for complying with the company and regulatory requirements. Explains who, what, when, where, and how of implementing the Bloodborne Pathogens Program.
- Facility-specific information: Each facility completes this information to explain how it implements the requirements of the program. It identifies information such as responsibilities, site-specific equipment, and location of procedures, training details. These can be updated without having to rewrite the whole program.

CORE PROGRAM

This program assesses employee exposure to blood or other potentially infectious materials and establishes procedures designed to prevent employees from being exposed to such substances or infected with the Hepatitis B Virus (HBV), the human immunodeficiency virus (HIV) and other bloodborne pathogens that may be present in human body fluids and biohazards waste.

OSHA addresses hazards related to occupational exposure to bloodborne pathogens in OSHA Regulation 29 CFR 1910.1030: Occupational Exposure to Bloodborne Pathogens.

Responsibility

The Facility Manager or his/her designee, develops, administers, and periodically reviews this program.

EXPOSURE DETERMINATION

Assess each job function to determine whether employees are occupationally exposed to bloodborne pathogens. Hauling, transfer station, landfill, and material recovery facility employees may be exposed due to the improper or unregulated disposal of medical waste or other potentially infectious materials. Determine whether employees have no anticipated exposure, potential incidental exposure or routine exposure based on the nature of each job and the exposure history, if any, at the facility.

- No Anticipated Exposure. May include administration, solid waste container collection (commercial and rolloff), mechanized residential waste collection, maintenance personnel, solidification and other treatment operations.
- Potential Incidental Exposure (not routinely exposed). May include: designated first aid responders, manual residential waste collection drivers and helpers, material recovery facility personnel at non-commingled facilities and, except for primary sorters, at commingled facilities, maintenance personnel, supervisors required to respond to spills or address identified needles, or any employee activity with an experience rate of less than 1 needlestick/200,000 hours over the last 24 months.
- Routine Exposure (potential for frequent contact with PIM). May include: material recovery facility personnel at primary, commingled sort operations, personnel in any other operation where there is



evidence of a potential for routine exposure (for example, a history of needlestick injuries greater than or equal to 1 needlestick/200,000 work hours over the last 24 months).

PROGRAM FOR EMPLOYEES WITH NO ANTICIPATED EXPOSURE

Employees who are not anticipated to be exposed to potentially infectious materials shall be:

- made aware of the risks of exposures to needles or any other potentially infectious materials,
- trained to immediately report any exposures to potentially infectious materials to their supervisors,
- Informed of the importance of and the procedures for obtaining medical treatment following an exposure incident.

In the unlikely event that such an employee is actually exposed to potentially infectious materials, the employee shall be offered medical treatment in accordance with the Post-Exposure and Counseling Section, below.

PROGRAM FOR EMPLOYEES WITH POTENTIAL INCIDENTAL OR ROUTINE EXPOSURE

Employees with potential incidental or routine exposure shall be covered by the following plan:

EXPOSURE CONTROL PLAN

The Exposure Control Plan is designed to reduce the possibility of exposures to bloodborne pathogens by anticipating possible exposure scenarios and developing ways to avoid them before they occur. The Plan must be updated annually or whenever changes are made that could affect employee exposures to bloodborne pathogens. All employees with potential incidental and routine exposure must be trained on the details of this plan. The Exposure Control Plan is required by OSHA's Bloodborne Pathogen Regulation (29 CFR 1910.1030) for employees with occupational exposure. Waste Corporation of America's Plan covers employees with routine exposure (occupationally exposed employees) and those with potential incidental exposure. This plan may be included as part of a site safety and health plan (29 CFR 1910.120) or a comprehensive emergency response plan (29 CFR 1910.120 (q)) or this program.

Task/Job Identification

List the tasks and job titles with a risk for incidental or routine exposure to potentially infectious materials. (See Appendix A for a listing of job titles that may apply.)

Work Practice Controls

Work practices are specific policies or procedures that eliminate or reduce the potential for employee exposure to pathogens.

The following control methods are required and are intended to minimize or eliminate the potential routes of exposure associated with bloodborne pathogens:

- *Take Universal Precautions:* Treat all human blood, bodily fluids, and items contaminated with these substances as if they were infectious.
- *Avoid Contact through the mouth:*
Do not eat, drink, smoke, apply cosmetics or lip balm, handle contact lenses, or touch eyes or mucous membranes in work areas where blood or other potentially infectious materials could be present or stored.



- **Avoid Skin Contact:**
Do not pick up broken glassware, sharps, or medical implements that may be contaminated. Leave them at the collection site until proper disposal can be arranged.

Wash hands after removing gloves and other personal protective equipment. Where handwashing facilities are not immediately available, wash with appropriate antiseptic towelettes, and then wash with soap and running water as soon as feasible. Wash hands and any other exposed skin before eating, using the restroom, applying make-up or smoking.

Additional work practice controls, if any are listed in the attachments.

Engineering Controls

Use engineering controls in conjunction with proper hygienic work practices. Engineering controls are controls, other than PPE and work practices that reduce the risk of infection from contact with potentially infectious materials. Engineering controls, if any, are listed in the attachments.

Personal Protective Equipment

Personal Protective Equipment (PPE) is designed to protect employees by acting as a barrier to chemical and/or biological hazards. To the extent possible, PPE must not allow blood or other potentially infectious materials to pass through to employee's clothing, skin or mucous membranes. The selection of PPE depends on the quantity and type of exposure expected. For further information on the selection and use of PPE, refer to the Personal Protective Equipment program. Refer to the Respiratory Protection program for guidance when the use of respirators is required. PPE may be upgraded at any time to improve employee protection.

Clean non-disposable PPE with a disinfectant as described in the section entitled "Housekeeping," in this program.

Response to Potentially Infectious Materials Identified in the Workplace

MSW (Municipal Solid Waste) and MRF (Municipal Recycling Facility) employees do not typically handle regulated medical waste. Where MSW or MRF employees encounter improperly disposed of wastes, they are required to contact their supervisor, who will utilize the assigned PPE and tools to properly dispose of the waste. Whenever reasonably possible, the supervisor will contact either the customer or the appropriate local authority to arrange for proper disposal in the future and for source individual testing (if an exposure incident occurred).

Dispose of sharps in a rigid, leak proof, puncture-resistant container to prevent protrusion of contents during handling, storage and transportation.

Place all other regulated medical waste and contaminated laundry in red biohazard bags. Place the red biohazard bags in a polycoated USDOT approved package (UN4G) or equivalent to prevent leakage during handling, storage and transportation.

Decontamination Procedures

Use decontamination procedures to minimize the chance of spreading infectious substances from a contaminated area to a clean area. Require personnel, equipment, and property which is known to have contacted potentially infectious materials to be properly decontaminated according to the following protocols:

- If an employee comes into direct contact with potentially infectious materials, he or she must remove all contaminated clothing and wash the contacted area immediately with disinfectant soap and water.



- As soon as practical require the person to shower.
- All waste from the cleanup activity must be considered to be infectious until it has been disinfected (decontaminated).
- Dispose of contaminated PPE and/or place contaminated clothes in a red bag and send them to be laundered (inform the laundry of the potentially infectious materials).
- Clean non-absorbent, non-disposable items of PPE and equipment with an approved disinfectant.
- Isolate contaminated equipment and property until full decontamination can be performed.

Housekeeping

Follow proper housekeeping procedures whenever blood or other potentially infectious materials are present. Proper housekeeping procedures are essential in maintaining clean and sanitary working conditions.

- Clean and disinfect all contaminated work surfaces:
- Wear disposable latex, nitrile or vinyl gloves during decontamination of equipment and hard surfaces.
- Use absorbent materials (i.e., sponges, paper towel, mop heads) to wipe up spills.
- Place these materials into properly labeled "BIOHAZARD" containers.
- Use a disinfectant solution. The following disinfectant solutions are acceptable:
- Sodium hypochlorite (bleach) with at least 1,000 parts per million (ppm) available chlorine (2-cup household bleach in 1-gallon water) is the preferred disinfectant.
- Phenolic germicidal detergent in a 1% aqueous solution (for example, Lysol 7).
- Quaternary ammonium germicidal detergent in 2% aqueous solution.
- Iodophor germicidal detergent with 500 ppm available iodine.
- Dispose of all disinfectant solutions down a sanitary drain.
- Clean and disinfect all cleaning equipment, pails, bins, cans, mop handles, shovels, and other materials intended for reuse during decontamination procedures with a listed disinfectant.

Hepatitis B Vaccine

Make the Hepatitis B vaccination available to occupationally exposed (that is, routinely exposed) personnel within ten (10) days of initial assignment to the position with routine exposure. Make the Hepatitis B vaccine to employees with potential incidental exposure in accordance with the Post-Exposure Treatment and Counseling Requirements, below.

Administer the vaccinations under the supervision of a licensed physician at no cost to the employee. The physician must be provided with a copy of the OSHA BBP standard.

All employees offered the Hepatitis vaccination must sign a vaccination offer form. This form must be completed even if the employee declines. As indicated on the form, the employee may later opt to receive the vaccines at no cost if he/she initially declines the offer.

Post Exposure Treatment and Counseling

If there is reasonable cause to believe that an exposure to blood or other potentially infectious materials has occurred, then the following actions must be taken:

- The employee immediately notifies his/her supervisor.
- The employee immediately washes the area of contamination thoroughly with disinfectant soap and water and removes any contaminated clothing.
- The Supervisor or District Manager documents the route(s) of exposure and sends the affected employee to the Physician for a confidential medical evaluation and treatment. The supervisor shall ensure the physician has:
 - A copy of the bloodborne pathogens standard;
 - An understanding of the employee's duties as they relate to the exposure incident;



- Documentation of the route of and the circumstances under which the incident occurred;
- All medical records relevant to the appropriate treatment of the employee, including the employee's vaccination status (to the extent in the possession of the company).
- The supervisor also recovers a source sharp and places it in a puncture resistant container for safe transport to the treating physician, who will have it tested (if possible), but *only* when recovery does not represent a danger.
- The Physician:
 - Documents the route of exposure and the circumstances under which exposure occurred;
 - Tests the affected employee's blood for HBV and HIV, if the employee consents to such testing;
 - Offers the appropriate post-exposure prophylaxis, which may include a tetanus shot, the Hepatitis B vaccine or such other treatment deemed appropriate by the Contract Physician in accordance with the current U.S. Public Health Service Recommendations Guidelines for Contract Physicians;
 - Provides counseling;
 - Provides the results of the source individual's blood test in accordance with law, if the source individual can be reasonably identified and consents to testing;
 - Evaluates reported illnesses; and
 - Provides a written medical opinion to the District Manager or his designee and the employee within 15 days of completing the medical evaluation. The written report shall contain *only*: whether the Hepatitis B vaccine was indicated and, if so, whether it was given; that the employee has been informed of the results of the evaluation; and that the employee has been told about any medical conditions resulting from the exposure that require further evaluation and follow-up.
- The supervisor or District Manager attempts to locate the source individual, and documents the route(s) of exposure, the circumstances under which the incident occurred, and actions taken to prevent future injury.

Give a copy of the OSHA Bloodborne Pathogens standard, and the Exposure Control Plan to the facility's contract physician.

Training

Train employees prior to assignment to a position with potential incidental or routine exposure and annually thereafter on the topics identified below. Update training whenever any changes in tasks or procedures affect employee exposure to bloodborne pathogens. Use material appropriate in content and vocabulary to the educational level, literacy and language of the employees and provide an opportunity for questions and answers. Training shall include:

Overview

- Purpose of the training program.
- Bloodborne Pathogen Standard.
 - General requirements
 - Application to facility

Overview of bloodborne diseases including their:

- Symptoms.
- Modes of transmission.
- Detailed Review of all elements of this Exposure Control Plan, including where the plan is located at the facility and how to obtain copies.
- How to recognize the potential hazards of exposure to improperly disposed of Potentially Infectious Materials.
- How to recognize the types of labels and bags used to dispose of regulated medical wastes.
- How to avoid contact with PIM.
- What to do in the event that improperly disposed of PIM is encountered.



- The steps to be taken each time an exposure incident occurs, including the need to report, investigate, decontaminate (where appropriate) and provide for medical treatment
- The use of and selection criteria for PPE.

Recordkeeping

Maintain accurate records for each employee with potential occupational exposure in accordance with 29 CFR 1910.1020. Medical records are confidential and secure and cannot be disclosed or reported to unauthorized persons within or outside Waste Corporation of America without the employee's written consent. This record includes:

- Employee's name and social security number.
- Vaccination records including dates of vaccinations and any medical records relative to the employee's ability to receive the vaccination.
- Results of medical testing, examinations and follow-up procedures.
- Correspondence/information with physician including the physician's written opinion of medical evaluation and any information provided to the physician following an exposure.
- Medical records must be maintained for the duration of employment plus 30 years.

Maintain accurate training records for all employees with potential occupational exposure. The training record will contain:

- The dates & contents of training session
- The name & qualifications of trainers
- The name & job titles of trainees
- Training records must be maintained for a period of 3 years from the date the training was completed.

Contractors

The following provisions have been made for Contractors:

- Review the site safety rules, the Exposure Control Plan, and the required personal protective equipment with the contractor prior to allowing the Contractor to commence work.
- Provide an opportunity for questions and answers.

FACILITY-SPECIFIC INFORMATION

Prepared by: Frank Shumard Date: 2/19/14

Approved by: _____ Date: _____

Location of Bloodborne Pathogens Program, including any Exposure Control Plan:

Location of copy of Bloodborne Pathogens Standard:



Responsibility

Identify by name and title, the persons responsible for overseeing the implementation of the Bloodborne Pathogens Program.

Name:

Title:

Employee Training

Identify employee-training program for bloodborne pathogens used at the facility. Describe the materials used.

Location of employee training records:

Recordkeeping

Location of medical records pertaining to the bloodborne pathogens standard, including Hepatitis B declination forms, hepatitis B vaccination records and the written medical opinions following exposure incidents:

Location of incident investigation reports:

Equivalent Facility Program (fill out only if applicable)

Identify if facility has an existing equivalent Bloodborne Pathogens Program that addresses the requirements of the Core Bloodborne Pathogens Program.

Existing program title:

Date:

Program location:

Other Appendices

List other appendices added by the facility to the core bloodborne pathogens program.

Title:



A--TASK/JOB IDENTIFICATION

B--WORK PRACTICES AND ENGINEERING CONTROLS, AS APPLICABLE

DEFINITIONS

Blood: human blood, human blood components, and products made from human blood.

Bloodborne Pathogens: pathogenic microorganisms that can be present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Contaminated: the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Laundry: laundry soiled with blood or other potentially infectious materials or that may contain sharps.

Contaminated Sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, and broken glass.

Decontamination: removing, inactivating, or destroying bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting disease.

Engineering Controls: controls such as sharp disposal containers that isolate or remove the bloodborne pathogen hazard from the workplace.

Exposure Incident: an on-the-job incident where there is eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials.

Handwashing Facilities: a facility providing an adequate supply of running potable water, soap and single use towels or hot air-drying machines.

Licensed Healthcare Professional: a person who is legally permitted to independently administer the Hepatitis B vaccination and performs post-exposure evaluation and follow-up.

HBV: hepatitis B virus.

HIV: human Immunodeficiency virus.

Occupational Exposure: "reasonably anticipated"

Skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Parenteral: piercing mucous membranes or the skin barrier through such events as needlestick, bites, cuts, or abrasions.

Personal Protective Equipment: specialized clothing or equipment worn by an employee for protection against a hazard.

Regulated Waste: Waste that is potentially infectious including contaminated sharps, pathological and microbiological wastes containing blood or other potentially infectious materials.



Source Individual: any individual, living or dead, whose blood or other potentially infectious materials may be a source of potential occupational exposure to the employee.

Universal Precautions: good work practices approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens and employees will take the necessary precautions and control measures.

Work Practice Controls: controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

APPENDIX A: TASK/JOB IDENTIFICATION

Potential Incidental Exposure

The following jobs and tasks have potential incidental exposure through skin contact or puncture wounds (principally needlestick):

Designated First Aid Responders

Potential exposure through contact with blood or other potentially infectious materials during the provision of first aid. First aid responders may also have potential eye contact with bloodborne pathogens.

Manual Residential Waste and Recyclable Materials Collection Drivers and Helpers

Potential exposure through the curbside collection of improperly disposed waste, container handling with potential fugitive sharps exposure

MRF Personnel (except Primary Sort Employees)

Potential exposure through sorting of materials on floor or conveyor system or walking over or through refuse/recyclables that may contain improperly disposed of waste.

Mechanics

Potential exposure through work on trucks, containers or landfill or MRF equipment that may contain fugitive sharps.

Supervisors Required to Respond to Spills or Address Identified Needles

Potential exposure through contact with blood, needles or other PIM during response actions.

Other Tasks/Jobs with Potential Incidental Exposure:

(List/Explain Exposure)

Potential Routine Exposure

The following jobs and tasks have potential routine exposure through skin contact or puncture wounds (principally needlesticks):

MRF Primary Sorters

Potential exposure through sorting through waste and recyclable materials.



Other Tasks/Jobs with Potential Routine Exposure:
(List/Explain Exposure)

APPENDIX B: ADDITIONAL WORK PRACTICE AND ENGINEERING CONTROLS

Work Practice Controls

Employees are instructed:

- To avoid walking on waste, to the extent possible.
- To visually inspect materials for protruding sharps before moving them and to lift soft containers from the top and carry them away from the body whenever practical.
- To avoid placing hands into areas that cannot be seen.
- To leave caps on bottles or other containers that contain an obvious solid or liquid content;
- To use tools or mechanical equipment, where provided.
- To stop processing material, secure the area and call the supervisor whenever a needle or other PIM is encountered.

Supervisors are instructed:

- To utilize assigned PPE and tools to properly dispose of needles or other PIM.
- To contact the source individual, if reasonably possible, to ensure that wastes are properly disposed of in the future.
- To recover a source sharp only when recovery does not represent a danger and to place the sharp in a puncture resistant container for safe transport to the treating physician, who will have it tested (if possible).

ENGINEERING CONTROLS

(Describe, if any.)

HEPATITIS B & HIV POST OCCUPATIONAL TREATMENT

GENERAL INFORMATION			
A.	Physician to Determine if There Has Been an Exposure:		
	1. Did your patient sustain a needle stick injury?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	2. Did your patient's mucous membrane or non-intact skin come into direct contact with the "source" person's blood?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Semen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Vaginal secretion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Contaminated medical/biological waste?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B.	If no exposure, then treat the case according to generally accepted standard of medical care.		
C.	If physician determines that there is evidence of exposure or there is no information regarding the source, treat according to protocol below.		
TREATMENT PROTOCOL			
D.	Source is known negative for Hepatitis B surface antigen or active Hepatitis:		
	<input type="checkbox"/> Administer Tetanus/Diphtheria (T/D) Booster, if need.		
	Note: If patient has not been vaccinated, initiate Hepatitis B vaccination series.		
E.	Source is HbsAG positive: Worker <u>note</u> previously vaccinated:		
	<input type="checkbox"/> Administer Hepatitis B Immune Globulin (HBIG) if within 7 days of exposure.		
	<input type="checkbox"/> Initiate Hepatitis B vaccine series.		
	<input type="checkbox"/> Administer T/D booster, if needed.		
F.	Source is HbsAG positive: Worker previously vaccinated.		
	<input type="checkbox"/> Draw blood for a Hepatitis Immunity Panel.		
	<input type="checkbox"/> Schedule patient to return to Clinic in no more than 7 calendar days.		
	<input type="checkbox"/> If the anti-HB's is less than 10 SRU by RIA, negative by EIA, then:		
	<input type="checkbox"/> Give one dose of HBIG.		
	<input type="checkbox"/> Initiate Hepatitis B vaccine series.		
	<input type="checkbox"/> Administer T/D booster, if needed.		
G.	Source refuses to be tested or cannot be identified.		
	<input type="checkbox"/> Administer standard Immune Globulin 0.06 mg/kg.		
	<input type="checkbox"/> Evaluate clinically.		
	<input type="checkbox"/> Obtain blood specimen for HIV testing.		
	<input type="checkbox"/> Monitor for acute febrile illness.		

OFFER OF HEPATITS B VACCINATION

This is to certify that I have received Hepatitis B information from the medical provider and have considered the purpose and advisability of Hepatitis B immunization and have been given the opportunity to ask questions regarding this vaccination.

☐ I CONSENT to receiving the Hepatitis B Immunization.

OR

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and am still employed by Waste Corporation of America, and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me (29 CFR 1910.1030, Appendix A).

☐ I REFUSE the administration of the Hepatitis B Vaccine.

Employee Name (Printed)			Employee Name (Signature)	
Witness Name (Printed)			Witness Name (Signature)	
Date of Signatures				
Date Vaccinated	Name of Site	Vaccine	Lot #	Signature of Person Administering Vaccine

Section VII: Employee Contact List

<u>Name</u>	<u>Home Phone#</u>	<u>Mobile Phone#</u>
Nico Ferry		941-232-4835
Luke Jackel		615-574-8837
Neal Levine		860-234-4688
Javier Carrizales		941-465-6760
Mitch Long		540-360-5576
Becenti Morales		941-351-0347
David Stroh		941-343-7546