
TOWN OF SOUTHOLD, NEW YORK

LOCAL SOLID WASTE MANAGEMENT PLAN

Volume II

Part 2



Waste Management District

SEPTEMBER 2015

Revised August 2019

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Town of Southold
Solid Waste Management Plan

SEPTEMBER 2017

**Appendix J - Southold Waste Management District
O&M Manual**

Appendix J. Southold Waste Management District O&M Manual

TOWN OF SOUTHOLD

MUNICIPAL SOLID WASTE FACILITY

OPERATION & MAINTENANCE MANUAL

SOUTHOLD, SUFFOLK COUNTY, NEW YORK

LKMA Project No: 14018.000



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**TOWN OF SOUTHOLD
MUNICIPAL SOLID WASTE FACILITY
OPERATIONS AND MAINTENANCE MANUAL**

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Appendix A:	Engineering Report dated November 2001 – <u>Yard Waste Compost Facility</u> , prepared by H2M Group
Appendix B:	Post-Closure Monitoring and Maintenance Manual for <u>Southold Landfill</u> , Dated August 2003, prepared by Dvirka and Bartilucci
Appendix C:	Regional Settings Map
Appendix D:	Overall Site Plan
Appendix E:	MSW Transfer Station Site Plan

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1.0 Introduction

1.1 Overview

This document will serve as the Operation and Maintenance Manual for the Town of Southold Municipal Solid Waste Facility as required by Part 360-1.2(a)(3) for the following solid waste facilities:

- Residential/Commercial (MSW) Waste Transfer Station 52T92
- Composting Processing Facility 52Y29
- C&D Transfer Operation 52K09
- Closed Sanitary Landfill 52517

This document is submitted in support of the Town's application for an NYSDEC Part 360 Operating Permit. This Operation and Maintenance Manual and accompanying plans will demonstrate that, if granted the permit, the facility will continue to operate in compliance with NYSDEC Solid Waste Management Policy identified in section 27-0106 under the ECL and NYCRR Part 360 1.14.

This document supplements two earlier engineering reports listed immediately below for the Compost and Landfill facilities. These reports are attached as Appendix's A and B respectively:

- Engineering Report dated November 2001 – Yard Waste Compost Facility prepared by H2M Group
- Post-Closure Monitoring and Maintenance Manual for Southold Landfill, dated August 2003, prepared by Dvirka and Bartilucci

The MSW transfer station and the C&D transfer station currently have individual NYDEC Registrations, while the compost facility has a NYSDEC permit. The purpose of this permit application is to unify the NYSDEC authorizations to operate under a single unified permit rather than 2 separate registrations and permit.

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1.2 Site Description

The Town of Southold Municipal Solid Waste Facility is located between Oregon Road and North County Road 48 to the north and south, respectively, and Cox Lane and Depot Lane to the east and west respectively, Suffolk County, New York. The site is in a rural, agricultural area of Cutchogue, approximately 2.5 miles east of Mattituck and 8 miles west of the incorporated Village of Greenport.

The property is shown on the Suffolk County Tax Map as the following parcels; District 1000, Section 96, Block 01, Lot 17.5 and District 1000, Section 96, Block 01, Lot 02

The current land owner is the Township of Southold who is also the applicant for the NYSDEC Part 360 Permit to Operate. A Regional Settings Map is included in the Appendices as Appendix C. Additionally, an overall site plan is included as Appendix D.

1.3 Types of Waste to be Accepted and Quantities

Residential and Commercial Waste including recyclables, unprocessed Construction and Demolition (C&D) Waste and Yard Waste will be accepted at this facility.

Approval is requested to accept up to:

- 5,000 tons per year of C&D waste.
- 25,000 tons per year of MSW waste
- 4,000 tons per year of recyclables (Comingled and ONP|CC)
- 42,000 yards per year of Yard Waste

1.4 Prohibited Siting

The site is not located within Critical Environmental Area designated pursuant to Article 8 of the ECL. The land is not within an agricultural district, and there are no floodplains, endangered species or wetlands on the site. There are no reservoirs, reservoir stems, controlled lakes, or watersheds managed pursuant to a filtration avoidance determination in the vicinity of the site.

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1.5 Service Area

The service area for the Town of Southold Solid Waste Management Facility consists of the Towns of Southold, Riverhead and Shelter Island. However, while the Facility accepts waste from Riverhead and Shelter Island, it is estimated that at least 80% of incoming waste originates from within the Town of Southold.

1.6 Site History

The closed landfill property is approximately 34 acres, the MSW transfer station facility is approximately 11 acres, the compost facility is 17.2 acres and the C&D transfer area is approximately 2.5 acres. The entire parcel is zoned for light industry use. The Town of Southold initiated operations in the landfill site in 1920 for the disposal of solid waste, refuse debris and scavenger (system) waste and operated the landfill continuously until 1993 when it was closed. At that time, an outdoor transfer station was set up which was subsequently demolished and a new transfer station facility was constructed in 2006 and opened for business in 2007.

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2.0 Operational Plans

2.1 Transfer Station Description of Operations

The existing transfer station Facility was constructed in 2006 and opened for business in 2007. The estimated service life for the transfer station building, scale house and scales is twenty five years. The building is sized to have a capacity to hold approximately 350 tons of MSW and recyclables. Please see Appendix E for site plan for the MSW Transfer Station. The facility is situated on approximately 11 acres of land and consists of the following structures and elements:

- The main transfer station is a 21,195 square foot steel building. The building includes a tipping floor, a truck load out tunnel, a mechanic's shop and various waste storage bunkers. The tipping floor has been armor coated to protect the floor surface and all interior building steel has been epoxied coated to protect against metal corrosion due to the high moisture environment in the building.
- New inbound and outbound weigh scales and scale house.
- Long (approx. 1,000 feet) entry/service road to scales for vehicle queuing
- Administration Offices
- Residents recyclables and waste drop-off area
- Residents Home Exchange
- Storage Bins for battery disposal, clothing and other material
- Storage bunkers for white goods, bulk items and C&D
- Waste oil storage Tank

The facility will accept only residential and commercial MSW and recyclables; no other types of solid waste will be accepted. The applicant is seeking an approved design capacity of 25,000 tons per year of MSW waste at this facility. Vehicles will enter the site from the main entrance on Cox Lane after passing through the entrance gate, and proceed to the scale house for weight in. Here vehicle identification is made along with a description of the vehicle contents. All waste generators are required to identify

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2.1 Transfer Station Description of Operations (cont.)

the source(s) of the waste. All hauling vehicles are entered into a computerized system identifying company name, company owner, type and size of vehicle, and unloaded (tare) weight of vehicle. The computer system is used to determine daily waste input to the facility.

Once vehicles are weighed, they are directed to the tipping floor. Trucks back into the tipping area and discharge their contents inside the building. Vehicles without tare weights exit the tipping area and stop at the scale house to be re-weighed and to sign a receipt. Vehicles with tare weights can immediately leave the site after dumping on the tipping floor. Waste and recyclables dumped onto the tipping floor is then loaded by front end wheel loader (i.e., “payloader”) into 100 cubic yard walking floor trailers for transport to out of town disposal facilities. Solid waste handling shall be confined to the smallest practical area. Handling of all materials will be supervised by trained competent personnel at all times. All employees will be trained and familiar with proper operational procedures. The trailers are staged in the facility’s “load-out” tunnel on the north side of the building.

Residents also can dispose of their household waste on the east side of this facility at the *Residents Recyclables and Waste Drop off Area*. Dumping areas for residents will be clearly marked and separated from large commercial vehicles coming into the transfer station tipping floor. Residents may throw household waste and recyclables over a low parapet wall into one of three storage bunkers. The three storage bunkers (please see Appendix E) are dedicated to the following waste types:

1. Residential waste: 1 bunker, sized at 30 ft.x18 ft.
2. Residential glass, cardboard, paper, plastic, and cans: 2 bunkers, one sized at 46 ft.x28 ft., the other 32 ft. x 28 ft.

In order to comply with this regulation, all MSW delivered to the site will be indoors inside the transfer building. Waste streams are kept separate at all times in accordance with NYCRR Part 360-16.4 (f)(3). The building is sufficiently large to handle the Town’s waste stream including seasonal and peak periods.

NYSDEC regulations also require the installation of a scale system to weigh and record waste quantities received at this facility. Accordingly, shown on the site plan is an

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2.1 Transfer Station Description of Operations (cont.)

inbound and outbound scale, together with a small scale house in compliance with NYSDEC regulations.

2.1.1 Schedule of Operation

Transfer station operations are conducted on all seven (7) days in the week.

The hours of operation for this facility are from 7:00 AM to 5:00 PM. Commercial waste deliveries to the facility are predominantly in the morning hours with most deliveries received by 2 PM. (Small amounts of residential waste will continue to be accepted until closing.) This allows for the tipping area to be cleared and the solid waste transferred out by the end of the each working day. Every effort is made to keep the tipping area cleared and housekeeping activities completed at the end of each working day. This reduces the potential of adverse conditions developing in the waste receiving area.

Facility Start Up

Prior to opening each day of operation, facility staff meet with the sanitation site crew leader to review planned activities for the day. Circumstances affecting the day's anticipated work including accumulated waste or recyclables on the tipping floor, maintenance and repair projects, and housekeeping issues such as litter and cleaning tasks are addressed at this time. Following the meeting with staff the operator shall open the facility's front gate and begin normal daily operations. The facility operator is responsible for ensuring all operations are conducted in accordance with Part 360 regulations and applicable safety standards.

Facility Closing

Prior to closing down each day, the Facility Operator ensures that any waste/recyclables remaining on the tipping floor at the end of the day is "pushed up" and consolidated in as small an area as possible, and that all vehicles and equipment are inspected for damage and maintenance needs, cleaned, fueled, and ready for use the next day.

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2.1 Transfer Station Description of Operations (cont.)

2.1.2 Site and Building Design/Size

The facility is fenced to limit access and the grounds are landscaped appropriately to provide aesthetic screening. The facility is well lighted and appropriate signage is present.

The Transfer Facility has been developed with all activities being conducted under cover. The building is sized to have a capacity to hold approximately 350 tons of MSW and recyclables. With a permit limit of 25,000 tons per year of MSW waste requested and an annual operating period of 351 days, the average daily capacity at this facility is calculated to be 71 tons per day.

2.1.3 On-Site Roads

Bituminous pavement has been installed on all access roads and general outside paving for queuing areas and vehicle parking.

2.1.4 Drainage

The site design includes adequate drainage facilities to retain any storm water on-site. All run-off from paved areas is directed to on-site leaching pools.

2.1.5 Water Supply & Sewage Disposal System

The site is serviced with public water from a Suffolk County Water Authority (SCWA) water main on Middle Country Road. There is an on-site sewage disposal system (septic tank and leach fields) located on the west of the main transfer station building.

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2.1 Transfer Station Description of Operations (cont.)

2.1.6 Security

The entire property is secured with 6' high chain link fencing. The entrance gates on Cox Lane are locked at the end of work each day. There are no personnel on the premises during the evening hours.

The facility is well lighted and appropriate signage is present.

2.1.7 Fire Protection

In the case of the main MSW transfer station building, fire extinguishers will be strategically located throughout the tipping floor area. All fire extinguishers are capable of fighting class A, B and C fires as defined by Underwriters Laboratories. Fire detection systems are in accordance with 29 CFR 1910.164 and applicable local rules and regulations. In addition, a building fire well and hose reels have been installed. The hoses are capable of reaching the entire tipping floor areas.

2.2 Compost Facility Description of Operations

The Town of Southold has operated a compost facility since 2003 on 17.2 acres on the west side of this site. Please see the engineering report previously prepared by the H2M Group for the compost facility, attached as Appendix A of this document for a detailed description of the operations of this facility. For convenience, a brief overview of the process undertaken by the town to compost yard waste materials is described below:

Compost Site Incoming Materials

Residents, landscapers, and the Town Highway Department, after weighing in at the scales, are directed to the compost area within the site to unload leaves and brush. Brush and leaves are handled separately at the site.

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2.2 Compost Facility Description of Operations (cont.)

Compost Site Processing

Brush and leaves are handled separately at the site. Brush is ground up in the town's horizontal wood waste grinder. Leaves are placed into rows in order to form windrows using a payloader. Brush first receives a primary grind using a 6 inch demolition screen. The resulting sized reduced wood is then screened in a McCloskey trommel equipped with ½ inch screens. The wood fines (dust) and smaller sized pieces of wood that fall through the screen openings (about 25% of the total) is marketed by the town as screened woodchips to landscapers and homeowners. The oversized pieces of wood that don't fall through the screens (about 75% of the total) are placed in the grinder for a second grind, but this time using a smaller 2 inch screen. This material is marketed as double ground wood mulch. Leaves are windrowed for approximately 8 months until ready for final screening using a 3/8 inch screen size. Any oversized yard waste materials left is placed back in the windrows for further processing.

Compost Site Products

The Town markets four (4) types of products generated by its composting operations:

- 1) single ground woodchips, i.e., "Rough Cut" woodchips made from the primary grinding of brush. There is a limited demand for this product, but it is sometimes requested for use on nature trails or as ground cover on newly cleared land. Because these woodchips would otherwise need to be screened and reground to in order to market, the town makes them available free of charge.
- 2) screened woodchips which consist of the fines resulting from the initial trommel screening of the single ground material
- 3) double ground woodchips which are oversize woodchips from the initial screening that have been ground a second time using the 2" screens; and
- 4) leaf compost which is the final fully decomposed leaf material for use as a soil amendment for farmers, landscapers and gardeners. The screened and double ground woodchips, as well as the leaf compost are marketed through the "free residential mulch program" wherein town residents may take up to 500 pounds per residence per year for free, or for a price to commercial users and to residents taking more than 500 pounds.

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2.3 C&D Area Description of Operations

Background

Until 1993, C&D debris accepted by the Town was processed and buried in the unlined Cutchogue landfill. When the landfill was closed in October of that year, the Town began to transfer its C&D stream to out of town facilities. Wanting to focus its efforts on handling and transferring MSW for its residents (since there was no alternate approved MSW transfer station in the Town), the Town sought to reduce the C&D waste stream under its management by implementing a tip fee on C&D far higher than that charged at private transfer stations on Long Island or the Brookhaven landfill. This had the desired effect, as the roughly 10,000 tons per year the Town accepted when it was landfilled fell to around 3,000 tons per year as the private market took over hauling and disposing of most of the C&D generated within the Town. Receipt and transfer by the Town of this reduced waste stream first came under DEC registration in 1997, at which time operations occurred on top of the closed, but not yet capped, landfill. Registration of this activity was approved only until such time as capping of the landfill was to begin. After approval of the Town's Landfill Closure Plan in 1999, which called for the importation of thousands of yards of material for landfill grading and contouring, the Town petitioned and the DEC approved the continued acceptance of *locally generated C&D only* for use as grading material under the cap. This continued until December of 2003 when the Town received a re-registration for C&D transfer at a point outside the footprint of the landfill.

Amount (Tipping Fees)

The Town still charges a higher-than-market-rate tip fee for C&D, and as such it still manages only a small portion of the stream generated within the Town. In 2014, the Town accepted approximately 2,300 tons of C&D at the transfer station. Most of this debris is generated by small contractors or "do it yourself" homeowners delivering in pickup trucks. Larger, "commercial" amounts of debris collected and hauled in roll-off containers are removed by private haulers to out of town facilities.

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2.3 C&D Area Description of Operations (cont.)

Procedures

Users enter the facility via the same roads and scale facility as described above. After weigh in most users bring their debris to an outdoor concrete bunker, 40'x50' in area, located between the scale and the transfer station building for unloading. The area is clearly visible from the scale for users to see. After debris has accumulated there, a front-end loader will load a trailer parked on the ramp of the transfer-trailer "pit" inside the building. This ramp is actually outside on the west-facing side of the building, approximately 150 feet away from the C&D bunker, however loading in this manner instead of inside the building (with the trailer fully in the "pit") is preferable as it avoids completely any interaction between the loading operation and users of the building, and eliminates dust or debris from the building. The C&D bunker has a holding capacity of 200 cubic yards.

Users with large pickup loads, small trailers, and the occasional roll-off box do NOT use the C&D bunker adjacent to the building, but instead are directed to a larger concrete bunker in the facility's borrow pit. This bunker is approximately ¼ mile to the north of the scale facility, quite remote from any other activity occurring at the site. It is 80' x 50' in size and can hold up to 400 cubic yards of debris comfortably. Adjacent to the bunker is a 100'x60' blacktop pad leading up to a 6' high loading wall at one end. When ready to transfer C&D from this bunker, an operator will place a trailer along the loading wall and load debris using a front-end loader.

2.4 Landfill Area

The Town of Southold initiated operations in the landfill site in the 1920's for the disposal of solid waste, refuse debris and scavenger (system) waste and operated the landfill continuously until 1993 when it was closed. The closed landfill property is approximately 34 acres. Please see the attached *Post-Closure Monitoring and Maintenance Manual for Southold Landfill, dated August 2003, prepared by Dvirka and Bartilucci* attached as Appendix B of this document for detailed information concerning landfill closure activities.

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2.5 Facility Wide Issues

2.5.1 Normal Traffic Flow

This section of the Operation and Maintenance Manual discusses traffic flow issues during both normal and peak periods. Waste vehicles enter the facility's access road located on Cox Lane, several hundred yards north of Middle Country Road (Route 48). Almost all vehicles will use Middle Country Road to access Cox Lane for the entry and exiting of the facility.

Several types of vehicles enter and exit this solid waste facility that could impact traffic, namely:

- Packer Trucks (Residential and commercial garbage)
- Automobiles (Homeowners (residents) delivering waste and recyclables)
- Pickup Trucks (Homeowners/Landscapers delivering yard waste)
- Pickup Trucks (Homeowners/Contractors hauling C&D waste)
- Tractor Trailer (MSW Transport Contractor hauling MSW waste from site, C&D Transport Contractor hauling C&D waste from site, and Recyclables Transport Contractor hauling recyclables from site)

In 2014, some 228,000 vehicles entered and exited Southold Solid Waste Management Facility. The facility experienced approximately 651 vehicles entering the site on an *average* day. Similarly, the facility experienced an estimated 1142 vehicles per day during *peak* periods in the spring during the Towns spring cleanup period. The hours of operation for this facility are from 7:00 AM to 5:00 PM allowing for a ten hour working day. Hence, the average traffic in an out of the facility is approximately 65 vehicles an hour during normal operating periods and 114 vehicles an hour during busier peak periods. The Town of Southold's Solid Waste management Facility is located in an area that is still rural in nature when compared to the rest of Long Island and as such its roadway network in the vicinity of this facility experiences a low traffic volume. Accordingly, it is felt that the site contribution of 65 vehicles an hour on most days and a higher contribution of 114 on peak days will not adversely impact local traffic. Also, it should be noted that peak traffic at the facility occurs in the spring and not during the busier summer period when road traffic is heavier due to the influx of tourist visitors to the town.

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2.5 Facility Wide Issues (cont.)

2.5.1 Normal Traffic Flow (cont.)

Vehicular traffic from the site has never backed out onto Cox Lane causing a traffic problem. This is due to the long (approx. 1,000 feet) entry/service road to scales for vehicle queuing and the moderate vehicle traffic generated at this site.

2.5.2. On Site Heavy Equipment

Heavy equipment utilized on site to handle the solid waste received is as follows:

- One Caterpillar 966 Payloader
- One Volvo L120 Payloader
- One McCloskey 21 foot Trommel Screen
- One CBI 3000 Grinder
- One Caterpillar Articulating Dump Truck
- One Ford LTS 9000 Tractor
- One Forklift

The Volvo payloader is utilized to move and stockpile the waste within the transfer building and at the C&D site. The Caterpillar 966 payloader is used to support operations at the compost facility including windrow turning. The McCloskey trommel screen is also used in the processing of yard waste materials as well as the CBI grinder. The dump truck, tractor and forklift are used for general site work as dictated by site conditions.

2.5.3 Financial Assurances

The Town of Southold Municipal Solid Waste Facility is owned and operated by the Town, a municipal corporation. Should any financial assurance be required by the Department, the Town intends to pledge its full faith and credit and statutory authority to levy and collect taxes as the form of financial guarantee.

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3.0 Staffing Plan and Reporting

The staff includes a Facility Manager, Yard Foremen, Scale Operators, Senior Account Clerk, Equipment Operators, Mechanic and Laborers. Personnel are trained in all aspects of the operation and maintenance of the facility.

3.1 Job Descriptions

Please note the number in parentheses after each job title indicates the quantity of staff scheduled on a typical work day.

Facility Manager (1)

Overall responsibility for all facility activities from waste receipt to transfer including all record keeping. Responsible for equipment maintenance, material shipments, personnel scheduling, and interfacing with facilities clients and regulatory representatives.

Yard Foreman (1)

Responsible for day to day operations of entire site including direct supervision of all staff.

Equipment Operator (2)

Responsible for the operation of the vehicles and heavy equipment that will be utilized on the site. This includes the front end loader and track loader.

Scale Operator (2)

Responsible for identifying each waste vehicle that enters into the facility. Obtains information such as type of waste and source of waste from vehicle drivers. Ensures that all vehicles are weighed in and out at the scale house.

Senior Account Clerk (1)

Generates daily reports utilizing the computerized weighing system. Responsible for general record keeping, billing procedures and verification of non-tax departmental revenue.

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3.1 Job Descriptions (cont.)

Laborer (1)

Responsible for housekeeping duties such as cleaning, sweeping, and washing. Outside work such as traffic control, grounds keeping, painting, and general policing of grounds is also part of assigned duties.

Mechanic (1)

Performs required maintenance of facility equipment and machines. Responsible for minimizing the number of hours that equipment is out of service.

3.2 Reporting Requirements

Data pertaining to the operation of the facility will be kept for seven years. This data will include a daily log of the solid waste received and transported, specifying the origin and destination of the solid waste transported daily.

3.3 Annual report

An annual report will be submitted each year in accordance with Part 360 requirements. The report will include quarterly and annual totals of waste received, compiled by waste type, the origin of the solid waste, the destination of the solid waste, and the amount and type of materials recovered (if any). Any changes in operation during the year will be described.

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4.0 Waste Control Plan

The MSW transfer station facility receives only residential and commercial waste and does not accept the following types of wastes:

- a. Liquid wastes
- b. Household Hazardous Waste
- c. Medical waste
- d. Radioactive wastes
- e. Sewage or Sewage Sludges
- f. Contaminated Soils
- g. Asbestos

The C&D transfer station receives only construction and demolition debris and does not accept waste types a. through g. above.

The Compost Facility receives only yard waste consisting of leaves, brush and other vegetative yard waste.

The Landfill Facility was closed in 1993 and accordingly does not receive any type of waste for disposal. The landfill has been capped in accordance with DEC Part 360 regulations.

Unauthorized Waste

Unauthorized Waste shall mean wastes that are not permitted at the facility. Employees working in active waste areas of the site are trained in identification of unauthorized wastes and potentially hazardous materials that may be encountered. Should an unauthorized waste be identified within the confines of the facility, it will be containerized, secured and separated from the other solid wastes on site as per Part 360-16.3(h)(4)(I)c. The isolated waste will be recorded and included in the annual report and stored no longer than 90 days upon discovery.

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4.0 Waste Control Plan (cont.)

Unauthorized Waste (cont.)

All unauthorized waste removed from the Facility shall be accompanied by a tracking document and be handled/transported by authorized personal only. A written report will be submitted to the Department with five (5) business days. The correspondence shall be directed to:

Regional Solid Waste Engineer
New York State Department of Environmental Conservation
SUNY @ Stony Brook
50 Circle Road
Stony Brook, NY 11790-2356

Should a load of waste be identified as one of the above, the driver will be instructed to not unload his vehicle. As each delivery vehicle is identified at the scale house, a notation will be made and the generator of the waste along with the Regional Solid Waste Engineer will be contacted.

The plan for detecting and preventing the disposal of unauthorized wastes at the facility will be comprised of the following components:

- Random inspections of incoming loads
- Inspections of suspicious loads
- Recording inspections and keeping a paper trail

Inspections of incoming waste

Every load of MSW and C&D debris delivered to the facility is either observed as it is unloaded or within minutes of being unloaded. Loads of yard debris brought to the Compost site are similarly either observed during unloading or within an hour of being unloaded. The facility will conduct occasional random inspections of incoming waste loads and regular inspections of loads suspected of containing unacceptable materials or of otherwise being in violation of regulations or policies.

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4.0 Waste Control Plan (cont.)

Inspections of incoming waste (cont.)

The inspections will be conducted on the tipping floor. A record of the inspection will be completed and maintained on file at the facility. Procedures for conducting the random inspections will include:

- Designation of a separate and exclusive area
- Provide protective clothing and equipment (rakes and shovels) for inspection personnel
- Maintain removal equipment on hand to isolate waste if necessary
- Establish pre-planned methods for containment, transport or disposal of unauthorized materials

As part of selecting waste loads for inspection, the Facility Manager will consider the type and source of wastes generated within a service area and/ or the type of hauler involved, assurance that any one hauler can be checked at any time, and an ability to promptly check loads deemed suspicious.

Recording inspections and keeping a paper trail

The Facility Manager will maintain records of any prohibited waste delivery event and records of load inspections. The Facility will achieve compliance with this requirement by documenting each inspection, as well as each incident whereby an unauthorized waste is detected.

Information will include documentation of the following:

- Date and time of material detection
- Hauler name, company and driver
- Name of inspecting personnel
- Description of the inspection procedure and equipment used

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4.0 Waste Control Plan (cont.)

Recording inspections and keeping a paper trail (cont.)

- Material(s) detected
- Material generator(s) if identified
- Corrective action(s) taken to segregate, contain or remove unauthorized wastes
- Efforts taken if extreme toxicity or hazard was discovered
- Necessary agency notifications

Records of unauthorized waste discovery and random load inspection activities will be maintained by the Facility Manager for a minimum period of seven (7) years from the date of discovery or inspection. These events will also be summarized as required in the annual report to the NYSDEC.

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5.0 Contingency Plan

5.1 General

This contingency plan addresses the hazards most likely to be encountered during the operation of the proposed facility. This plan is not, however, to be construed as a compilation of all possible emergencies or hazards which might occur or exist at the site. It is the sole responsibility of the facility operator to ensure that the facility is operated, at a minimum, in conformance with the Occupational Safety and Health Agency (OSHA) regulations detailed in 29 CFR Parts 1900 through 1910 inclusive, and any other pertinent local regulations, so that the health and welfare of all workers is adequately safeguarded.

Operations will be temporarily suspended when any of, but not limited to, the following conditions are encountered:

- When drums are encountered during operations.
- When asbestos containing materials (ACM) are encountered during operations.
- When compressed gas cylinders or other potential fire/hazard materials are encountered during operations.
- When apparent medical waste is encountered during operations.
- When unanticipated emergency situations occur (e.g. fire, explosion, and medical emergency).
- When temporary odor control is needed.
- When any other serious situation is identified by the Facility Manager that may jeopardize the health and safety of the working environment and/or surrounding population.

A listing of the emergency contact names and telephone numbers for this facility is provided below:

Name	Title	Phone numbers
James Bunchuck	Solid Waste Coordinator	631.860.8575
David Zuhoski	Deputy Solid Waste Coordinator/Foreman	631.655.3859
Dave Blados	Foreman	631.740.0325

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5.2 Spill Control

In the event of a spill, the employees will be instructed to contact the Solid Waste Coordinator or most senior person at the site for immediate assistance. The person notified will determine the extent and nature of the spill and direct remedial efforts as appropriate. Furthermore, spills or incidents involving hazardous or toxic waste or materials will be reported to the NYSDEC.

In order to respond to potential spills of liquids, materials adequate for spill response will be readily available at all times. Materials, such as Speedy Dry, or approved equal, neutralizing agents such as sodium bicarbonate for acid spills and boric acid for caustic spills, and containers adequate for the containment and clean-up of spills are always available on site. A minimum of four (4) clean empty fifty-five gallon drums, 50 pounds of boric acid, 50 pounds of sodium bicarbonate, 400 pounds of Speedy Dry and assorted shovels and brooms will be on site for use in remediation of any spills on the tipping floor.

No spill clean-up will be undertaken unless adequately trained personnel, protective equipment (e.g. protective clothing, respirators, and eye protection) and safety measures are employed. Generic spill (cleanup) responses are detailed below:

- Acid spills will be covered with an absorbent, liberally covered with sodium bicarbonate, mixed, and placed into a container for removal.
- Caustic spills will be covered with an absorbent, liberally covered with boric acid, mixed and placed into a container for removal.
- Solvent and oil spills will be covered with an absorbent and placed into a container for removal.

All containers will be sealed as they are filled or at the end of cleanup activities.

5.3 Equipment Breakdown

In the event of equipment malfunction, several alternatives are available depending on the magnitude of the malfunction. The following actions listed for each machine to be operated at the facility are prioritized; that is, the first recourse listed is the first action to be attempted. Should a certain action be inadequate to address the malfunction, the next

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action listed will be attempted. The following actions will be taken, as appropriate, to remedy the equipment malfunction:

- troubleshoot and repair
- use alternate equipment
- rent alternate equipment
- bypass the affected operation

In the event of facility shutdown, residents and carters will not be permitted to deposit waste at this facility.

5.4 Fires

Operators will be alert for signs of burning waste such as smoke, steam, or heat being released from incoming waste loads. Smoking is not permitted near waste management areas. In the case of the main MSW transfer station building, fire extinguishers will be strategically located throughout the tipping floor area. All fire extinguishers are capable of fighting class A, B and C fires as defined by Underwriters Laboratories. Fire detection systems are in accordance with 29 CFR 1910.164 and applicable local rules and regulations. In addition, a building fire well and hose reels have been installed. The hoses are capable of reaching the entire tipping floor areas.

The Compost facility is equipped with a large 500 gpm water supply well that can be used to fight fires in addition to the site's water truck. Heavy equipment can also be brought in to smother any hot spots.

In regards to the C&D area, should a fire occur in this relatively small isolated area, heavy equipment can be used to extinguish any fires with the assistance of the water truck and fire extinguishers.

5.5 Site Security

The site is secured by a chain link fence. At the close of business hours or when no attendant is on duty, all doors and gates are secured and locked to prevent unauthorized access.

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5.6 Emergency Services - Site Evacuation

In the event that the emergency response gear maintained at the facility is inadequate for the task at hand and the nature of the emergency is such that there is a real and present risk of injury to the site personnel, the site will be evacuated. Appropriate agencies, specifically the Police and Fire Department, shall be immediately notified of such a decision so that any dangers to the public at large may be promptly and adequately assessed. The senior person at the site will make the decision to evacuate the site and will, at that time, indicate his decision by verbally notifying all personnel. Personnel will assemble in pre-designated assembly areas coordinated with the Fire Department. Roll calls will be performed at the assembly areas so that all personnel are accounted for.

5.7 Noise

The facility site is zoned for light industry (LI). As such there are not many residential homes in the vicinity of this site.

In reference to the *Residential/Commercial Transfer Station Facility*, all loading and unloading operations are conducted within the building reducing the potential for noise impacts. A combination of building materials, construction and landscaping features further mitigate noise impacts. The only source of noise at this facility would be from internal combustion engines (i.e. Payloaders, trucks). Sound levels for such equipment must not exceed 80 decibels (A) at a distance of 50 feet from the operating equipment. If a piece of equipment exceeds this value it will be removed from the site and replaced. If a waste carter's vehicle is exceeding the 80 decibels, then that vehicle will be prohibited from coming to the site until the noise specification can be met. In the event that noise levels exceed Part 360 guidelines, remediation measures will be instituted.

Excessive noise has not been an issue for the *Composting Facility* due to the fact that the site has been excavated to a depth of 15 feet which shields surrounding neighbors from noise. Also the Town has left a land buffer on the south east side of the compost area to protect the homes in the Tuthill Lane area from any potential noise impacts. Additionally, the compost facility's brush/wood grinder has been relocated to the north end of the site to increase the buffer distance to the homes in the Tuthill Lane area.

Similarly, excessive noise from the *C&D Transfer Facility* has not been an issue at this site due to its relatively remote location on the property. This is also a relatively small

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size transfer station an average of approximately 7 tons per day. This small receiving rate helps in keeping noise impacts to a minimum.

5.8 Dust

In order to control dust inside the main Transfer Station Facility, the Facility Operator shall suppress the dust with water from water hoses located in the building.

Other sources of dust also include vehicular traffic on unpaved areas. Mostly, all portions of the site dealing with vehicular traffic are paved. This minimizes generation of dust from vehicular traffic. The Town also owns a water truck equipped with spray bars which can be deployed in dusty conditions to wet down road surfaces to further mitigate against dusty conditions.

In reference to the closed landfill areas, as the landfill have been capped and planted with a vigorous vegetative cover, dust emissions should be negligible from these areas of the site.

Lastly, dust can potentially be generated by the compost operations on the west side of the site, i. e., windrow turning, grinding operations and truck movements as an example. Remedial steps will be taken if dusts problems occur. These remedial measures include wetting down the working areas with water or temporarily stopping operations until more favorable wind conditions exist. There is a 500 gpm water supply well in the compost area to provide water for dust control as well as to provide water for the windrows to facilitate composting.

There have been no dust complaints registered against the facility in the last five (5) years.

5.9 Vectors

Vectors such as flies, rodents, and birds are associated with municipal solid waste. By removing all of the MSW from the main transfer station building on a regular basis the vector attraction to the site is minimized. All waste receiving and handling activities are conducted inside the steel building which is erected above a concrete floor

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The nuisance vectors described above are not expected to be problematic at the C&D transfer area or the compost site as no putrescible waste is handled at these locations as there are no food sources for vectors. Lastly, since the old landfill has been closed and capped, access to any waste attractive to vectors has been sealed off and not accessible to them.

A professional exterminator will be utilized to provide a rodent control plan that includes bait boxes and traps.

5.10 Litter

All vehicles delivering waste to the facility are required to have their vehicles either tarped or enclosed to eliminate litter.

The Facility Operator shall control litter from the Transfer Station Facility by deploying a laborer responsible for policing the entire site for fugitive litter. The laborer shall have personal protective equipment and containers (bags or garbage pails) to safely handle and dispose of the litter. The existing fencing that surrounds the site will also assist in minimizing litter from blowing off-site.

Daily policing of the grounds is conducted to remove any papers and litter which may have collected.

5.11 Odors

To minimize impacts on the general public related to odor generation, the main MSW Transfer Station building incorporates mitigation features. All receipt, storage and load out of waste is conducted indoors. Good housekeeping practices are maintained throughout to minimize the generation of adverse odors. After waste is received, it is loaded into long haul tractor trailers for transfer to out-of-town solid waste disposal facilities within 24 hours, except during peak summer periods when some waste may occasionally reside in the facility for up to 48 hours.

As the C&D area will not receive putrescible waste, odors are not anticipated to be a problem. The closed landfill is not expected to generate odors as it has been capped by an impervious geomembrane encapsulating and sealing off any odorous materials.

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In regards to the Composting Facility, odor control at the facility will be accomplished through a combination of best management practices, site drainage and pro-active odor monitoring. Best management practices include proper construction and maintenance of windrows to ensure maximum aeration and elimination of odor causing conditions. Site drainage will direct runoff from the windrows to the recharge basin.

5.12 Unusual Traffic Conditions

In the event that the site is faced with unusually heavy traffic conditions, the waste delivery trucks will be directed to stack on the entrance road to the facility. Trucks/cars can also be turned away in the event of unusually traffic conditions.

5.13 Safety and Training Plan

It is the responsibility of management to provide a safe working environment for the employees of the Town. Safety awareness is highly dependent upon the attitude of the manager and supervisors. The ultimate goal of the Town is to make safe practices such a habit that no conscious thought is needed to maintain these practices.

All precautions taken to safeguard the employee's health and welfare shall be, at a minimum, in accordance with any applicable local rules and regulations.

Protective equipment for personnel at the site includes, but is not limited to:

- respirators as required
- safety boots, shoes as required
- hard hats as required
- safety glasses, goggles as required
- gloves as required
- face shields-as required
- emergency stop switches for machinery as required
- Hearing protection as required.
- Fire extinguishers and fire hoses are located in the building.

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5.14 General Employee Training

Any process that increases the skills and abilities of the employees to do a specific job is referred to as "training". Training is usually distinguished from "education" as the process of increasing one's understanding. Obviously, there are overlaps between the two processes. All employees will need to demonstrate that, at a minimum, they can read English. Without this basic skill, training an employee and safeguarding their health and welfare is difficult.

It will be the responsibility of the Facility Manager to assure that all personnel know how to perform in a manner that will promote the establishment and maintenance of a safe working environment. Training will be an ongoing process. Institution of new techniques or modification of procedures will be accompanied by careful consideration of the training required to perform safely. All personnel will be adequately trained to safely carry out their designated on site duties.

Training of personnel will be provided on the job and may range from working closely with a person familiar with the facility operations and safety requirements to formally structured classes with lectures and presentations. Specifically, training will cover and instruct employees in the following areas:

- the facility layout specifically the location of exits, first aid and safety equipment
- the correct use of safety equipment, including, but not limited to, gloves, masks, eye protection and safety boots
- the site contingency plan
- specific workplace practices

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6.0 Closure Plan

The closure activities for the landfill and compost facility are described in the reports below. These reports are attached as Appendices A and B respectively:

- Engineering Report dated November 2001 – Yard Waste Compost Facility, prepared by H2M Group
- Post-Closure Monitoring and Maintenance Manual for Southold Landfill, dated August 2003, prepared by Dvirka and Bartilucci

The closure plans for the MSW Transfer Station and the C&D Transfer Station are presented immediately below. The details presented below apply to both transfer station facilities

6.1 Transfer Station Closure Procedures

At the cessation of site operations all waste will be removed and appropriately disposed. The site will be fully secured to preclude potential illegal dumping. The closing of the facility is not anticipated to cause any adverse effect on the surrounding community. Any buildups of residues and or staining will be removed by scraping, digging and or steam cleaning. Collected contaminated materials will be contained for appropriate removal and disposal. Any remaining residue MSW or C&D waste left will be removed and transported offsite for final disposal at a NYSDEC approved disposal facility. The transfer stations left in a "broom clean" condition.

Found vectors will be appropriately treated and removed from the site. Similarly, any remaining litter will be collected from the transfer station and surrounding areas.

6.2 NYSDEC Notification of Closure

At the end of the site investigations and subsequent cleanup, the NYSDEC will be notified in writing of the intended closing of the facility. Said notice will be sent to the NYSDEC at least thirty (30) days prior to said closing. The NYSDEC, or an agent acceptable to said agency, will then arrange to inspect the site to complete the closure or to determine any additional efforts that may be required to complete the closure. All work performed at the site shall be performed in a manner acceptable and suitable to the NYSDEC and any applicable local rules and regulations.