# Operations & Maintenance Manual

for

## The City of Key West Solid Waste Transfer Station

Prepared For

City of Key West, Florida

Prepared By

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# Glossary

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| **Baler** | This technology compresses waste into high-density, self-contained units (bales) of either waste or recyclables. |
| **Buffer Zone (also setback)** | The distance between the transfer station or roadways and adjacent properties; often used for screening. |
| **Collection Vehicle** | Residential collection vehicles include front-loading and rear-loading garbage trucks, as well as special trucks with compartments used to pickup source-separated recyclables. Commercial (business), institutional (hospitals and schools), and industrial (plants) waste, as well as C&D waste, re often discarded in rolloff boxes, which are dropped at the facility and then collected on schedule. |
| **Construction and Demolition Debris (C&D)** | Includes broken concrete, wood waste, asphalt, rubble. This material can often be separated for beneficial use. |
| **Household Hazardous Wastes** | HHW come from residences, are generally produced in small quantities, and consist of common household discards such as paints, solvents, herbicide, pesticides, and batteries. |
| **Leachate** | Liquid that has passed through or emerged from solid waste and may contain soluble suspended or miscible materials. |
| **Loadout** | The process of loading outbound transfer trailers with waste; or loading trucks with recyclables destined for the market. |
| **Municipal Solid Waste (MSW)** | Generally defined as discards routinely collected from homes, business, and institutions, and the no hazardous discards from industries. |
| **Queuing Distance** | The space provided for incoming trucks to wait in line. |
| **Source-Separate** | Recyclables discarded and collected in containers separate from non-recyclable waste. Bins or blue bags are used to separate residential recyclables; separate boxes or containers are used for commercial /industrial discards (e.g., corrugated cardboard packaging, wood pallets). Source-separated wastes usually are delivered to a material recovery facility. |

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| **Spotter** | A solid waste management facility employee responsible for inspecting incoming waste and identifying and properly managing hazardous or prohibited materials received at the facility. |
| **Tipping Fee** | The unit price charged at the disposal site or transfer station to accept waste, usually expressed as dollars per ton or dollars per cubic yard. |
| **Tipping Floor** | The floor of the transfer station where waste is unloaded (tipped) for inspection, sorting, and loading. |
| **Tons per Day (TPD)** | The most common unit of measurement for waste generation, transfer, and disposal. Accurate TPD measurements require a scale; conversion from "cubic yards" without a scale involves estimated density factors. |
| **Waste diversion** | The process of separating certain materials at the transfer station to avoid the cost of hauling and the tipping fee at the landfill. |
| **Waste Screening** | Inspecting incoming wastes to preclude transport of hazardous wastes, dangerous substances, or materials that are incompatible with transfer station or landfill operations. |

SECTION 1

# Introduction

This manual serves as a reference document for personnel involved with operation and maintenance (O&M) of the City of Key West's Solid Waste Transfer Station. It provides guidance and information for emergency response and normal activities. Standard safety procedures, addressed in other documents, are excluded from this manual and referenced when appropriate. A copy of the manual will be kept at the facility at all times. The City of Key West Facility Manage, Utilities Manager and/or the Director of General Services are responsible for the operation of the facility as outlined in this manual.

This manual was developed in accordance with Florida Administrative Code (FAC), Chapter 62-701.710(4).

## 1.1 Organization of Documents

This section provides background information and hours of operation for the facility. The remainder of this document is organized as follows:

- Section 2 contains the waste acceptance policy for the facility.
- Section 3 contains guidelines for waste handling operations activities.
- Section 4 presents facility maintenance and housekeeping practices.
- Section 5 present safety guidelines and procedures.
- Section 6 contains emergency response guidelines.
- Section 7 provides the facility's phone directory for emergencies and normal activities.
- Section 8 provides the facility's contingency plan.

This O&M manual will be revised as operations change, or more frequently if needed.

## 1.2 Facility Overview

### 1.2.1 Background

The City of Key West (herein referred to as the City) operates and manages a solid waste transfer station located on approximately 4.0-acres of land in Rockland Key, Monroe County, Florida. The City of Key West Solid Waste Transfer Station only handles solid waste for the City and the Naval Air Station located on Boca Chica Key. The Facility has the capacity to handle a maximum of 350 tons of solid waste per day, and serves a population of about 35,000. It collects and processes an average of 195 tons per day of solid waste generated from residential, commercial, and industrial sources.

The City of Key West Solid Waste Transfer Station facility uses tipping floor waste storage and top load technology for operations. This is a simple technology that does not rely on sophisticated equipment. It allows for material recovery and waste inspection before waste is loaded into the transfer trailers. This technology is generally less expensive and provides more operational flexibility than pits. The Facility consists of truck scale platforms and inspection area, scale house, transfer building, office and maintenance building, , household hazardous waste management facility, leachate storage tanks, emergency electric generator, and fuel storage area.

### 1.2.2 Hours of Operation

The transfer station will be open to the public for receiving waste between the hours of 6:00 a.m. and 3:00 p.m. from Monday through Friday and between the hours of 6:00 a.m. and 1:30 p.m. on Saturdays. Operating hours of the facility will be between the hours of 6:00 a.m. and 4:00 p.m. from Monday through Friday and between the hours of 6:00 a.m. and 2:00 p.m. on Saturdays. Operating hours may be modified under special or emergency conditions. The Facility will be closed on Sundays and City approved State and national holidays.

The operating hours, name of the facility, name of the operating authority, types of waste received and types of unacceptable waste will be posted on a sign at the entrance to the Facility.

### 1.2.3 Miscellaneous Facility Information From Design/Build Contractor

- Occupancy load in the second story of the Office Maintenance Building shall be limited to two (2) individuals and shall not be used for storage. Storage is permitted on the mezzanine in the maintenance bay.
- Scale attendant must be able to climb inspection platform for proper inspection of incoming waste.
- Leachate and sanitary tanks to be vacuumed out and inspected every three years as specified in FAC 62-701.400(6)(c) 9. The aeration system shall be turned off when emptying tanks and conducting any maintenance. The City of Key West shall complete connection of site and leachate collection systems to central sewer system as outlined in Florida Department of Health letter to the City of Key West dated March 11, 2009.
- All buildings on the site are designed as fully enclosed. During a hurricane or high wind event, all man doors, overhead doors and windows are to remain closed until the event is over. Doors and windows shall be properly maintained to ensure that closure during a hurricane or high wind event can be accomplished.
- Flood gates shall be stored on the north side of the Transfer Station Building. During a hurricane event, the flood gates shall be properly installed at all four (4) overhead doors which provide access to the truck tunnels in the transfer station and maintained in place until the end of the event. These are the only doors which need to have flood gates installed. In addition, plugs must be installed on the inlet lines in Leachate Sump 1 (outside southwest corner of transfer station) and Leachate Sump 2 (outside southeast corner of transfer station) to prevent potential backflow of floodwater into transfer station tunnels.

- When adding fuel to the on-site fuel tanks or fueling vehicles, the storm drain immediately east of the fuel tanks shall have the solid cover properly installed to prevent possible spills to the storm water collection system.
- Storm water ponds have been designed as dry ponds and shall be maintained as such.
- No baled cardboard and/or paper will be produced or stored at the Key West Transfer Station.
- The water main running to the site has been designed to only serve the transfer station facility as currently designed. The City shall ensure that no tie-ins to other facilities between the transfer station site and the connection at US 1 be completed.
- To prevent damage to the load cells, no heavy equipment shall be permitted to travel over the scales. Cleaning of the scale surfaces shall be completed by hand. At a minimum, the underside of all scales shall be inspected on a weekly basis to ensure that debris has not accumulated and that free drainage can be accomplished. Area beneath scales shall be cleaned as necessary to maintain drainage.
- The fire pump, generator, scale equipment, HVAC equipment, pumps blowers and other mechanical devices shall be maintained by City in accordance with the recommendations presented in the operations manual for each item.
- Operators should take care when loading trailers in the tunnels to ensure that debris does not fall from the trailers during the loading process and hit the exterior siding wall. This wall is not designed for impact of this type and will be damaged if hit from falling debris. The Owner may elect to line the interior of this wall with ¾" plywood to a suitable elevation to prevent impact of this type.

**SECTION 2**

# Waste Acceptance Policy

The transfer station accepts residential, commercial, and industrial solid waste, and recyclable materials. Acceptable waste is defined by Contract, and includes, but is not limited to, all putrescible and non-putrescible waste including but not limited to garbage; rubbish; refuse; ashes; paper and cardboard; yard waste including plants, grass clippings, leaves, and other organic yard trimmings; commercial waste; construction and demolition (C&D) waste; wood waste; special waste; and discarded home and commercial appliances. C&D debris will be unloaded in a segregated C&D unloading area as designated on Figure G-2. If the spotter determines that the C&D is burnable (wood, paper, etc), and therefore acceptable at the waste-to-energy facility (WTE), then the material will be incorporated into the outgoing Class I waste stream. If the C & D is determined not to be WTE-compatible (e.g., concrete), then the material will be moved to the C&D storage area as designated on Figure G-2 and subsequently hauled to a permitted C&D disposal facility. Yard waste is not currently being recycled and is mixed with outgoing Class I waste. Sludge may be accepted at the facility as long as it has passed a Paint Filter Test in accordance with FDEP requirements.

Single stream recyclable materials are collected in the recyclable area of the tipping floor for the purpose of recycling:

The following wastes are NOT accepted:

- Hazardous, dangerous, or radioactive waste prohibited by local, state, or federal regulations
- Biomedical waste
- Explosive materials
- Hot loads, meaning any item of waste that is either smoldering or on fire
- Liquid waste
- Large appliances are not accepted for disposal, but may be accepted for recycling purposes
- Waste not authorized for transportation to, or disposal at a solid waste handling facility by those governmental entities having jurisdiction
- Any waste that is deemed to have a reasonable likelihood of damaging the facility, or the processing which is likely to pose a threat to health or safety or the violation of any applicable law

The Facility screens all incoming waste materials. The screening is designed to prevent unacceptable waste from entering the facility, to detect any unacceptable waste that may have been tipped onto the tipping floor and to safely manage those unacceptable wastes that have been detected at the facility.

SECTION 3

# Waste Handling Operations

This section describes how materials are managed by the facility, how reporting information is obtained and tracked, and how vehicles, customers, and materials move within the facility.

## 3.1 Handling Capacity

The transfer station is designed for a maximum daily throughput of 350 tons per day, which exceeds the expected average volume of 195 tons per day. These figures are based upon a combination of factors, including current waste disposal volumes and waste projections calculated by the City of Key West. The average daily throughput could be changed while maintaining environmental protection by altering operating hours, waste processing methods, shipping methods or equipment, or other factors. The tipping floor area available for storage during an emergency is approximately 10,000 square feet with an emergency storage capacity of approximately 900 tons.

## 3.2 Solid Waste Handling

### 3.2.1 Solid Waste Collection, Receiving, and Weighing

Collection vehicles pick up solid waste in residential and commercial areas and transport their loads to the Transfer Station. Refuse is delivered to the facility in standard packer vehicles, open-bodied dump trucks, private vehicles, and compactor type and open-top containers.

On entering the facility, each truck is weighed and the drivers are questioned about the contents of the load to ensure that no hazardous waste or unacceptable items are included, and to anticipate the presence of any large items (e.g. white goods) that require special handling. At the scalehouse, site personnel determine the type of waste being received, and direct the haulers to the Transfer Building.

The weigh scale is an important part of this facility. The scale provides the basis for tipping fee collections, as well as a record of the source and weight processed by the facility. The scale operator has the responsibility for restricting deliveries of materials to only those items that can be processed by the facility. They also weigh the material being transported off-site.

Both public and private haulers that deliver solid waste to the Facility must pass through the scale upon arrival. All refuse delivered to and residue removed from, the facility is weighed over a certified scale, recording time, date, weight, and origin of each delivery (i.e. City of Key West or Boca Chica Key Naval Air Station); this provides the basis and information for an accurate accounting system.

The incoming vehicles are weighed on the scale at the scale house. This can be accomplished either manually or with the computer. If the vehicle is weighed manually, then a weigh ticket must be written out by hand. If the vehicle is weighed by the computer, then a ticket will be generated automatically by the computer. The vehicle is then directed by the scale attendant to the proper location for dumping.

After being weighed, the vehicles will proceed to the tipping floor to discharge the refuse. After dumping, the vehicles are returned to the scale house where their tickets are completed. If the vehicle has a pre-determined tare weight (empty weight), then that weight is used. If not, the vehicle is reweighed to ascertain the amount of waste deposited at the facility.

### 3.2.2 Solid Waste Inspection

The scale operators and rubber tire loader / excavator operators, if properly trained as spotters, and trained floor spotters are charged with inspecting and monitoring incoming shipments for unacceptable and/or undesirable materials. At a minimum, the following items will be evaluated for:

- Contents of load matches generator's description
- Hazardous materials
- Wastes of unknown origin or composition
- Free liquid or sludge with excessive liquids
- Burning materials
- Presence/absences of asbestos or other material requiring special handling
- Whole tires may be accepted as long as they are properly recycled or disposed of. Whole tires may be burned at the WTE. Whole tires may not be disposed of in landfills. Cut or shedder tires may be used as initial cover or disposed of in landfills in accordance with FAC 62-711.400(3))
- Tanks not properly cleaned or without ends removed
- Presence/absence of medical waste

Regulated and friable asbestos will not be unloaded at the transfer station, but will be directed to a Class I or Class III landfill [F.A.C. Rule 62-701.520(3)]. However, if the facility inadvertently received a load of regulated and friable asbestos, the FDEP Marathon office shall be notified immediately and instructions from FDEP shall be followed

At least one scale attendant and one trained operator will be present at all times during operations. At least one trained spotter will be present at the tipping floor whenever trucks are unloading to inspect the incoming waste. The operator may also serve as the spotter.

Operators will complete 16 hours of initial training, and pass an examination as part of that training. Within three years after passing the examination, and every three years thereafter, operators will complete an additional 8 hours of continued training. In order to be considered trained, spotters will complete 8 hours of initial training at courses provided by SWANA, TREEO or other approved sources. Within three years after attending the initial training, and every three years thereafter, spotters will complete an additional 4 hours of continued training.

### 3.2.3 Solid Waste Unloading and Handling

If directed to the Transfer Building, haulers enter the enclosed tipping floor and discharge their load. In order to mitigate the potential for exhaust fumes from idling vehicles entering the transfer station, trucks that are not inside the transfer station unloading waste shall not park

within 25' of the south entrance to the transfer station to comply with ANSI/ASHRAE 62.1-2004, Section 5.16.

The tipping floor, which holds approximately 350 tons of solid waste at normal operating capacity, is 104 feet long, 94 feet wide. The tipping floor design allows simultaneous discharge from two trucks. Wheel loaders / excavators will be used at the tipping floor area to move and sort the waste received. Also, they will be used to load the waste into the transfer trucks for final disposal. The tipping floor is sized to allow storage and stockpiling of waste. Haulers then exit the tipping floor area and proceed along the exit roads provided. Housekeeping is maintained on the tipping floor by a front-end loader / excavator.

The tipping floor provides the space for maneuvering vehicles and the unloading of waste material. City staff is responsible for keeping the tipping floor clear. The loader / excavator operator will clear the floor by pushing the solid waste and dumping it into transfer trailers. Also, while clearing the tipping floor, the loader operator and spotter will monitor the waste for undesirable items that should be removed before going into the transfer trailers.

The tipping floor will be sloped towards a trench drain that will collect leachate. The leachate will be pretreated and stored in a tank. An additional sanitary / leachate storage tank will be available to provide storage in emergency or unusual events. Hose connections for transferring leachate from the primary leachate storage tank to the additional sanitary / leachate storage tank will be installed manually when needed. Pumping between tanks will be completed using the leachate transfer pump. The storage tank will be surrounded by a secondary containment area. Pretreatment will include strainers, an oil water separator and grit removal. The leachate will be trucked to a designated location in the City of Key West's sewer system for discharge to the City's Wastewater Treatment Plant. The Wastewater Treatment Plant will provide final treatment and disposal.

## 3.3 Management of Household Hazardous Waste (HHW)

HHW is not routinely accepted at the Key West Solid Waste Transfer Station; however, HHW that is removed from the solid waste stream is immediately moved to the building formerly designated as the Corrugated Cardboard Recycling Building. This building has been re-designated as the Household Hazardous Waste Management Facility and will be used for temporary storage of HHW. The building is fully enclosed and secure. No HHW will be stored, even temporarily, on the tipping floor.

Handling and disposal of HHW shall be as follows:

- HHW materials are stored on spill pallets that capture any leakage or runoff from HHW containers.
- HHW materials are to be inspected by City staff to determine their contents.
- Fluorescent bulbs removed from the waste stream are temporarily stored in the HHW Management Facility, but not in the same spot as the HHW. Fluorescent bulbs are not stored on the tipping floor.

In the future, the City plans on providing HHW disposal at a different location than the Transfer Station. The location will be more accessible for Key West residents and disposal will

be managed by a licensed and registered provider who will follow all regulations pertaining to HHW. Residents will not be allowed to drop off HHW at the Transfer Station at any time.

## 3.4 Management of Materials Requiring Special Handling

Within the broad category of acceptable materials, there are certain waste streams which due to size, volume, nature of the material, or regulatory requirements, require either a slightly different handling method and/or pre-approval.

Acceptable and unacceptable waste protocols accomplish the following:

- Prevent unacceptable wastes, such as regulated hazardous waste from entering the facility.
- Detect and properly manage unacceptable wastes, when identified.
- Profile special waste streams managed at the facility.
- Affect a proper review of each waste stream application by qualified personnel.
- Provide on-site waste verification and record keeping for each waste stream.
- Complete a regular in-house audit of special waste procedures and documentation.

## 3.5 Rejection of Waste Load

Nonconforming loads are rejected and the Facility Manager or his designee informs the Generator as to the reason for rejection. Documentation of rejected loads may include written correspondence to the Generator, and/or analytical data.

## 3.6 Actions Taken if Unacceptable Waste is Found at the Facility

Despite the best efforts by the facility to prevent unacceptable wastes from entering the facility, and to reject unacceptable wastes that are detected, a situation may occur in which unacceptable wastes are found, and the generator cannot be identified. If unacceptable non-hazardous wastes are detected, the first response is to return the material to the Generator. If the Generator cannot be identified, or the material poses an immediate risk to human health or the environment (i.e., a shock-sensitive material), the Facility Manager is notified immediately. If hazardous waste is detected before or after unloading, the Department will be notified immediately before reloading, moving, rejecting or redirecting, and instructions from the Department will be followed.

The Facility Manager determines whether there is a safety risk involved in moving the material to an isolated location for proper designation and management. If possible, the material is relocated to an appropriate storage area. The Facility Manager determines appropriate agency notification procedures, proper storage conditions, waste designation procedures, and final management alternatives for the material. Management follows procedures outlined in the site Safety Guidelines for preparation, training, and guidance in managing emergencies such as spills, unsafe materials, fires, and other non-typical situations that may require additional assistance. The City has provisions in their Household Hazardous Waste Management Contract with Waste Management, Inc. for processing and proper disposal of most unauthorized or hazardous materials. These provisions can be invoked by the Facility Manager on an as needed basis.

## 3.7 Records and Reports

This section describes the records maintained by the facility, and the reports which are submitted by the facility. Daily, monthly, and annual records are maintained for the purpose of meeting applicable regulatory requirements, contractual obligations, and business objectives. The information recorded is sufficient to generate the data needed to meet contractual and regulatory reporting obligations.

Records will include inspection documentation and records of waste screening activities and tonnage reports. These records are maintained for a minimum of three years. Other records are maintained according to pertinent regulatory requirements, contractual obligations, and City policies.

Quarterly Reports will be submitted to FDEP's Marathon office. These reports will be due January 15, April 15, July 15 and October 15 each year. Annual Reports, in accordance with F.A.C. Rule 62-701.730(12), shall be submitted no later than April 1 of each year, and shall cover the preceding calendar year.

## 3.8 Duties and Responsibilities

A list of personnel duties and responsibilities includes:

1. Read, update, and maintain the facility MSDS.
2. Inspect facility and gate security.
3. Scalehouse tenant most be able to climb inspection deck.
4. Maintain cleaning areas and record on daily log.
5. Perform Preventive Maintenance (PM).
6. Write work orders.
7. Maintain tagout, hotwork, and confined space logs.
8. Fill out attendance sheet.
9. Conduct monthly safety meetings.
10. Read and pass on information from the Facility Manager.
11. Maintain proper tipping floor management.
12. Pack down transfer trucks
13. Clean designated areas.
14. Complete end of day paperwork.
15. Lock front gate at end of shift.

## 3.9 Miscellaneous Procedures

There are other procedures established for the facility to be followed by all personnel involved to support and improve the operation and maintenance of the facility. Some of the major procedures are briefly described in the following paragraphs.

### 3.9.1 Preventive Maintenance Program

A PM Program will be developed for all equipment in the facility. The program will be adhered closely to optimize the maintenance of the facility. If experience warrants modification of the program for any piece of equipment, proper procedure will be followed to revise the PM requirements.

### 3.9.2 Work Request System

When equipment breaks down or has deteriorated significantly, a Work Request will be initiated to repair or replace the equipment with the same kind.

### 3.9.3 Report of Group Safety Meeting

Report of Group Safety Meeting form will be completed by the Facility Manager every time the group meets (at least monthly).

### 3.9.4 Health and Safety Manual

The Health and Safety Manual contains the health and safety policies for the Facility, and serves as an onsite safety reference manual. The Facility Manager updates this manual periodically.

### 3.9.5 Equipment Clearance Binder

This binder contains the equipment clearance procedure, the Facility Equipment Clearance Log, and all Equipment Clearance Orders issued in the facility. Hotwork permits, when applicable, should be included with the Equipment Clearance Order.

### 3.9.6 Confined Space Entry Binder

This binder contains the confined space entry procedure, the Confined Space Entry Permit Log for the facility, and all Confined Space Entry Permits issued in the facility.

### 3.9.7 MSDS Binder

This binder contains MSDSs for chemicals used or stored onsite. To ensure that employees have access to information about the associated hazards of onsite chemicals, the operator receiving a new chemical onsite should check the MSDS binder and add the appropriate MSDSs, if necessary. Call the manufacturer for the MSDS, if not available.

### 3.9.8 Work Order Log Book

These binders contain all work orders issued for the facility. Completed and incomplete work orders are included in separate binders that are arranged chronologically. Before writing a work order, the operator should check the incomplete work order binder to determine if another operator has already written a work order on the equipment/system for the same work to be performed.

### 3.9.9 Responsibilities

The Director of General Services will designate the Utilities Manager and/or Facility Manager responsible for maintaining documents in the Office and Maintenance Building. The Facility Manager will check weekly to see if any manual is missing from the Office and Maintenance Building. Quarterly audits will be conducted by the Utilities Manager and/or Director of General Services to ensure that onsite documentation is current and complete. Each Shift Supervisor is responsible for knowing how to access the above information quickly.

SECTION 4

# Facility Maintenance/Housekeeping

This section describes facility maintenance and housekeeping procedures. The transfer station is maintained to assure cleanliness and environmental protection.

## 4.1 Mitigation Potential Wildlife Hazards

The transfer station is located approximately 3,750 feet from the NAS Key West on Boca Chica Key. The location of this transfer station near the airfield constitutes a significant liability to safety of flight operations due to the potential to attract hazardous wildlife (i.e. birds).

- Waste transfer building shall be fully enclosed. Doors will remain closed during normal operating hours unless vehicles are entering or exiting the facility.
- No waste, including recyclables, shall be handled or stored outside at any time.
- Unless fully enclosed, all receptacles and storage containers are to be kept indoors. All solid waste handling equipment is to be kept indoors unless emptied of all waste and properly cleaned.

## 4.2 Odor Control

Transfer stations and solid waste handling activities in general have the potential to emit objectionable odors. The following methods are used to minimize off-site odors:

- The tipping floor is cleaned as needed to control odors.
- The loading areas, sumps and drains, and compaction equipment are cleaned regularly.
- Wastes are managed inside the Transfer Building and containers.
- Loaded trailers and containers are enclosed or covered with tarps prior to leaving the building.
- Loaded wastes are removed from the site frequently.
- The Facility Manager, or his/her designee, screens incoming loads for odor problems. Loads that have begun to degrade and may soon emit objectionable odors are given loading priority so that they can be quickly placed in trucks and transferred from the facility.
- Should off-site odors become problematic, the Facility Manager will investigate, determine the source of the problem, and institute corrective actions as appropriate. An odor control misting system will be installed if necessary. Additional odor control methods may be implemented, as needed.

## 4.3 Litter Control

Transfer station and solid waste handling activities in general have the potential to be a source of litter. The following methods are used to minimize off-site litter:

- The site and surrounding area is inspected for the presence of litter related to site activities on a daily basis.
- Litter is removed from the building, fence line, parking area, entrance, and from roadways used to access the facility on a regular basis.
- The scalehouse attendant alerts customers to state and local covered load requirements. Customers whose loads repeatedly cause litter problems may be referred to local agencies for enforcement.

Stored putrescible wastes will not be allowed to remain unprocessed for more than 48 hours except under unusual circumstance putrescible wastes may be stored for up to seven days. Areas where waste is stored or processed will be cleaned at least weekly to prevent odor or vector problems, and all drains and leachate conveyances will be kept clean so that leachate flow is not impeded. In case of storage for greater than 48 hours, provisions to control vectors and odors will be implemented in accordance with Section 8, Contingency Plan. The facility will be operated to control objectionable odors in accordance with FAC 62-296.320(2).

## 4.4 Noise

Noise is a potential concern at solid waste transfer stations. The City of Key West takes measures to ensure that the Facility operates in accordance with local noise ordinances. Measures include use of engineering controls such as conducting many operations inside of covered building which face away from sensitive noise receptors, ongoing equipment maintenance, operational controls, training, and availability of personal protective equipment.

## 4.5 Pest Control

Transfer stations and solid waste handling activities in general have the potential to attract pests. The following methods are used to minimize pest occurrence:

- The design of the facility minimizes pest harborage areas.
- A pest control program, including rodent, insect, and bird control, is contracted to a qualified pest control company.
- Regular inspections of the facility focus attention on areas or practices where pests may be encountered, such as behind push walls, so that their occurrence can be prevented or minimized.
- Waste materials are removed from the site frequently.
- Long-term pile storage within the facility is avoided.

## 4.6 Dust Control

Transfer stations and solid waste handling activities in general have the potential to create dust. The following methods are used to minimize fugitive dust:

- The facility design minimizes dust generation, because it uses a tipping floor rather than a pit design. Because materials fall only a short distance, dust generation is significantly reduced when compared to pit facilities.

- Unloading occurs under cover, so that any dust that is generated is kept inside.
- Hose bibs and hoses with atomizing spray nozzles are strategically located in the transfer building to control dust. Odor control suppressants can be added to this system.
- The scalehouse operator can alert the Equipment Operators/Spotters to the presence of dusty loads so that appropriate precautions, such as wetting, can be taken.
- Facility access ways and traffic areas are cleaned as needed to control dust.
- Additional measures may be taken as necessary, to control dust, should fugitive dust emissions exceed regulatory requirements.

## 4.7 Surface and Groundwater Protection

Transfer stations and solid waste handling activities in general have the potential to impact surface or ground waters to which they discharge. The following methods are used to minimize the potential for impacts to surface or ground water:

- Traffic, recycling, and waste handling activities occur on surfaces that are paved and graded to control surface drainage and prevent contamination of groundwater.
- Management of non-recyclable wet wastes occurs under cover. This minimizes the volume of stormwater that contacts waste materials, thereby reducing the volume of potentially contaminated contact wastewater. Potentially contaminated contact wastewater will be treated as leachate.
- Areas that generate potentially contaminated contact wastewater, including the transfer station floor and loading area do not discharge to surface water. Instead, contact wastewater is collected in a holding tank. Contents of the holding tank are then treated and hauled to a designated location and discharged to the City's sanitary sewer system. Unless tanks are empty, aeration system in tanks shall be operated 24 hours/day / seven days/week.
- The facility implements best management practices for the protection of stormwater.

## 4.8 Leaks and Spills

Leaks or spills at the transfer station are most likely to be caused by defective or broken equipment hoses. The substances most likely to be released include hydraulic fluid, diesel fuel, motor oil, or radiator fluid. The potential of a spill or leak from material in the waste stream is also present. The most likely substance released from material inadvertently placed in the waste stream by a generator is antifreeze or paint, although because municipal solid waste is generated by a wide variety of people and businesses, the facility must be prepared to manage waste streams or spills of any type.

Should a spill or leak occur, priority is given to safety for employees and for the general public, and to preventing the released substance from entering the leachate, sanitary, and stormwater collection points. Should spilled material enter the leachate, sanitary system, stormwater collection, or any water body, the spill will be contained and mitigated in accordance with Best Management Practices. Regulatory agencies will be notified according to applicable regulatory requirements.

SECTION 5

# Safety Guidelines

This section provides safety guidelines for various personnel and procedures at the Solid Waste Transfer Station Facility.

## 5.1 Facility Personnel Safety

The site personnel will be trained in the facility operating procedures, unauthorized waste identification, permitted waste handling, and emergency response. New employees will be given a tour of the facility and provided with a clear explanation of their role in the overall operation. All employees will receive and are required to read and understand the Operations Manual and Contingency Plan.

The training program for new employees shall include at the minimum:

- Operational procedures
- Inspection and maintenance procedures
- Unauthorized waste identification
- Spotter training
- Confined space entry
- Emergency response procedures
- Safety practices
- Record keeping duties
- Handling permitted wastes

### 5.1.1 Equipment Training

The Facility Manager is responsible for the safe and efficient operation of machinery and equipment used at the Transfer Station. Therefore, the Facility Manager will ensure that before any person is directed to operate any piece of equipment or machinery, including emergency equipment, that person shall receive sufficient training to allow for the safe operation of that piece of equipment or machine. This training will include at a minimum:

- The identification of safety guards and shut-off switches.
- The details of safe operating procedures, which protect operators, others and the equipment.
- Notification procedures to be implemented by operator should an emergency or unsafe condition occur.
- Supervised operating time, to confirm satisfactory operator comprehension of, and compliance with, the required training.

- To ensure scale operational effectiveness Mettler-Toledo operating, maintenance, cleaning and calibrating measures should be adhered to as defined by the information contained in the Mettler-Toledo Operations & Maintenance Manual.

### 5.1.2 Fire Training

Personnel will be advised of the location and proper means of using firefighting equipment located on site. In addition, the locations of such equipment will be accessible at all times and be clearly marked. A record will be kept by the Facility Manager of personnel who receive specialized fire training.

### 5.1.3 Personnel Protective Equipment

Safe and secure working conditions will be maintained for Facility personnel. Appropriate safety equipment will be available to personnel. The Facility Manager will coordinate the proper use of said equipment. Employees will be subject to disciplinary action if they fail to wear proper protective equipment while on the job.

## 5.2 Safety Plan for Visitors, Contractors, and/or Vendors

To enhance the safety of personnel onsite, several safety and operational procedures are in effect to ensure the best possible safe environment. This section provides an overview of these existing procedures.

Documentation of procedures is available in the Office and Maintenance Building and can be reviewed at any time. Questions regarding facility procedures should be directed to the Facility Manager, Utilities Manager, or Director of General Services for assistance.

All visitors to the site are required to sign in at the Office Building. Drivers delivering equipment and chemicals should stay near their truck and thus are not required to sign in. The Facility Manager is responsible for coordinating activities in the facility; as such, onsite visitors, contractors, and/or vendors must follow all instructions. This is especially important during emergency situations.

While at the facility, visitors should restrict themselves to the area to which they are assigned.

Safety is everyone's responsibility. It is every employee's responsibility to anticipate the consequences of their actions and act in a manner that will ensure the safety of themselves and those around them.

If any employee observes a contractor performing work in an unsafe manner, the employee should immediately report this condition to the Facility Manager. It is the Facility Manager's responsibility to inform the contractor of the potentially unsafe activity. In an extreme case, the Facility Manager may instruct the contractor to stop work immediately.

Safety meetings are held monthly by each the Facility Manager, to discuss any new feature or procedures installed at the facility, any particular problems that may have arisen, and to review good working procedures and methods. These meetings are documented.

Periodic Management Safety meetings are held with O&M representatives to discuss general safety conditions, facility modification, and operating modifications that would improve and promote a safe working environment.

The Facility Manager must keep a log of special/unusual occurrences including: fires, major injuries, property damage, major accidents, and discharge of hazardous wastes. All occurrences must be reported to the Florida Department of Environmental Protection (FDEP) immediately.

Complaints about the facility should be reported within 1 day to the Facility Manager and/or the Director of General Services.

### 5.2.1 Equipment Clearance

There is an Equipment Clearance Procedure that is managed from the Office Building. Before any work is initiated, the employee must, in person, obtain an equipment clearance from the Facility Manager, Utilities Manager, or Director of General Services for each specific job assignment.

Any testing of equipment or component will be performed only by an authorized employee of the City of Key West Solid Waste Facility after proper notification by the employee to the Facility Manager or Director of General Services.

After the work has been completed on each specific job assignment, the employee must, in person, complete the Equipment Clearance to release the equipment or component to the Facility Manager or Director of General Services.

The employee should NOT, under any circumstances, remove any safety tag, lock out, and/or safety device from any equipment or component. Nor should the employee turn or position any valve or mechanical lever, engage or disengage any electrical circuit breaker, switch, or electrical device on any equipment or component thereof.

## 5.3 Lab Hygiene and Safety

This facility does not operate an on-site lab.

## 5.4 Refuse Handling Safety

The Solid Waste Facilities Permit requires a properly executed refuse management plan to minimize the potential health and safety impacts to employees and the general public.

### 5.4.1 Refuse-Handling Conditions

The following guidelines should be observed in refuse-handling conditions:

- Signs are needed concerning rates, hours, and prohibiting hazardous wastes.
- No hazardous, infectious, or radioactive wastes are allowed.
- No scavenging is permitted.
- Maximum refuse in the tipping floor is 55,000 cubic feet (cf).
- Maximum time for refuse to stay in the transfer building is 7 days.

- No waste that causes atypical odor, vector, health, safety, or nuisance problems is allowed.
- A spotter must be present for refuse receiving.
- A minimum of one random load inspection per day must be conducted.
- The tipping floor and load out bay must be kept clean.
- Transfer building doors must be closed when not receiving refuse.

### 5.4.2 Recordkeeping Procedure

- The Scale House Attendant must record daily tons received.
- The office building must keep a copy of the facility's permit available.
- The Facility Manager must keep a log of special/unusual occurrences including: fires, major injuries, property damage, major accidents, and discharge of hazardous wastes. All occurrences must be called in to FDEP immediately.

### 5.4.3 Refuse Management Procedure

- Solid waste handled on the tipping floor will be processed in the timeframe outlined in Section 4.3.
- During receiving hours on each day, refuse is dumped onto the tipping floor. Starting at the rear to the southwest corner and following to the northeast, care will be taken to ensure an open area for the rubber tire loader maneuvers to load trucks.
- After inspection by spotter, refuse will be removed from the tipping floor with a rubber tire loader or excavator and placed in transfer trailers for disposal.
- The tipping floor shall be cleaned weekly.

## 5.5 Hazard Management

General trip hazards should be removed or properly barricaded, and spills should be immediately cleaned up or contained.

**Ladders, breathing apparatus, and fire fighting equipment should be maintained and inspected monthly by the Facility Manager.**

Personnel should operate Facility equipment only after receiving proper instruction. No individuals should operate any equipment, or perform any maintenance, inspection, or laboratory procedure without supervision of a qualified employee, if they are not fully familiar with the task, its consequences, and method of mitigating resulting events should a fault occur.

SECTION 6

# Emergency Guidelines

This section presents the information required for the facility to safely manage through an emergency situation back to routine operations with minimum disruptions to the operations, and to eliminate or minimize hazards to employees.

All employees will be trained and expected to know details about these emergency guidelines. The Facility Manager will be available for assistance if an employee has any question required the procedures outlined in these guidelines.

## 6.1 Emergency Plans and Response

FDEP emergency phone numbers are listed below. Additional emergency contacts are provided in Exhibit 6-1.

| | |
|---|---|
| FDEP Marathon | (305) 289-2310 |
| FDEP Fort Myers | (239) 332-6975 |
| Florida State Emergency Management - Tallahassee | (850) 413-9969 |

## 6.2 Overview

In case of a fire, hurricane, or upon notification by the authorities of a bomb threat, the Facility Manager has the following responsibilities:

1. Determine whether an emergency condition exists
2. Determine whether evacuation is necessary
3. Notify all personnel to evacuate, if necessary
4. Determine whether to shut down the facility
5. Shut down the facility in an orderly manner, if necessary and possible
6. Request outside emergency assistance, if required
7. Notify local and state officials if hazard prevails
8. Bring the log book in the event of evacuation from the facility

## 6.3 Fire or Explosion

This safety procedure applies to all plant personnel in response to a refuse storage fire, which can occur from any of the following events:

- Spontaneous ignition of materials contained on the tipping floor
- Discharge of burning refuse from a truck

Fire extinguishers will be positioned in the various structures, in clearly marked locations, as required by code, building inspector, and/or insurance requirements. Also, extinguishers will be carried on major pieces of site equipment.

In the event of fire or explosion:

1. Inform the Facility Manager of the following:
    a. Type of fire
    b. Location of fire
    c. Extent and size of fire
    d. Injuries
    e. Action taken, if any
2. Upon notification of a fire or explosion onsite, the Facility Manager will activate the fire alarm system.
3. For any fire, the fire department or "911" should be called. If the fire or explosion can be controlled by facility personnel and equipment, the fire department shall be asked to stand by.
4. Use the fire extinguisher or water to put out small fires, **if safe to do so** and if you have been trained to use a portable fire extinguisher. Never put your personal safety at risk.
5. Evacuate the building or area of the fire (if necessary). Go directly to designated primary assembly area (if the primary assembly area is not a safe distance from the hazard, then proceed to secondary assembly area).
6. The Facility Manager will meet the responding fire engine and direct them to fire.
7. The Facility Manager will take roll-call to ensure all personnel are accounted for (employees and visitors).
8. If evacuation occurs, no employees should re-enter their work station unless cleared by the fire department or the Facility Manager.
9. Wait for further instructions/directions from Facility Manager with regards returning to work or to burned area.

It is absolutely essential that burns get immediate medical attention. If clothing catches fire *STOP, DROP, AND ROLL*. Stop where you are, drop to the floor, and roll over and over to smother the flames. Cool a burn by putting cool water and ice over the burned skin immediately.

## 6.4 Hurricane/Flood Management Checklist

When Emergency Management and City officials deem that a hurricane or flooding is posing a threat, the facility should be shut down and the following procedures followed:

1. Call in all facility personnel. Employees who are required to evacuate their homes should inform the Facility Manager at this point. Failure to notify the Facility Manager could result in disciplinary action.
2. Clear all levels of debris.
3. Log coordinates in log book.
4. Board windows and prepare bolts for doors.

5. Fuel all equipment.
6. Park trucks, loaders, and other rolling equipment on the tipping floor.
7. Cover all motor control center (MCC) breakers and generator panel with plastic.
8. Secure log books and disks in plastic bags and store in the safe.

### 6.4.1. Flood Emergency Operation Plan

1. The Facility Manager will be responsible for properly installing the flood gates at all four (4) overhead doors, which provide access to the truck tunnels in the transfer station and maintained in place until the end of the event.
2. The flood proofing panels will be stored on the north side of the Transfer Station Building.
3. Plugs shall be installed in all inlet lines into Leachate Sump 1 (outside southwest corner of transfer station) and Leachate Sump 2 (outside southeast corner of transfer station) to prevent potential backflow of floodwater into the scale pits.
4. The personnel shall inspect and install the panels at least once a year.
5. As per of the maintenance plan, the panels shall be inspected to ensure that they fit properly and that the gaskets and seals are in good working condition.

Exhibit 6-1 presents the names, addresses, and phone numbers of FDEP and Monroe County personnel assigned as emergency operation contacts in Monroe County.

EXHIBIT 6-1
FDEP and Monroe County Emergency Operation Contacts

| **Monroe County** | |
|---|---|
| Bobby Slatter, Director<br>Monroe County Environmental Health Department<br>Public Service Building<br>1100 Simonton Street<br>Key West, FL 33040<br>(305) 293-7500 | Irene Toner<br>Monroe County Emergency Management<br>490 63rd Street Ocean, Suite 150<br>Marathon, FL 33050<br>(305) 289-6065<br>(SC) 472-6018 |
| Damage Assessment Team<br>Monroe County Regional Government Center<br>2nd Floor<br>2798 Overseas Highway<br>Marathon, FL 33050 | |
| **Florida Department of Environmental Protection** | |
| FDEP – Tallahassee<br>2600 Blairstone Road<br>Tallahassee, FL 32399-2400<br>(850) 245-2011 | FDEP - Fort Myers<br>2295 Victoria Avenue, Suite 364<br>Fort Myers, FL 33901<br>(239) 332-6975 |
| FDEP – Marathon<br>Gus Rios and Ed Russell<br>2796 Overseas Highway, Suite 221<br>Marathon, FL 33050<br>(305) 289-2310 | Florida State Emergency Management - Tallahassee<br>(850) 413-9911 |
| **Probable Evacuation Routes** | |
| North via U.S. 1 | |
| **Problem Areas** | |
| Immediate evacuation of Keys area limited to a single evacuation route. Flooding of low-lying areas. | |

## 6.5 Bomb Threats

The following steps should be followed in the event a bomb threat:

1. Any employee receiving a phone call that a bomb or other explosive device has been placed on the premises, is to ask the caller the following questions:
    a. When is the bomb going to explode?
    b. Where is the bomb located?
    c. What does the bomb looks like?
    d. What kind of bomb is it?
    e. What will cause the bomb to explode?
    f. Why?
    g. What is your name, address, phone number, etc.?
2. Write down the exact wording of the threat and answers to the above questions.
3. Try to describe the caller: sex, age, race, sound of voice (angry, calm, scratchy, deep, accent, stutter, etc.).
4. Document length of phone call, time of call, date of call.
5. Listen to identify noises.
6. Notify the Facility Manager. If directed by the authorities to evacuate, secure the facility and follow the emergency evacuation procedures.
7. Notify Police immediately.
8. If bomb threat is received by mail, do not further handle the letter, envelope, package, etc. Notify the Facility Manager immediately.
9. If evacuation is necessary, Management will request evacuation and you will report to a safe area away from the facilities, and wait until instructed by the Facility Manager that it is safe to reenter the Facility.
10. No one should re-enter the facility or site after an evacuation unless cleared by the authorities.

## 6.6 Serious Personal Injury/Illness

In the event of an injury or illness to a co-worker or visitor:

1. Immediately notify the Facility Manager. Provide the following information:
    a. Type of emergency
    b. Location of victim
    c. Extent of injuries or illness
    d. Number of injured/ill persons
    e. Actions taken, if any
2. Locate first aid kit and administer first aid, if necessary (first aid and CPR to be administered by certified personnel only).

3. If outside medical assistance is needed call 911.
4. Serious injuries or illness such as head or spinal injuries, broken bones, serious burns, excessive bleeding, or chest pains require immediate emergency medical assistance (CALL 911).
    a. A designated person will wait outside to meet and direct paramedics, ambulance, etc., to the location of injured or ill person.
    b. If the person has been exposed to a hazardous material, obtain a copy of the Material Safety Data Sheet (MSDS) for the emergency provider.
    c. Check employee's file for emergency contact name and phone number for Facility Manager to notify of emergency situation.
5. Facility Manager will complete all required reports and notifications to proper authorities, City personnel, or family member.
6. Non-serious injuries or illnesses (headache, cold, itching, nausea, etc.) may require the employee to be transported to the clinic or hospital for additional treatment. The Facility Manager will contact the clinic or hospital and inform them of the nature of the injury or illness and the number of employees being transported.
7. Non-work related injuries/illnesses should be referred to the employee's own personal physician for treatment.

## 6.7 Chemical Exposure

In the event an employee becomes exposed to a hazardous material, immediate action shall be taken:

1. Notify the Facility Manager.
2. In case of chemical inhalation:
    a. Remove the employee from the area into fresh air.
    b. Provide oxygen, if available and if the employee is having trouble breathing.
    c. Provide CPR if the employee stops breathing (CPR to be administered by certified personnel only).
    d. Call 911 to obtain emergency medical assistance, or transport employee to clinic or hospital.
    e. Obtain copy of Material Safety Data Sheet (MSDS) for medical provider.
3. In case of eye contact with chemical
    a. Review copy of MSDS sheet for proper eye washing instructions and follow instructions. Note that most chemicals are treated by flushing with water, but that in some cases, water is not recommended. PAY ATTENTION TO THE MSDS.
    b. Rinse the eye with cold water for a minimum of 15 minutes.
    c. Call 911 or transport to clinic or hospital, if necessary.

d. Obtain copy of MSDS for medical provider.

4. In case of skin contact with chemical

   a. Review copy of MSDS sheet for proper instructions and follow instructions. Note that most chemicals are treated by flushing with water, but that in some cases, water is not recommended. PAY ATTENTION TO THE MSDS.

   b. Flush the skin with cold water for a minimum of 15 minutes.

   c. Remove contaminated clothing.

   d. Follow additional instructions on MSDS.

   e. Call 911 or transport to clinic or hospital if necessary.

5. In case of ingestion of hazardous material

   a. Review copy of MSDS for instructions.
   b. Contact Poison Control Center for emergency procedures.
   c. Call 911 or transport to clinic or hospital if necessary.

REMEMBER: TO ALWAYS CHECK MSDS FOR THE NECESSARY FIRST AID OR MEDICAL TREATMENT INSTRUCTIONS. PROVIDE COPY OF MSDS TO MEDICAL PROVIDER.

## 6.8 Spill Response and Clean-up

In the event of a spill of a hazardous material:

1. Notify the Facility Manager immediately.
2. Identify source of spill/release.
3. Control spill/release by shutting off switches, closing valves, plugging holes, etc. if it can be done safely.
4. Cover or dike around spill/released material to prevent from getting into storm water or sewer drains using materials in the spill kit, loose dirt, or garbage.
5. Absorb and/or neutralize spilled/released material. The absorbing material must be compatible with the spilled material. Apply absorbent from the outer edge of the spill to the center. Use a shovel for longer reach.
6. Decontaminate the area, equipment, etc.
7. Properly dispose of any hazardous material (absorbent) generated according to state, federal, and local regulations. Material contaminated with oil, hydraulic, diesel, or antifreeze may be managed as garbage. Material contaminated with hazardous waste must be designated to determine if special requirements apply. Check with the Facility Manager.
8. Restock emergency supplies used during the clean up.
9. The Facility Manager will notify all appropriate agencies immediately and generate any necessary reports, within the required time periods. Review spill/release to determine cause and corrective measures to be taken to prevent reoccurrence.

# 6.9 Spill Notification Procedures

| IF the spill involves... | THEN, notify as follows... |
|---|---|
| Onsite or offsite release, smaller than the reportable quantity, which is cleaned up immediately and does NOT enter a water body or drain. | • Notification may not be required. Clean and dispose of cleanup materials properly. |
| Any release, greater than reportable quantity (RQ). Note that the RQ varies for different materials, and changes as the law changes. The Environmental Manager can help determine the RQ of spilled materials.<br>*Any release that enters a water body or drain is reportable.*<br>*Any material that enters a water body or drain, contaminates soil, causes a safety hazard, or is not listed above, contact Environmental Manager for assistance.* | • Environmental Manager<br>• State Emergency Response Commission<br>• Local Emergency Planning Committee<br>• Dept. of Environmental Protection<br>• National Response Center (*if* it involves transportation)<br>• Enter on Spill Log. |
| Any release which enters a water body or a drain | • Environmental Manager<br>• Property Owner<br>• Response Team (*if* necessary)<br>• Dept. of Environmental Protection<br>• Sewer Agency (*if* drain leads to sewer)<br>• National Response Center (*if* it involves transportation)<br>• Enter on Spill Log. |
| Transportation-related incident | • Submit USDOT Form F5800.1 to the US Department of Transportation within 30 days. |

1. Upon notification of chemical spills, the Facility Manager will direct the isolation of the leak, if it has not been done.
2. The Facility Manager will determine if first aid/CPR or outside emergency medical service is needed, and take the necessary actions.
3. The Facility Manager will notify the following agencies for hazardous material releases offsite:

| Agency | Number |
|---|---|
| Local Emergency Response: | 911 |
| National Response Center: | (800) 424-8802 |
| FDEP Branch Office (Marathon): | (305) 289-2310 |

**SECTION 7**

# Facility Phone Directory

## 7.1 Emergency Phone Numbers

| | |
|---|---|
| FDEP Marathon | (305) 289-2310 |
| FDEP Fort Myers | (239) 332-6975 |
| FDEP Emergency Management | (850) 413-9911 |
| | (800) 320-0519 |
| Florida State Emergency Management Tallahassee | (850) 413-9911 |
| Emergency Medical Services | Lower Keys Medical Center |
| | (305) 294-5531 |
| Drug Testing Facility | Key West Urgent Care |
| | 150 Government Road |
| | (305) 295-7550 |
| County Hazardous | (305) 295-4314 |
| Police Department | 911 |
| Fire Department | 911 |
| Offsite Chemical Spill | 911 |
| Keys Energy Services | (305) 295-1121 |

**CITY OF KEY WEST PERSONNEL BELOW MUST BE CALLED IN THE PRIORITY SET BELOW:**

| | Title | Name |
|---|---|---|
| 1 | Director of General Services | Gary Bowman<br>Phone: (305) 809-3901<br>Mobile: (305) 395-9933<br>E-Mail: gbowman@keywestcity.com |
| 2 | Utilities Manager | Jay Gewin<br>Phone: (305) 809-3902<br>Mobile: (305) 393-9705<br>E-Mail: jgewin@keywestcity.com |
| 3 | Facility Manager | (Red) Ball<br>Phone: (305) 296-2952<br>Mobile: (305) 797-2542 |
| 4 | Facilities Management Team Leader | Richard Sarver<br>Phone: 305-809-3755<br>Home: 305-296-5192<br>Mobile: 305-304-2397 |

NOTE: Facility location is US Highway 1, Mile Marker 9, Rockland Key, Florida. Remember to send someone to open the main entrance gate when the facility is closed.

## 7.2 Facility Personnel

**Office Phone:** (305) 809-3750

**Office Fax:** (305) 293-6412

| **Management** | | |
|---|---|---|
| Gary Bowman | (305) 296-3901 | Facility Director |
| Red Ball | (305) 296-2952 | Facility Manager |
| | (305) 797-2542 Mobile | |
| **Maintenance Supervisor** | | |
| John Newcomer | (305) 515-2741 | Maint. Mechanic |
| | (716) 984-6247 Mobile | |
| **Equipment Operators** | | |
| William Funnye | (305) 294-8469 | |
| | (305) 896-0971 Mobile | |
| Raider Ortiz | (305) 294-8469 | |
| | (305) 896-5111 Mobile | |
| Jean Charles | (305) 296-9987 | |
| | (305) 849-3490Mobile | |

## 7.3 Employee Roster

| Name | Position | Phone# | Mobile# | DC# |
|---|---|---|---|---|
| Gary Bowman | Director | (305) 296-3901 | (305) 395-9933 | |
| Red Ball | Manager | (305) 296-2952 | (305) 797-2542 | 159*230053*2 |
| John Newcomber | Mechanic | (305) 515-2741 | (716) 984-6247 | |
| William Funnye | Operator | (305) 294-8469 | (305) 896-0971 | |
| Raider Ortiz | Operator | N/A | (305) 896-5111 | |
| Jean Charles | Operator | (305) 296-9987 | (305) 849-3490 | |
| Bolivar Igualas | Scale | N/A | (305) 987-5790 | |

**SECTION 8**

# Contingency Plan

During down time resulting from emergency conditions and/or other interruptions of operations, the City shall haul raw municipal solid waste to a permitted landfill as follows:

1. The tipping floor will be filled to capacity only when the facility is expected to come back on line in the near future;
2. City vector control contractor shall be notified to increase control measures;
3. City staff will take odor control measures as needed;
4. Transfer hauler will be notified that additional trucks will be required;
5. Trucks will be loaded with front end loader or excavator per current loading procedures;
6. Within one working day, the City shall notify the FDEP that:
   a. the contingency plan has been in effect or is anticipated to be in effect including dates and times;
   b. the period of time the plan has been in effect or is anticipated to be in effect including dates and times;
   c. and if not corrected, the length of time the plan is expected to continue.
7. Within 7 days of the end of the contingency plan use, the City shall notify the FDEP via written report that:
   a. fully documents the time period;
   b. lists the events leading up to and during the implementation of the contingency plan; and
   c. contributing factors, agencies notified, corrective actions taken, and equipment used.
8. Solid waste acceptance and storage at the transfer station occurs at the tipping floor. FAC 62-701-710(4)(b) is applicable to Waste Processing Facilities. The waste is generally removed from the facility within 48 hours and is not stored in excess of 7 days except under conditions of force majeure.

   The facility uses sprays and baits applied on an as-needed basis for vector control. Odors are controlled by storage of putrescible wastes in an enclosed tipping floor. The tipping floor is fully enclosed on all sides. Odor is not expected to be an issue at this facility.

For the purpose of this section, Working Day shall mean Monday thru Saturday, excluding City, State, and national holidays.