

**OPERATING PLAN
FOR
ALEXANDRIA TRANSFER STATION
PERMIT #DES-SW-90-034**

Solid Waste Collection, Storage, Recycling and Transfer Facility

Date: April 30, 2012
Completed by: Tony Brown

**SECTION I
FACILITY IDENTIFICATION**

Facility Name: Alexandria Transfer Station

Mailing Address: 47 Washburn Road, Alexandria, NH 03222

Street Address: 29 Smith River Road, Alexandria, NH 03222

Permit Number: DES-SW-90-034

Facility Type: Collection, storage, recycling and transfer

Average quantity of waste the facility is designed to receive daily: 5 tons per day.
Maximum quantity of waste to be stored at the facility: 20 tons

Facility Service Type: Limited Public

Facility Service Area Description: Town of Alexandria, NH

Permittee/Facility Owner: Town of Alexandria

Mailing Address: 47 Washburn Road, Alexandria, NH 03222 Phone: 603-744-3220

Property Owner: Boake Morrison

Mailing Address: 152 Pleasant Street, Bristol, NH 03222 Phone: 603-744-8334

Supervisor/Attendant: Anthony Brown/Alexis Blais

Mailing Address: 47 Washburn Road, Alexandria, NH 03222 Phone: 603-744-3220

SECTION II PROHIBITED AND AUTHORIZED WASTES

1. Prohibited Waste: This facility is not permitted to receive any of the following types of solid waste: asbestos waste; explosive waste; contained gaseous waste; liquid waste; infectious waste; animal carcasses; mercury filled products, contaminated soils and other absorbent media; and any waste generated outside the borders of New Hampshire. Other prohibited wastes include: medical waste
2. Authorized Waste: The facility is limited to receiving the below listed types of solid waste only. The items checked constitute the only types of solid waste the facility is authorized to collect, store and transfer.

X	Mixed municipal solid waste, as defined by Env-Sw 102.108, namely "solid waste generated at residences, commercial or industrial establishments, and institutions, but excluding construction and demolition debris, automobile scrap and other motor vehicle waste, infectious waste, asbestos waste, contaminated soil and other absorbent media, and ash other than ash from household stoves".						
X	Select recyclable materials, which have been sorted/separated by the generator (i.e. source separated), as follows:						
x	Paper	x	Cardboard	x	Plastics	x	Glass
x	Ferrous metal	x	Non-ferrous metal	x	Textiles		
X	Bulky waste, as defined by Env-Sw 102.23, namely "large items that cannot be handled by normal solid waste processing, collection or disposal methods, such as appliances, furniture, auto parts, tires" (*), as follows:						
x	<u>Appliances/white goods</u> (note: white goods potentially containing CFCs and/or PCBs must be stored separately in a location accessible to qualified personnel who must examine each article and remove/extract CFCs and/or PCB components in accordance with applicable regulations)						
x	<u>Furniture</u>						
	<u>Large auto parts</u> (e.g., frames, fenders, bumpers)						
x	<u>Tires</u> (Note: tires must be collected and stored only in accordance with Env-Sw 2605)						
	<u>Other</u> (Specify):						
X	Inert construction and demolition debris as defined by Env-Sw 103.26, namely "construction and demolition debris which is comprised of materials that do not degrade, combust or generate leachate", as follows: (check all of the following which this facility will receive):						
	Asphalt	x	Fiberglass	x	Metal	x	Shingles
	Brick	x	Glass	x	Plaster	x	Tile
	Concrete	x	Insulation	x	Porcelain fixtures	x	Drywall
X	Other construction and demolition debris, limited to:						
x	Untreated/unpainted wood and timber			x	Treated/painted wood and timber		
x	Carpeting			x	Plastic/vinyl		
<input type="checkbox"/>	Wood ash from household stoves						

SECTION III ROUTINE OPERATIONS PLAN

1. Hours of Operation: The days and hours the facility will be opened to receive and transfer wastes will be as specified below. All active and routine facility operations, including waste disposal, facility inspections, maintenance, repairs and monitoring, will occur between 6:00 a.m. to 6:00 p.m. under normal non-emergency circumstances.

Days	Hours
Monday	8:00 am to 12:00 pm
Tuesday	CLOSED
Wednesday	10:00 am to 6:00 pm
Thursday	CLOSED
Friday	CLOSED
Saturday	8:00 am to 4:00 pm
Sunday	CLOSED

2. Facility Access Control: The types of access control to be employed by the facility to prevent unauthorized use are indicated below. *[Check those methods which are applicable to the facility]*

[Env-Sw 1105.02(a) requires that access to the facility be controlled to prevent unauthorized entry and use. Additionally, Env-Sw 1103.03 requires that the perimeter of the facility be fenced in a manner as to restrict unauthorized access to the facility, except no fence will be required if the natural site features restrict access to the site, or all waste handling, storage and disposal areas at the facility are wholly contained within locked structures or devices when the facility operator is not present. Weather resistant signs, which state that access is restricted, must be posted around the perimeter of the facility site wherever fencing is not required due to the presence of natural features or locked structures as described above. The lawful access points to the facility must be secured by locked gates, or the equivalent, during times when the facility operator is not present.]

X	Perimeter fencing (3 sides)	X	Locked building(s)
X	Locked gate	X	Locked container(s)
X	Natural Barriers: sloped back of site with trees		
X	Access Restricted signs which read as follows: Unlawful Dumping Subject to a Fine		
	Other (specify):		

3. Signs and Postings: Signs and Postings at the facility will include the items listed below *[ref. Env-Sw 1105.05]*.

- (a) Legible signs must be posted near each public entrance to the facility and must include: (1) the facility name and permit number; (2) the name, address and telephone number of the permittee; (3) the days and hours that the facility will be open to receive waste; (4) the types of waste accepted; (5) a statement that unlawful dumping shall be subject to fine and prosecution.
- (b) A copy of the permit, including a complete copy of the operating plan of record and a complete copy of the facility closure plan, must be maintained at a location accessible for use by the facility operators and for inspection by the New Hampshire Department of Environmental Services.
- (c) A copy of the authorization page of the facility's Solid Waste Permit, bearing the permit number and the authorization signature, must be prominently displayed at the facility.
- (d) Current operator certificates, obtained pursuant to the provisions of Env-Sw 110.05, must be prominently displayed at the facility.
- (e) All municipalities and waste haulers must affix ownership identification and/or the facility or company logo to all waste containers used in conjunction with the operation of the facility (ref. RSA 149-M:10,II and Env-Sw 1004.07(b)). *[specify if applicable]:*
- (f) Other signs or postings: N/A

4. On-site Traffic Patterns: Facility operations must be conducted in a manner that does not allow incoming or exiting vehicles to obstruct the safe passage of traffic on any public road leading to and from the

facility. Facility operations must be conducted in a manner as to accommodate on-site traffic flow in a safe and efficient manner. Where public drop-off is allowed, separate access for passenger vehicles must be provided. Plan reference/identification: See Attachment A

5. Waste Acceptance and Rejection Procedures: Only authorized wastes, as specified in the permit, may be accepted by the facility. Incoming wastes must be inspected and, if necessary, sampled and analyzed to assure the facility accepts authorized waste only. All unauthorized waste must be rejected by the facility. The permittee must advise the transporter of a rejected waste as to potentially available alternative facilities which the permittee believes or knows to be authorized to receive the type of waste being rejected.

- (a) Unloading and sorting procedures will be described as below. [Check those procedures which apply to the facility]

X	Wastes will be unloaded directly into the appropriate containers by the person(s) delivering the wastes. Wastes which will be unloaded in the manner include: MSW, C&D, co-mingled, newspaper, acc, scrap steel, propane tanks, white goods
	Wastes will be unloaded onto a tipping floor or pad and sorted into designated containers by the facility's attendant(s). Wastes which be unloaded in this manner include: N/A
	Other unloading procedures: N/A

- (b) Waste inspection procedures: All transfer containers (and/or stockpiles of waste, as may apply to tires, scrap metal, appliances or other waste stored in accordance with Env-Sw 504.05) will be visually screened by the facility attendant on a routine basis to identify and remove unacceptable waste. Additional waste inspection procedures will be as described below. *[Check those procedures which apply to the facility]*

X	Relative to the collection, storage and transfer of source-separated recyclable materials, as defined in Env-Sw 104.42, individual users of the facility are expected to participate in the inspection and sorting of the wastes which they deliver. The facility attendant will oversee such activities and instruct users to immediately remove any unacceptable waste which they may deliver. Wastes which will be inspected in this manner include: cardboard, newspaper and magazines, aluminum, glass, steel cans, plastic bottles, scrap metal, white goods
X	Relative to the collection, storage and transfer of mixed municipal solid waste, the attendance on duty will periodically intercept bags of wastes prior to their placement in the authorized transfer container and will visually inspect the contents to determine that no unacceptable wastes, as specified in Section II of this manual, have been received.
X	Other inspection procedures to identify and remove unacceptable wastes are as follows: Have one attendant to inspect all disposable solid waste and reject all hazardous waste including mercury added products.

6. Waste Quantity, Source and Destination Monitoring Procedures: The quantity, source and destination of all incoming waste, outgoing waste, and, if applicable, certified waste-derived products produced by the facility must be measured and recorded in the facility operating record (ref. Evn-Sw 1105.06(a) and Env-Sw 1106.09).

- (a) Waste Quantity: The quantity of each incoming and outgoing waste will be measured and recorded by the method(s) described below. *[Check one or more]*.

	Scales will be used by the facility to provide a weight record for the following incoming/outgoing wastes: N/A
X	Designated storage container(s) will provide a volume of measurement record for the following incoming wastes: C&D, white goods
X	The final destination facility will provide scale receipts to record the quantity of the following outgoing waste: MSW, C&D, scrap metal, co-mingled recyclables
	Other: N/A

- (c) Source Monitoring: Procedures followed to determine and record the source of all incoming waste will be as follows: Invoice for C&D by transaction and all other chargeable items

- (d) Destination Monitoring: Procedures followed to determine and record the destination of all outgoing waste will be as follows: Invoicing sent to office on all outgoing materials, kept at Town Office.
7. Storage Time and Capacity Limits: The maximum total quantity of waste permitted to be stored at the facility is indicated in Section I of this manual. All waste storage and transfer procedures must also meet the following additional requirements:
- (a) All solid waste received at the facility must be actively managed;
 - (b) All solid waste leaving the facility must be transferred to an authorized facility;
 - (c) Waste must not be stored at the facility for a period of time which results in a condition adversely affecting the environment, public health or safety, including conditions that attract insects and vectors, generate odors or leachate, or have the potential to cause fire or explosion.
 - (d) Putrescible wastes must be transferred from the facility before producing a noticeable odor or within one week of its receipt by the facility, whichever is earlier.
 - (e) If the facility manages tires, they must be stored and transferred in accordance with the applicable requirements of Env-Sw 905.02.

Procedures for monitoring compliance with the above listed requirements will be as follows: We monitor daily volume of solid waste on hand and dispose of it in an environmentally safe manner. When containers are full, they will be disposed of to an approved hauler with invoice and weight slips for each item disposed.

8. Collection, Storage and Transfer Procedures:

Collection: See Attachment B

Storage: See Attachment B

Transfer: See Attachment B

**SECTION IV
RESIDUAL WASTE MANAGEMENT PLAN**

Provide a detailed description of how all residual waste (Env-Sw 104.27) shall be managed by the facility. Refer to Env-Sw 1105.11 (d) (4) for details.

SECTION V
FACILITY MAINTENANCE, INSPECTION AND MONITORING PLAN

1. This section of the manual addresses routine maintenance, inspection and monitoring requirements necessary to assure the integrity of facility operations, including a description of the measures to be undertaken to monitor and inhibit the following:

Spontaneous Combustion: Fire extinguisher in the office and close to the compactor. Fire extinguisher is inspected yearly.

Other Fire Hazards: We do not take in stove ash and no gas is stored on site.

Vector Production: N/A

Generation of Methane, Hazardous, or Explosive Gases: N/A

Odors: N/A

Dust: Controlling speed at transfer station, using posted speed signs of 5 MPH.

Windblown Litter: New fences on site. Paper and cardboard covered during windy days. All windblown waste will be picked up at the end of each day and placed back in its proper container.

Leachate: N/A

Spills: Spill kits on site.

2. *[In addition to the above-listed items, this section should also describe any additional procedures which are necessary for operation of the facility in accordance with RSA 149-M, The New Hampshire Solid Waste Rules and the facility permit. These procedures include the following:*

Additional measures which must be taken to maintain the facility including the building, the site, and facility equipment;

Site-specific management procedures to prevent the discharge of pollutants to the air, surface water or groundwater (ref. Env-Sw 1002);

Management procedures required to prevent discharge of pollutants to drinking water aquifers under Part Env-Ws 420, Groundwater Reclassification and Env-Ws 421, Best Management Practices;

Procedures to assure that solid waste management activities do not take place beyond the location(s) shown on the site plan and authorized under the permit;

Procedures to assure that setbacks and facility siting standards are maintained. These procedures would apply to: maintaining property line setbacks; maintaining surface water setbacks under the Shore Land Protection Act or Rivers Management and Protection Program; as well as preventing encroachment on wetlands, the 100-year flood hazard zone, lands subject to flowage rights, and habitat for endangered species;

Measures taken to maintain features which minimize adverse impacts to surrounding properties such as stockade fencing, landscaping berms or other vegetation (ref Env-Sw 1103.04); and

Any other operating procedures required to provide sufficient detail to allow the certified operator or other trained facility personnel to operate the facility in compliance with RSA 149-M, the permit and the solid waste rules without further explanation or guidance.]

NOTE:

- (1) Equipment will be maintained with respect to current age and usage;
- (2) Site will be kept clean and waste free;
- (3) Building will be maintained to prevent costly repairs and safety hazards.

SECTION VI CONTINGENCY PLAN

Identify potential emergencies such as fire, explosion, operator injury, etc. based on the type of facility and wastes being handled and describe the appropriate response by facility personnel for each emergency:

Fire: Fire could result from storage of paper/cardboard. The staff shall respond by calling 911 and then using available fire extinguisher to maintain until fire department arrives.

Explosion: Explosion could result from stored propane cylinders. Staff will call 911 and let appropriate emergency crews take care of handling the emergency situation.

Operator Injury: Operator injury could result from operation of backhoe or other equipment to assist in disposal of solid waste. Staff will call 911 and let emergency crews take care of handling the emergency situation.

Other Potential Emergencies: N/A

The following local and state officials must be contacted in the event of an emergency at the facility:

Fire Department: 603-744-3165 or 911

Ambulance Service: 603-744-3165 or 911

Police: 603-744-6650 or 911

NH Department of Environmental Services: 603-271-2925

Fire Marshall: 603-223-4289

Other (specify): Alexandria Board of Selectmen 603-744-3220

Other (specify): Highway Department: 603-744-6516

Other (specify): Health Officer: 603-744-3691

SECTION VII EMPLOYEE TRAINING PROGRAM

Operator Certification: Facility operators must be trained and certified in accordance with the requirements of Env-Sw 1600 of the Solid Waste Rules. In order to receive certification, applicants must fulfill the education and experience qualifications specified in Env-Sw 1605, submit an application on forms provided by the Department, attend the Department's operator training program, and pass an examination applicable to the level of certification being sought. For more information on the certification program, contact the Solid Waste Operator Training Program of the New Hampshire Department of Environmental Services at (603) 271-2925.

Certification Workshops: Operator certification is valid for one year from the date of issuance. In order to renew their certification, all certified facility operators must attend at least one annual workshop administered or approved by the Department of Environmental Services. If a certificate holder fails to attend an annual workshop, then he/she will be ineligible to renew their certification. A calendar of upcoming solid waste facility workshops may be obtained from the Solid Waste Operator Training Program at (603) 271-2925.

Employee training programs will also include the following:

Safety Training: All staff shall be aware of location of eye wash station and are instructed to call 911 to allow emergency personnel to take care of any issue of safety.

Special Equipment Training in Accordance with Manufacturer Recommendations: All staff will read equipment operating manuals before using equipment.

Other Training: N/A

**SECTION VIII
RECORD KEEPING AND REPORTING**

Record keeping at the facility must comply with the requirements of Env-Sw 1105.06, Facility Operating Record and Env-Sw 1108.07, Reporting Requirements. Record keeping and reporting will include the following:

1. Facility Operating Record
 - (a) The permittee must compile and maintain records at the facility which document all phases of facility operations, including the following information:
 - (1) Identification of the facility by name, location by street and municipality and permit number;
 - (2) Identification of the permittee by name, address and telephone number;
 - (3) Identification of all facility operator(s) by name, address, certificate number, and date(s) of employment at the facility;
 - (4) Quantity, type, source and destination of all waste received by the facility;
 - (5) Quantity, type and destination of all waste generated by the facility, if any, including bypass waste and residual waste;
 - (6) Quantity, type and destination of all certified waste-derived products produced by the facility, if any;
 - (7) Record of inspections, maintenance, and repairs;
 - (8) Record of accidents, violations, remedial and emergency event response actions;
 - (9) Record of complaints received and related response actions;
 - (10) Data from all environmental monitoring performed at or for the facility, whether required by the solid waste rules or the permit or undertaken voluntarily;
 - (11) Documentation of contact with the waste management district(s) served by the facility as required by Env-Sw 1105.12;
 - (12) Other information and documentation as required by the terms and conditions of the permit.
 - (b) The operating records identified in (a) above must be maintained at the facility at all times during the active life of the facility, unless approval is granted pursuant to the provisions for a type V permit modification in Env-Sw 315 or a waiver to relocate or destroy the record.
 - (c) Operating records must be made available for department inspection and copies provided to the department pursuant to Env-Sw 2000.
 - (d) Following closure of the facility, the operating records must be maintained at a location approved by the department in the closure plan, unless destruction of the records is approved pursuant to the provisions for a type V permit modification in Env-Sw 315.
2. Reporting Requirements
 - (a) The permittee must notify the department in writing within 30 calendar days of any change in the facility address, telephone number, key certified operators and contact person(s).
 - (b) The permittee must file an annual facility report by March 31 for the prior calendar year for each year, on forms provided annually by the Department of Environmental Services (Department). If a form is not received from the Department the permittee should contact the Waste Management Division Technical Assistance Section at 271-2925 to obtain the proper form.
 - (c) The permittee must report all changes in operational and ownership control in accordance with the provisions for a type III or type IV permit modification, as applicable, pursuant to Env-Sw 315.
 - (d) Relative to co-existence with other activities, the permittee must notify the New Hampshire Department of Environment Services in writing prior to conducting the following activities at the facility not specifically authorized in the permit (ref. Env-Sw 1101.02 and Env-Sw 1105.07 (d)):
 - (1) Any activity not regulated by the Solid Waste Rules but involving a waste listed in Env-Sw 101.03 (The Solid Waste Rules do not apply to these wastes, but permittees must notify the NH Department of Environmental Services prior to conducting activities with any of them at the facility); and
 - (2) Any activity that is permit-exempt in Env-Sw 302.03.

- (e) The permittee must report, as soon as practicable, all incidents or situations which involve an imminent and substantial risk to human health, safety or the environment and/or constitute a violation of the solid waste rules or the facility permit. This reporting must be as specified in Env-Sw 1105.09.
3. Other reporting requirements specific to this facility include the following: N/A

This Operating Plan shall take effect upon its adoption by the Selectmen.

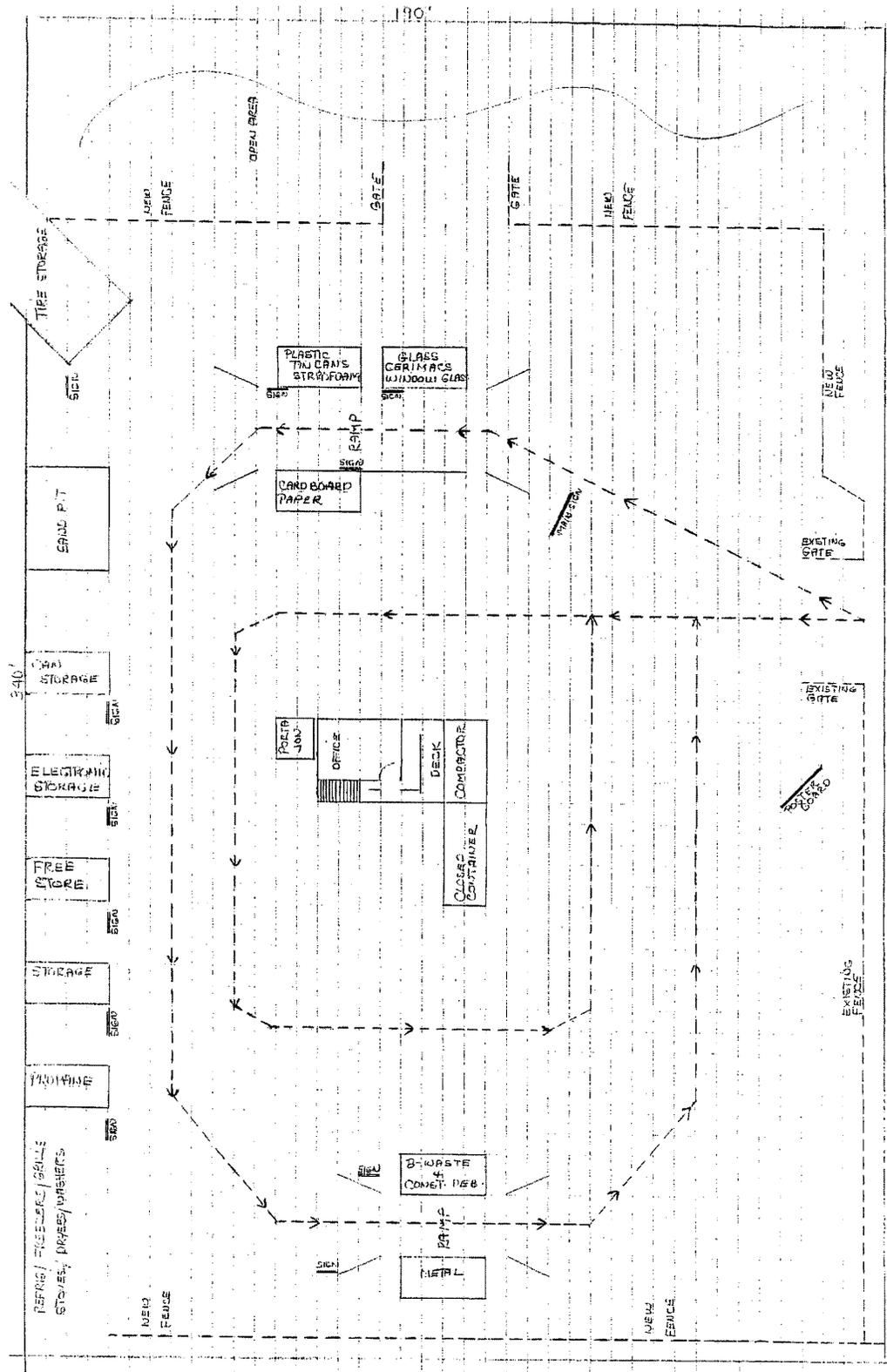
Date: _____

Alexandria Board of Selectmen

Larry Stickney

Donald Sharp

Kenneth Hall



ATTACHMENT B
COLLECTION, STORAGE AND TRANSFER PROCEDURES

- 1) MSW (Municipal Solid Waste)
 - (a) Will be collected in approved 50 yd container and packed by power unit
 - (b) Will be stored in closed container on site
 - (c) Will be transferred to approved vendor and tracked by vendor haul slip and invoice
- 2) C&D (Construction and Demolition)
 - (a) Will be collected in 40 yd open top roll off containers
 - (b) Will be stored in open top containers on site
 - (c) Will be transferred to approved vendor and tracked by vendor haul slip and invoice
- 3) Co-Mingled (includes: plastic bottles, tin cans and Styrofoam and also includes: paper, newspaper, cardboard & magazine)
 - (a) Will be collected in 30 yd open top container
 - (b) Will be stored in open top container
 - (c) Will be transferred to approved vendor and tracked by vendor haul slip and invoice
- 4) Glass
 - (a) Will be collected in a 50 yd open top roll off container
 - (b) Will be stored in open top roll off container
 - (c) Will be transferred to approved vendor and tracked by vendor haul slip and invoice
- 5) Aluminum
 - (a) Will be collected in a closed 20 yd container
 - (b) Will be hand bagged and stored in a transport trailer stored on site
 - (c) Will be delivered to vendor by us
 - (d) Will be paid by vendor with invoice, to be turned into the Town
- 6) Scrap materials
 - (a) Will be collected in a 40 yd open top container
 - (b) Will be stored in a 40 yd open container
 - (c) Will be transferred to approved vendor and tracked by haul slip and invoice
- 7) White Goods
 - (a) Will be collected in approved area
 - (b) Freon will be removed by approved vendor, marked that Freon has been removed and stored in approved area
 - (c) Will be transferred when scrap metal is disposed of
- 8) Propane Tanks
 - (a) Will be collected by staff on site
 - (b) Will be stored on site away from other materials
 - (c) Will be transferred to vendor yearly when the right number of 100 has been collected.
- 9) Waste Oil
 - (a) Will be collected by staff on site
 - (b) Will be collected in a 55 gallon drum, stored in a 22 yd closed container setting on a spill proof skid
 - (c) Will be disposed of by approved vendor
- 10) Car Batteries
 - (a) Will be collected by staff on site
 - (b) Will be stored in 20 yd closed container, set on a spill proof skid
 - (c) Will be disposed of by selling to junk dealer
- 11) Tires
 - (a) Will be collected by staff on site
 - (b) Will be stored in a covered container
 - (c) Will be transferred to approved vendor and tracked by haul slip and invoice

APPENDIX A

Alexandria Transfer Station

SOLID WASTE DISPOSAL FEE SCHEDULE

Tires:

Standard tire up to 19" off the rim\$2.00
Standard tire up to 19" on the rim\$3.00
Commercial tire 20" and up off the rim \$10.00
Commercial tire 20" and up on the rim \$12.00

Appliances

Refrigerators, freezers no charge
Air conditioners, dehumidifiers..... no charge
Stoves, washers, dryers no charge
Dishwashers, water heaters no charge
Water tanks, furnaces..... no charge

Propane Tanks

Under 20 #..... \$1.00
20 # to 100#..... no charge

Electronics

Computer Monitor \$10.00
Portable/Compact TV 15" or under..... \$10.00
Console TV over 15" \$20.00
CPU/Computer Hard Drive no charge
Keyboards, computer mouse no charge

Construction/Bulky Waste

Compact pickup \$25/load
Vehicles with 6' bed \$40/load
Vehicles with 8' bed \$50/load
Partial load..... \$12/cubic yard

Mattresses

Twin and full \$5.00
Queen and King..... \$10.00
Chair \$5.00
Couch \$10.00