

SeaDruNar Recycling

Materials Recovery Facility Operations Plan



Prepared for:

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28 South Brandon Street
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Last Revised:
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1.0 Introduction

1.1 PURPOSE

This Operations Plan for the Seadrunar Recycling (site; Facility) Materials Recovery Facility (recycling station) presents general guidance for facility operations. Per Washington Solid Waste Rules WAC 173-350-100, a “material recovery facility” (MRF) means any facility that receives, compacts, repackages, or sorts source-separated solid waste for the purpose of recycling, and “recycling” means transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration. Recycling includes processing waste materials to produce tangible commodities.

This plan has been prepared in accordance with the WAC 173-350-210, Permit Requirements - Operating for Recycling and Material Recovery Facilities. The Operations Plan will address the following issues:

- Waste types
- Waste acceptance criteria
- Waste handling procedures
- Destination of waste
- Facility operations
- Litter, dust, nuisance odor, and vector control
- Drainage control and water protection
- Sign and safety requirements
- Access and security requirements
- Emergency response procedures
- Facility Inspections
- Recordkeeping and reporting

All personnel involved with the management or supervision of the operations will be required to review this document and to maintain the facility in accordance with all applicable laws and requirements. A copy of this document shall be kept on file at the site Office at all times.

1.2 FACILITY LOCATION

The Seadrunar Recycling facility is located at 28 South Brandon Street approximately three miles due south of downtown Seattle, Washington (See Figure 1). The site encompasses approximately 2.5 unpaved acres, with 1.5 of those acres being comprised of rooftops. East Marginal Way, a major transportation corridor, is located immediately to the west of the site. The facility is further bordered by South Brandon Street to the south, Utah Avenue South to the east, and by adjacent businesses to the north. This site is zoned IG2U/85', a General Industrial zoning classification. This designation allows for a variety of industrial uses including light and general manufacturing, commercial, retail, and professional services, with an additional conditional use permit required for heavy manufacturing. Maximum height is 85 feet, with setbacks of at least five feet from property lines. The entire Duwamish River Industrial area is covered with a Manufacturing Overlay. Floor Area Requirements within the overlay are generally consistent with the height requirements.

1.3 FACILITY DESCRIPTION

The Seadrunar site is nearly 100% impervious (concrete) surfaces. is comprised of a 48,000 square foot concrete and steel warehouse with associated industry components including a tipping floor, truck fleet, baling station,

scales, and other equipment. The tipping floor is 70 feet long and 22 feet wide and made of solid concrete, with one large roll-up door that allows access to the warehouse in order for trucks to dump material. A fleet of eleven trucks, comprised of four roll-off trucks, two front-end loader trucks, one rear-loader truck, and four box trucks bring in and process materials at the site.

Two 40-foot scales in the front of the warehouse (Figure 2) and one 60-foot scale in the rear of the warehouse are utilized to weigh incoming wastes. All materials are put into bins and sorted at the facility, then baled by two balers – one for cardboard and one for paper, plastic, aluminum, and tin. All residual trash is put into a compactor and transported to a landfill, and all baled material is shipped out to China, Mexico, India, Vietnam and Columbia. See Appendix A for an example Daily Bale Inventory report form. All waste is processed in full each day to leave the tipping floor empty.

Primary contacts for operations of this facility include:

- a. Seth Little (Director) - (206)794-1820
- b. Kris Hills (Project Coordinator) - (206)794-4614
- c. Aren Oleson (Plant Manager) - (206)794-8455
- d. Dan Handcock (Route Manager) - (206)7947843
- e. Rebecca Stave (Office Manager) - (206)794-4147
- f. Mitchell Skerbeck (Maintenance) - (206)794-9979

2.0 Waste Acceptance Criteria

In accordance with WAC 173-350, a recycling and/or material recovery facility shall only accept those wastes which it is permitted to receive. The Seadrunar Recycling facility will accept only clean, commingled recyclables including aluminum cans, plastic bottles, paper, and cardboard. Any glass collected is taken to strategic Materials for recycling. Any garbage collected by the end of the sorting process is put into a garbage compactor and taken to the transfer station.

2.1 SERVICE AREA

All wastes accepted at the Seadrunar site are commercial in origin and come from the greater Seattle area. Seadrunar services and accepts waste from the City of Seattle municipal buildings in downtown Seattle, King County office buildings throughout the county, and other industrial and commercial properties throughout the greater King County area.

2.2 COMMERCIAL WASTES

Seadrunar accepts cardboard, paper, aluminum, and plastic from commercial entities in the greater Seattle area.

2.3 PROHIBITED WASTES

Any garbage, food or liquid wastes, or other non-recyclables are not permitted at this facility.

3.0 MRF/Recycling Station Operations

3.1 OPERATING HOURS

The Seadrunar MRF station will typically receive waste Monday through Saturday, 8:00am to 4:00pm and will typically be closed on Sundays and designated holidays. However, maintenance may be conducted during times that the facility is closed for waste acceptance. A sign will be posted at the entrance to the station identifying the hours of operation.

3.2 EQUIPMENT

Since the Seadrunar Recycling station is a tipping floor material recovery facility and not a final disposal destination, the only equipment required for the safe and effective operation are trucks, loaders, balers, and scales. Seadrunar Recycling provides and maintains its own equipment.

3.3 WASTE HANDLING

Vehicles delivering waste for recycling will enter the facility from South Brandon street and proceed to the scale to be inspected and weighed. A scale ticket is made and entered into the system This will include date, time, weight and visual inspection to confirm grade of material. Wastes are then introduced to the sorting system, including transit along the conveyor belt and trommel (Figure 1) to filter out undesirable materials, fines, and residual trash, which are disposed of as described in Section 1.3. The remaining machine-separated materials are further processed through two- and three-dimensional screening, then hand-sorted by Seadrunar staff members in two separate sorting lines (Figure 1). All recovered materials are sorted and baled by two balers – one for cardboard and one for paper, plastic, aluminum, and tin – to be shipped internationally.

3.4 BACK-UP OPERATIONS

It is anticipated that waste can be unloaded to the tipping floor regardless of power outages. Equipment breakdown will be mediated by bringing in substitutes from other locations which may include rentals. Please refer to the Spill Prevention and Emergency Response Procedures (SPERP) document in Appendix B.

3.5 INSPECTION OF WASTES

Access to the Seadrunar Recycling facility is controlled by Scale Operators located in the office. All waste entering the facility must be weighed, graded, and inspected for quality. Material arrives in two grades: clean old corrugated containers (OCC) and comingled recycling. Facility traffic controllers ensure the material quality is suitable for dumping to the tipping floor. Any unacceptable loads are documented and alternative disposal centers are suggested. Staff will make a visual inspection of waste to ensure that no improper materials are being disposed of. Vehicles with automated dumping capabilities are directed to the tipping floor. As waste is deposited onto the tipping floor, the operator will conduct a visual screening of the waste materials. Should unacceptable waste be found, the driver of the vehicle will be instructed to terminate dumping and the unacceptable material will be segregated from the acceptable material and managed as necessary. Should a hauler consistently deliver unacceptable material, they will be denied further access to the station. Random waste screening will also be practiced by the operator. Seadrunar inspects 100% of the waste that enters the facility. A copy of the inspection form is provided in Appendix C. Records of all waste screening loads (example provided in Appendix D) are maintained at the facility front desk.

3.6 TRAFFIC CONTROL

Access to the Seadrunar Recycling facility is controlled by Scale Master. All collection vehicles arriving at the facility are directed to the tipping floor by the traffic controller after they are weighed (Figure 2). Trucks are guided in by the traffic controller and routed safely through the facility in a metered and monitored fashion.

3.7 DRAINAGE CONTROL AND WATER PROTECTION

Per WAC 173-350-210, the site must remove or otherwise manage leachate from the site in order to prevent soil and/or groundwater contamination. Drains connecting the baling area to the sanitary collection system are intended to manage all leachate from the site. These drains catch residual water and liquids from baling and is cleaned weekly. All operations are conducted inside and are not exposed to stormwater runoff.

3.8 SANITATION PLAN

The facility, tipping floor, scale house, and grounds will be kept in a manner that is conducive with providing a safe working environment at all times. Trash cans and roll-off containers will be emptied on a regular basis. Bales and other stored wastes will not be kept outside and will be kept in an orderly fashion indoors. Each Saturday, Seadrunar crews spend approximately one full work day sweeping and cleaning the facility.

3.8.1 Tipping floor

The loader is equipped with a rubber edge to limit wear and tear on the concrete tipping floor during normal operations. The tipping floor will be cleared of wastes at the end of each working day.

3.8.2 Fleet/Truck Washing

All washwater from fleet/truck washing, including the dish detergent used, is discharged to the sanitary sewer through a King County wastewater discharge permit. This amounts to a daily average of 1,135 gallons of wastewater.

3.8.3 Litter Control

All trucks are required to have loads covered. Throughout the day, and at the end of each day, facility personnel will police the area for windborne litter. Any litter discovered will be promptly removed.

3.8.4 Dust Control

All walkways and machines are swept daily, and on Saturdays a deeper cleaning is performed.

3.8.5 Odor Control

Odors are controlled by prompt unloading and transfer of all delivered waste at the station. The open bay design also promotes fresh air exchange. Under normal operating conditions, odors are not expected to pose a problem.

3.8.6 Vector Control

Control of vectors will be maintained by implementation of a cleaning program, which involves removal of waste, leachate, and wash water from all operating areas. The removal of waste at the end of each operating day will protect against migration of vectors into and from the transfer station buildings. Stagnant ponded water shall be prevented from occurring to control mosquito breeding. If problems

controlling disease vectors occur, a licensed exterminator shall be utilized to control the vectors. The building will be emptied and swept at the end of each operating day. The drains of the building shall properly collect any wash water/leachate generated from the incoming trucks and minimize areas of stagnant water within the station. The Seadrumar facility employs the services of Western Pest Control to conduct routine vector management.

3.9 FACILITY INSPECTIONS

There will be regular inspections conducted at the Seadrumar facility – weekly at a minimum and as needed. Inspections will be conducted by site personnel who are trained and familiar with the operations of the facility. Items that will be inspected monthly will include, but not be limited to the following:

- General Site Operations and Maintenance (Appendix E)
- Equipment Maintenance (performed weekly)
 - Inspection of head pulleys, tail pulleys, bearings, and rollers on conveyor belts
 - All chains and fan belts
 - Visual inspection of overall condition of all equipment
 - Visual inspection of signs, guards, and safety switches, and emergency kill switches
- Fleet/Truck Maintenance (Daily and at intervals found in Appendix F)
 - Driver does daily pre- and post-inspection of truck in inspection sheet

4.0 SIGN AND SAFETY REQUIREMENTS

4.1 SIGN REQUIREMENTS

The Seadrumar station shall post signs at the entrance indicating operational procedures, hours of operation, and the permit number. Signs shall be clearly posted stating that no hazardous or liquid waste can be received. Traffic signs and markers shall be provided as necessary to promote an orderly traffic pattern to and from the discharge areas and to maintain efficient operating conditions.

4.2 ACCESS AND SECURITY

The Seadrumar facility will be secured by means of gates, chains, berms, fences, and other security measures to prevent unauthorized entry. All vehicles delivering waste to the station will enter and exit through the front gate where the scale Master can call for additional help if needed.

4.3 ATTENDANT

At least two attendants will be on duty during all open hours to oversee access and maintain operations at the Seadrumar facility.

4.4 SAFETY AND EMERGENCY RESPONSE

The Seadrumar facility utilizes the attached SPERP plan (Appendix B) which outlines safety precautions related to spills, as well as emergency response protocol for spills, natural, and manmade disasters. Site safety features are located throughout the site and shown in Figure 3.

5.0 Reporting and Recordkeeping

As described throughout this document, Seadrunar keeps records of all daily operations, inspections, incidents, maintenance, and other documentation of site processes as required in their municipal and state permits. A copy of applicable site permits, as well as this Operations Plan and associated Appendices, including the SPERP, will be maintained and readily accessible at the Seadrunar Front Desk at all times.

5.1 TRAINING

All employees will be properly trained in the applicable operations outlined in this document, as well as safety, incident reporting, and emergency response procedures (Appendix B). Logs of all new and ongoing trainings are included in the attached SPERP.

5.2 DAILY DOCUMENTATION

All documentation associated with the daily processing, grading, baling, storage, and/or shipping of waste material at the Seadrunar facility will be retained.

5.3 INSPECTIONS

All weekly (and as-needed) site inspection forms (Appendix E) will be retained.

5.4 ANNUAL REPORTING

As required in site/facility permits, Seadrunar will utilize the annual report form provided in Appendix G to submit necessary documentation and information applicable to a Recycling Facility.

FIGURES



Figure 1: Industrial Operations and Internal Material Flow



Figure 2: Vehicle Flow



Site Traffic Control Staff Member



Figure 3: Site Safety Features

■ Eye Wash
 ● First Aid Kit

▲ Fire Extinguisher
 ◆ Spill Kit

APPENDIX A
Daily Bale Inventory Report Form

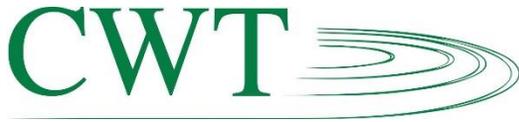
DATE: 7.00.19

DAILY BALE INVENTORY								
PRODUCT	BEG. INV.	DAY	NIGHT	DAY/NIGHT	FLOOR	SHIPPED	END INV.	Loads
OP	0	0	0	0	0	0	0	0.00
OP-FS	0	0	0	0	0	0	0	0.00
WL	0	0	0	0	0	0	0	0.00
OCC	0	0	0	0	0	0	0	0.00
news	0	0	0	0	0	0	0	0.00
MIX	0	0	0	0	0	0	0	0.00
LDPE CLR	0	0	0	0	0	0	0	0.00
LDPE COL	0	0	0	0	0	0	0	0.00
PET	0	0	0	0	0	0	0	0.00
MRP	0	0	0	0	0	0	0	0.00
MXPL	0	0	0	0	0	0	0	0.00
Zebra	0	0	0	0	0	0	0	0.00
ALUM	0	0	0	0	0	0	0	0.00
ALUM 1/2	0	0	0	0	0	0	0	0.00
TIN	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0.00
Tons				0				

Garbage	Tons
	0

APPENDIX B

Spill Prevention and Emergency Response Procedures (SPERP)



SeaDruNar Recycling

Spill Prevention and Emergency Response Plan (SPERP)



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2.0 Spill Response Procedures

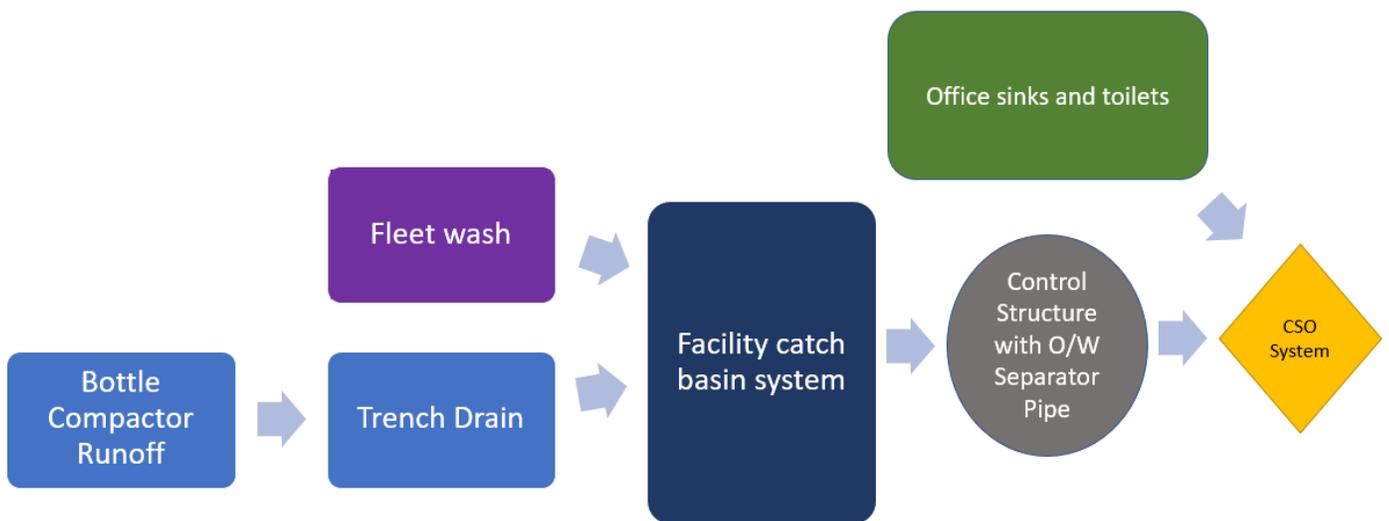
2.1 MATERIALS, ACTIVITIES, AND POTENTIAL FOR SPILLS

It is important for the facility and personnel to know the amount, condition, location, and characteristics of hazardous materials on the facility premises so that both site and external responders have the information they need to respond safely and effectively. The Seadrunar site employs the following general practices to help minimize the risk of pollutant spills:

1. All products and waste product are properly labeled and stored.
2. All Safety Data Sheets (SDS) are available and well organized.
3. Flammable materials are stored in an appropriate cabinet per the direction of local fire officials on storage of flammable materials.
4. The amount of waste stored on site is reduced as much as possible.

Seadrunar is a recycling facility that allows acceptable inbound material to be delivered to the facility for the purposes of recycling or resale. The facility will accept only clean, commingled recyclables including aluminum cans, plastic bottles, paper, and cardboard. Any glass collected is taken to strategic Materials for recycling. Any garbage collected by the end of the sorting process is put into a garbage compactor and taken to the transfer station. Materials are brought to the facility and, if accepted, are unloaded to the tipping floor, which is inside the facility and under cover. Seadrunar will not accept materials containing liquids on site; therefore, the only liquids present at the facility should be small amounts of residual liquid in soda or water bottles.

The Seadrunar site is nearly 100% impervious (concrete) surfaces. is comprised of a 48,000 square foot concrete and steel warehouse with associated industry components including a tipping floor, truck fleet, baling station, scales, and other equipment. The tipping floor is 70 feet long and 22 feet wide and made of solid concrete, with one large roll-up door that allows access to the warehouse in order for trucks to dump material. A fleet of eleven trucks, comprised of four roll-off trucks, two front-end loader trucks, one rear-loader truck, and four box trucks bring in and process materials at the site.



Drains connecting the baling area to the sanitary collection system are intended to manage all leachate from the site. These drains catch residual water and liquids from baling and is cleaned weekly. All operations are conducted inside and are not exposed to stormwater runoff.

The site is inspected daily for spills and/or debris and is swept both manually and with a mechanical sweeper on a weekly basis. Additionally, all catchbasins are outfitted with catchbasin inserts that are changed out as needed. These steps help reduce the presence of potential pollutants and reduce the likelihood and impact of a spill.

In general, the following are potential sources of spills that require trained response and clean up:

- Release of residual contaminants from the collection and outdoor storage of solid wastes and recyclables.
- Indoor oil/chemical spills large enough to escape to outdoor areas.
- Leaks of petroleum or automotive fluids from forklift operations, waste collection vehicles, flatbed trailers, and employee vehicles in outdoor areas.

Health hazards vary with each toxic substance. The facility will keep safety data sheets available and easily accessible for all materials kept on site.

2.2 SPILL RESPONSE PROCEDURES

All spills, regardless of size, should be reported as soon as possible to the Site Manager identified in Table 2 below. The Team Lead will determine whether the spill has the potential to affect the environment outside of the facility and must be reported to the Department of Ecology or the National Response Center using the contact information in Appendix B. This contact information will be posted prominently outside the spill kit rooms at the Seadrumar facility (Figure 2).

Spilled chemicals should be effectively and quickly contained and cleaned up, but **only by employees that are properly trained and protected**. Employees who are not trained in spill cleanup procedures should report the spill to the Team Lead as identified in Table 2, warn other employees, and leave the area.

Table 2: Emergency Response Team Members and Roles

Team Lead
<p>Name: Kris Hills, General Site Manager Office phone: 206-467-7550: Responsibilities: Spill reporting, spill logs, plan updates</p>
Other Members
<p>Name: Seth Little, Recycling Director Office Phone: 206-467-7550 Cell Phone: 206-794-1820 Responsibilities: Site manager, incident response</p>
<p>Name: Sheri Healey, Executive Director Office Phone: 206-794-1820 Responsibilities: Incident response</p>

Trained Seadrunar personnel use the information in this SPERP to respond to spills based on level of significance. They are trained to categorize spills at the Facility using the following system:

Spill Incident Categories

Incidental Spill

- <5 gallons
- No injuries
- Familiar with chemical
- Adequate ventilation
- Appropriate PPE available

Significant Spill

- >5 gallons
- Injuries
- Not familiar with chemical
- Inadequate ventilation
- Fire/explosion hazard
- Additional personnel needed due to size

Emergency Spill

- Spill entered environment (any quantity)
- Chemical not safe to cleanup
- Specialized response equipment needed
- Unknown chemical

General Spill Response Procedures:

It is important that all employees be trained to carry out the spill response actions set forth below, and that each employee be familiar with the site drawing that shows where hazardous materials/substances, spill kit(s), and all potentially susceptible and vulnerable storm drains/catch basins are located (Figures 2 and 3).

Before responding to **any** spill, Seadrunar personnel must:

1. Recognize and identify the spilled material and identify whether it is safe to respond
2. Identify if there is a fire hazard
3. Secure the area
4. If safe to do so - shut off the source
5. Immediately notify Ecology and the local Sewer Authority if a spill may reach sanitary or storm sewers, ground water, or surface water, in accordance with federal and Ecology spill reporting requirements.
6. Follow steps as outlined according to situation-specific response procedures below.

All spills, regardless of size, should be documented in the spill log in Appendix C of this SPERP.

Situation-Specific Spill Response Procedures:

<u>Incidental Spill Response</u>	<u>Significant Spill Response</u>	<u>Emergency Spill Response</u>
1. Report the spill to the chain of command	1. Report the spill to the PPT Lead	1. Immediately call 911
2. Respond with the appropriate spill kit material	2. Respond with the appropriate spill kit material	2. Report the spill to the PPT Lead
3. Cleanup the spill – NOTE: Do NOT hose down the area. Use dry methods only.	3. If people are injured call 911	3. Immediately call Ecology Spill Hotline (Appendix B) and be available for questions
4. Dispose of the sorbent material appropriately	4. Cleanup the spill with as much sorbent material as is available. NOTE: Do NOT hose down the area. Use dry methods only. If there is not enough material to respond call Spill Response lines immediately (Appendix B)	4. Support with spill response materials where and when it is safe to do so
5. Fill out spill log	5. Dispose of the sorbent material appropriately	5. Fill out spill log
6. Report Spill to Ecology	6. Fill out spill log	
	7. Report Spill to Ecology	
	8. Stay away during cleanup of hazardous materials	

Spill Kit locations are identified on Figure 2. Extra sorbent material is stored in the Shop Building when restocking is necessary.

Spill Kit Inventories:

Name	Brady SPC Oil Only 20 Gallon Lab Pack Spill Kit
Capacity	17 gallons
Picture	
Inventory	<ul style="list-style-type: none"> ▪ (12) 15 in x 19 in Pads ▪ (2) 18 in x 18 in Pillows ▪ (3) 3 in x 12 ft Socks ▪ (3) Disposal Bags ▪ Goggles ▪ Handbook ▪ Nitrile Gloves

3.0 Disaster Response Procedures

3.1 TRAINING

Seadrunar will ensure all employees are trained in disaster response procedures through annual and as-needed drills.

- Disaster and spill response drills will be done annually as a training and evaluation tool
- All staff will be notified of the drill date and time in advance
- The Administrator will select one person to be the observer who will not participate in the drill
- The observer will be provided with a copy of the drill evaluation form
- The Administrator will tell the staff the disaster scenario including type of disaster, damages, injuries etc.
- Each staff member will verbalize their response to the situation given, following procedure as indicated by the disaster policy
- Upon completion of the drill the policy and procedure will be reviewed
- A review will be conducted using the drill evaluation form and including comments from the observer and open discussion with the staff, to assess effectiveness of the procedure and responses to the scenario provided.
- The drill evaluation form will be completed with any recommendations for policy revision and placed in disaster log in Treatment Administrator's office

3.2 RESPONSE PROCEDURES

In the event of any disaster, including earthquake, fire, flood, etc. the following steps are to be followed:

1. This disaster plan will be posted in the main office and emergency telephone numbers will be posted by main office, reception and communications telephones.
2. Individuals will congregate on the East side of Utah Avenue South behind the King County sheriff office. Staff will assist any individuals with special needs in evacuating the building when needed. Staff will ensure that all individuals are present by taking a head count as soon as possible following the event.
3. The Executive Director will be notified immediately.
4. Staff, and when necessary, qualified emergency personnel will assess the condition of the building as soon as possible following the event to determine stability and safety for re-entry of the building. When necessary and safe to do so, they will secure medications, and turn off power and water.
5. Emergency medical attention will be given by staff trained in CPR and Red Cross procedures should it be necessary.
6. In the event that the building is not safe, individuals will be bused to 10344 14th Avenue South in Seattle, if that building has survived the event. Staff will attempt to locate additional safe shelter through city resources if necessary. Payed staff will be sent home.
7. Transportation will be via Seadrunar Recycling for volunteers and vehicles, if possible. Vehicles will be maintained, fueled and stocked with first aid supplies. Alternate transportation would include public transportation.

8. Contact will be made with Sanitation Company for rental of toilet facilities, if needed. NW Cascade 800-444-2371.
9. A list of contact information for each individual will be kept at the main reception desk. Emergency contacts will be notified as soon as possible in the event that a individual is missing or injured.
10. A first aid kit will be maintained and kept at the main reception desk.
11. Cellular phones, already installed, will be used for backup communication system.
12. Seadrumar will conduct and review annual disaster drills.
13. The Disaster Plan will be reviewed for effectiveness after each drill.

Additionally, information related to specific disasters is provided in the following sections.

3.3 FIRE

If fire or smoke is present in the facility, evaluate the situation and determine the severity, categorize the fire as Major or Minor and take the appropriate action as defined in this section.

- Personnel are to attempt to extinguish minor fires (e.g., single hardware component or paper fires) using hand-held fire extinguishers located throughout the facility (Figure 2). Any other fire or smoke situation will be handled by local fire department.
- In the event of a major fire, alarm system will be activated, immediately evacuate the area.
- In the event of any emergency situation, system site security and personal safety are the major concern. If possible, the Maintenance Manager should remain present at the facility until the fire department has arrived.
- In the event of a major catastrophe affecting the facility, immediately notify the Executive Director.

3.4 ASSAULT ON STAFF OR INDIVIDUAL

- Call 911 if medical treatment is required and police are necessary
- Staff member is to stay with victim until help arrives
- Emergency contact is to be notified if necessary
- Executive Director will notify any other parties if necessary
- Staff on duty at time of incident will complete incident report as soon as possible

3.5 GAS LEAK

- DO NOT activate fire alarm or any electrical equipment
- Evacuate building, closing windows and doors if possible
- Contact Maintenance Manager immediately to turn gas off if possible
- Call gas company or fire department from outside of building

3.6 EARTHQUAKE

- Stay away from windows, unsecured bookcases, power lines etc.
- “Drop, cover and hold” while there is movement until it stops. If the object you are using for cover moves move with it.
- If there is no object available for cover, crouch near a load bearing wall and cover your head with your arms.

- After the movement has stopped, evacuate the building if necessary.
- As soon as is safe to do so, inspect building and check utilities (gas/water etc.)

3.7 POWER OUTAGE

- Contact Maintenance Manager to activate alternate lighting system and obtain flashlights and batteries
- Unplug electrical equipment
- Call Seattle City Light (Appendix B)
- Have Volunteers and Paid employees remain in common areas with natural light available as much as possible

3.8 STORMS AND SNOW

- Administrator will notify Warehouse of daily schedule depending on transportation/power conditions.
- Follow instruction for power outage as necessary
- Maintenance Manager will inspect perimeter of facility as soon as safely possible and coordinate any required safety repairs and debris removal

3.9 BOMB THREAT

- DO NOT hang up. Keep the call going and attempt to get the following information:
 - a. Where is the bomb?
 - b. What time will it go off?
 - c. What kind of bomb is it?
 - d. Who are you?
 - e. Why is this going to happen? Listen for the following:
 - i. Is voice male or female?
 - ii. Is there an accent or speech impediment?
 - iii. Is there background noise and what type?
 - iv. Can you tell if it is a cell phone or landline?
- Notify Administrator
- Call 911
- Consult with emergency personnel regarding evacuation plan

3.10 INTRUDER

- If a person comes into the facility, assess the situation. If you are uneasy or suspicious about the person call 911 from a safe place.
- If a weapon is present DO NOT CONFRONT! Call 911 and initiate lockdown:
 - a. Lock outside doors and windows
 - b. Close and secure interior doors
 - c. Close any curtains or blinds
 - d. Turn off lights
 - e. Keep everyone away from doors and windows. Stay out of sight, preferably on the floor.
 - f. Bring attendance sheets, first aid kits (Figure 2) and any comfort items if possible.

- g. Maintain calm atmosphere in room by talking quietly.
 - h. If phone is available in room, call 911 to ensure emergency personnel have been notified.
 - i. Remain in lockdown until situation is resolved.
- If no weapon is suspected confront the person in the following manner:
 - a. Approach the individual in a non-confrontational manner with another staff person present
 - b. Introduce yourself and ask the individual who they are and how you can be of assistance
 - c. Inform the individual of the policy that all visitors need to sign in and guide them to the main entry way
 - d. If the individual refuses or is unwilling to leave call 911

FIGURES

Figure 1: Seadrunar Facility Stormwater Drainage System



Figure 2 – Site Stormwater Conveyance



Figure 2: Site Safety Features

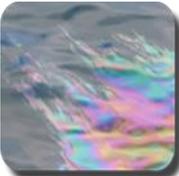
■ Eye Wash
 ● First Aid Kit

▲ Fire Extinguisher
 ◆ Spill Kit

APPENDIX A
EMPLOYEE TRAINING LOG

APPENDIX B
EMERGENCY CONTACT INFORMATION

EMERGENCY RESPONSE CONTACT INFORMATION

EMERGENCY RESPONSE AND SUPPORT SERVICE PROVIDERS		
Entity	Contact Information	Notes
Department of Ecology – Northwest Region	425-649-7000 (non-oil spills to water, or oil spills to land only)	 <p>Land oil spills should be reported to Ecology within 90 days.</p> <p>Ecology requires that oil spills to <u>water</u> be reported to the National Response Center and Ecology Oils Response Line (below)</p>
Department of Ecology Oils Response Line	800-258-5990 or 800-OILS-911 (oil spills)	 <p>IMMEDIATELY report any spills of oil or other dangerous waste that has reached water</p>
EPA National Response Center	800-424-8802	 <p>IMMEDIATELY report any spills of oil or other dangerous waste that has reached water</p>
Seattle Public Utilities	(206) 386-1800	24 hour hotline
Spill Cleanup Services	425-424-9000 425-584-7089	Bravo Environmental RiversEdge Environmental
Consultant		
Stormwater Consultant	NathanH@CleanWaterATS.com (206) 226-8820	Nathan Hardebeck CWT, LLC
Disposal		
King County Health Department	206-263-9566 (until 4:00 pm)	Monday, Tuesday, Wednesday and Friday: open 8:00 am to 4:00 pm Thursday: open 9:00 am to 4:00 pm
King County Solid Waste	206-477-4466	

Emergency/Disaster Response		
Police/Fire/Paramedics	911	
Seattle Fire Department	206-242-2040	
Seattle Police Department	206-296-3311	
Harborview Hospital	206-731-3000	
Highline Hospital	206-244-9970	
Poison Control	206-526-2121	
Seattle City Light	206-684-3000	
Puget Sound Energy (Gas)	888-225-5773	
Center Cell Phone	206-794-1850	
Maintenance Manager	206-794-9979	
Executive Director Phone	206-794-1820	

**APPENDIX C
FACILITY SPILL LOG**

SEADRUNAR FACILITY SPILL LOG

NAME: _____

DATE LOG COMPLETED: _____

TELEPHONE NUMBER: _____

RELEASE LOCATION: _____

DURATION: FROM: _____ AM/PM TO: _____ AM/PM

DATE OF RELEASE: _____

TIME OF DISCOVERY OF RELEASE: _____ AM/PM

MATERIAL RELEASED: _____

ESTIMATED QUANTITY: _____ DID SPILL MATERIAL REACH STORM DRAIN?: YES NO

WEATHER CONDITIONS (E.G., WIND SPEED AND DIRECTION, PRECIPITATION): _____

DESCRIPTION OF THE RELEASE (INCLUDING CAUSE):

CORRECTIVE ACTIONS TAKEN:

COULD SPILL HAVE BEEN PREVENTED? EXPLAIN:

HAS THE AREA BEEN COMPLETELY SECURED:..... YES NO UNKNOWN

HAVE OR WILL ANY RESPONSE AGENCIES OR ENFORCEMENT GROUPS BE INVOLVED:..... YES NO UNKNOWN

AGENCIES OR INDIVIDUALS NOTIFIED:

1. _____ BY: _____ TIME: _____ AM/PM

2. _____ BY: _____ TIME: _____ AM/PM

3. _____ BY: _____ TIME: _____ AM/PM

4. _____ BY: _____ TIME: _____ AM/PM

5. _____ BY: _____ TIME: _____ AM/PM

WERE THERE ANY INJURIES OR FATALITIES:..... YES NO UNKNOWN

SIGNATURE: _____ DATE: _____

SIGNATURE OF PPT LEAD: _____ DATE: _____

APPENDIX C
Waste Inspection Form



Seadrunar Materials Recovery Facility Waste Load Inspection Form

Date & Time: _____ Mon Tue Wed Thu Fri Sat Sun (circle)

Person conducting inspection: _____

Hauler and truck #: _____

Type of Waste: _____

Waste Origin: _____

Vehicle Type (circle)

Front loader Rear loader Roll off Other

Was the load accepted? (circle) Yes No

Any banned materials? (circle) Yes No

Comments:

APPENDIX D
Daily Buybacks Load Check

APPENDIX E
Site Inspection Form



SITE INSPECTION FORM

<u>Date of Inspection</u>		<u>Name of Inspector</u>		<u>Phone Number</u>	<u>Weather/Conditions</u>
INSPECTION CHECKLIST: Check all that apply. U=Unsatisfactory; S=Satisfactory; N/A=Not Applicable					
S	U	N/A	Inspection Component		
General Site Conditions					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Signage Clearly Marked and in Good Condition		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Access Secure		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attendants on Site During Operational Hours		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unloading of Waste Supervised to Exclude Prohibited Wastes		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allowable Recyclables Sorted and Stored Properly		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Litter Collected Daily; Neat and Clean Appearance		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Odors and Dust Minimized		
Vector Control					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unloading and Loading Areas Cleaned Daily		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consumable-derived Waste (Even Trace Amounts) Containerized		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consumable-derived Waste Removed from Site Daily		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vectors Controlled Regularly and As Needed		
Water Quality					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Discharged from Site in Accordance with Permit		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Baling Area Drains Cleaned Weekly		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spill Kits Readily Available and Properly Marked and Stocked		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SPERP Plan Available on Site		
Recordkeeping					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records Maintained of Solid Waste Received Daily		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records Maintained of Solid Waste Stored and/or Shipped Daily		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records Maintained of Inspections, Maintenance, and Incidents		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records Maintained of Vector, Odor, Dust, and Litter Control		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Documentation Readily Available at Front Desk		
Additional Notes:					
Were Issues Noticed During This Inspection?					
Work Order Created?					
Signature of Inspector:				Date:	

APPENDIX F
Equipment/Fleet Maintenance Schedule

Service Intervals

A 250 hours (FL) 275 hours (RO and tractors)

B 500 hours (FL) 550 hours (RO and tractors)

AX1 1095 days

AX2 1095 days

CRK 750 hours

ICC 365 days

PS 730 days

ATR 180 days

HYD 180 days

BWG 14 days

COM 730 days

TRN 1095 days

A = grease, fluids check, inspect

B = same as A and add oil and filters

AX1 = FD

AX2 =RD

CRK = crankcase filter

ICC =annual inspection

PS = power steering

ATR = automatic transmission

HYD = hydraulic

BWG = biweekly grease

COM = air dryer

TRN = manual transmission

APPENDIX G
Annual Report Form



Annual Report – Recycling Facility

Who should fill out the annual report form?

If you operate a permitted or exempt recycling facility (processor or intermediate/MRF), chapter 173-350 WAC requires you to complete an **Annual Report for Recycling Facilities**. If you didn't handle material intended for recycling or diversion from disposal during 2018, write a note on the annual report form saying that you didn't handle these materials and return it to us. If you have questions about whether this applies to your facility, please contact Dan Weston at (360) 407-6409 or daniel.weston@ecy.wa.gov.

Instructions for completing the forms

- 1) Fill in the **Facility Identification Information**.
- 2) Review the **Material Type Definitions (page 6)** for materials you will be reporting.
- 3) Use either the **Materials Form** (listing 32 material types) OR the **County/City Form** (listing all Washington counties and the City of Seattle). You don't need to use both the Materials Form and the County/City Form. Choose the form that best fits your information.
 - When using the **Materials Form** to report materials for more than one county, *make copies of the form* so you can list tonnages for different counties *on separate sheets*. For the **Materials Form**, list materials coming from the City of Seattle on a separate sheet.
 - When using the **County/City Form**, *make copies of the form* so you can report different materials. Include information for the City of Seattle separately.
- 4) Fill in all applicable sections for all materials collected for recycling AND for **Amount of Material Disposed (this is required)**.
- 5) For Commingled Recyclables, specify which materials were included in the mix and, if possible, include the tonnages for each material.
- 6) Complete the **Destination and Final Use of Materials Form**, listing what the material was used for and the name of the company that bought or received the materials collected during 2018.
- 7) Report all quantities in short tons. **General Measurement Standards and Reporting Guidelines** (<https://fortress.wa.gov/ecy/publications/SummaryPages/1507004.html>) can help you convert volume to weight.
- 8) Return the completed forms to Ecology by **April 1, 2019**. Call or e-mail Dan Weston at (360) 407-6409 daniel.weston@ecy.wa.gov if you need any help in filling out your annual report.
- 9) Mail separate copies of the forms to your local health department (addresses can be found at the Department of Health website at: <https://www.doh.wa.gov/Portals/1/Documents/1200/LHJDirectoryMaster.pdf>) and Ecology:

Dan Weston
Department of Ecology
Solid Waste Management Program
PO Box 47600
Olympia, WA 98504-7600

You may also fax the forms to Ecology at (360) 407-6102.

If you require this publication in an alternate format, please contact the Solid Waste Management Program at 360-407-6900. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech impairment can call 877-833-6341.



Annual Report – Recycling Facility

Facility Identification Information

Company Name		Facility Name	Facility ID
Contact Person		Title	
Telephone	Fax	E-mail	
Mailing Address		Location Address	
City, State, Zip		City, State, Zip	

Did you operate in 2018? **Yes** *If yes*, proceed with completing entire survey.
 No *If no*, answer the following questions, sign, date, and return this sheet only.

When did you stop operations? _____

Do you plan to restart? No Yes

When? _____

During the reporting year, were there any changes in your management practices that impacted your operations?

No Yes (specify) _____

Are there any new solid waste activities planned at your site for 2019?

No Yes (specify) _____

Prepared by: _____ Date: _____



Annual Report – Recycling Facility Materials Form

Material Source (county): _____ Photocopy this form for multiple counties (and Seattle) OR use the County Form on next page.			Reporting Year: 2018	Facility ID: _____
Material (see definitions)	Material Description (if needed)	Tons or percent Commercial	Tons or percent Residential	Total Tons from County
1. Newspaper				
2. Cardboard				
3. High-Grade Paper				
4. Mixed Waste Paper				
5. Cartons				
6. Container Glass				
7. PET Plastics				
8. HDPE Plastics				
9. LDPE Plastics				
10. Other Recyclable Plastics				
11. Aluminum Cans				
12. Steel Cans				
13. Ferrous Metals (iron, steel)				
14. Nonferrous Metals (excluding aluminum cans)				
15. Appliances (white goods)				
16. Electronics				
17. Fluorescents (CFL, 4ft, 8ft)				
18. Antifreeze				
19. Used Oil				
20. Tires				
21. Vehicle Batteries				
22. Household Batteries				
23. Asphalt				
24. Concrete				
25. Construction/Demolition				
26. Wood Waste				
27. Landclearing Debris				
28. Yard Debris				
29. Food and/or Food Scraps				
30. Textiles (rags, clothing)				
31. Commingled Recyclables (specify materials in mix)				
32. Other Recyclables (specify)				

Required	Amount of Material Disposed (not recycled):	tons
If you do not know the amount disposed or there was no disposal, estimate the percentage of non-recyclable materials in incoming loads:		%

Total Tons Collected for Recycling: (include all incoming materials)			tons
--	--	--	------



Annual Report – Recycling Facility County/City Form

Type of Material: _____ Photocopy this form for each different material type OR use the Materials Form on the previous page.			Reporting Year: 2018	Facility ID: _____
County	Material Description (if needed)	Tons or Percent Commercial	Tons or Percent Residential	Total Tons or Percent from County
Adams				
Asotin				
Benton				
Chelan				
Clallam				
Clark				
Columbia				
Cowlitz				
Douglas				
Ferry				
Franklin				
Garfield				
Grant				
Grays Harbor				
Island				
Jefferson				
King*				
City of Seattle				
Kitsap				
Kittitas				
Klickitat				
Lewis				
Lincoln				
Mason				
Okanogan				
Pacific				
Pend Oreille				
Pierce				
San Juan				
Skagit				
Skamania				
Snohomish				
Spokane				
Stevens				
Thurston				
Wahkiakum				
Walla Walla				
Whatcom				
Whitman				
Yakima				
Out of State				
Required			Tons Disposed (or estimate a percent disposed):	

Total Tons Collected/Recycled: (include all incoming materials)				tons
--	--	--	--	-------------

*Do not include the City of Seattle tons in the King County total.



Annual Report – Recycling Facility Destination and Final Use of Materials Form

For multiple destinations of same material, use blank lines at the end of the form.

Facility ID:

Material	Outgoing Tons	To Which Company	Destination Location (City, State, or County of Export)	Final Use ** (See below)
1. Newspaper				
2. Cardboard				
3. High-Grade Paper				
4. Mixed Waste Paper				
5. Cartons				
6. Container Glass				
7. PET Plastics				
8. HDPE Plastics				
9. LDPE Plastics				
10. Other Recyclable Plastics				
11. Aluminum Cans				
12. Steel Cans				
13. Ferrous Metals (iron, steel)				
14. Nonferrous Metals (excluding aluminum cans)				
15. Appliances (white goods)				
16. Electronics (specify type)				
17. Fluorescents (CFL, 4ft, 8ft)				
18. Antifreeze				
19. Used Oil				
20. Tires				
21. Vehicle Batteries				
22. Household Batteries				
23. Asphalt				
24. Concrete				
25. Construction/Demolition				
26. Wood Waste				
27. Landclearing Debris				
28. Yard Debris				
29. Food and/or Food Scraps				
30. Textiles (rags, clothing)				
31. Commingled Recyclables (specify materials in mix)				
32. Other Recyclables (specify)				
Outgoing Tons for Disposal:				Disposal

Outgoing Tons for Recycling:

Total Outgoing Tons:
(including disposal)

****Please specify final use of material. Possible final uses include: recycling, composting, reuse, aggregate, burning for energy, retreading (tires), stockpiling, or disposal.**

Material Type Definitions

Please note some categories have two or more material definitions that apply.

1. Newspaper	Black and white newspaper, shredded newsprint, and including other paper normally distributed inside a newspaper such as colored advertisements, comics, and flyers.
2. Cardboard	Brown uncoated paper with a wavy core and uncontaminated (no plastic lining or wax coating); and brown paper bags.
3. High Grade Paper	Computer paper, white bond, copy paper, notebook paper, and some colored paper.
4. Mixed Waste Paper	All other potentially recyclable paper, such as envelopes, telephone books, paperback books, cereal boxes, laundry soap boxes, and magazines.
5. Cartons	Poly-coated beverage containers with plastic, foil, or wax lining, such as milk or juice cartons. This doesn't include individual foil packets such as Capri Sun containers.
6. Container Glass	Glass containers for food, beverage, and other material. Excludes refillable bottles.
7. PET Plastics (#1)	Polyethylene terephthalate—clear and colored beverage containers made from PET; coded (#1).
8. HDPE Plastics (#2)	High-density polyethylene—clear and colored containers made from HDPE; coded (#2).
9. LDPE Plastics (#4)	Low-density polyethylene—includes mustard and some other squeezable containers; coded (#4). Includes plastic bags and plastic film.
10. Other Recyclable Plastics	All other plastics; recyclable plastics not included above.
11. Aluminum Cans	Aluminum beverage cans.
12. Steel Cans	Tin-plated steel cans, usually food containers.
13. Ferrous Metals	Magnetic metal items such as steel clothes hangers, sheet metal products, pipes, some automobile parts, auto bodies, and other miscellaneous, magnetic metal scraps.
14. Non-Ferrous Metals	Copper tubing, brass fixtures, insulated wire, small auto parts such as generators, water pumps. Aluminum other than beverage cans.
15. Appliances (white goods)	Appliances, water heaters, or microwave ovens.
16. Electronics	Hard drives from computer towers and laptops; display screens such as Monitors, CRTs, or TVs; cell or mobile phones, keyboards, mice, printers, etc.
17. Fluorescent Lights	Mercury lamp. Specify if compact fluorescent light bulb (CFL), 4-foot tube, 8-foot tube, etc.
18. Antifreeze	Also called coolant, from vehicle engines.
19. Used Oil	Automotive oil. Please indicate if oil is re-refined/recycled, or burned for energy recovery or heat.
20. Tires	Automobile, truck, and bicycle tires. Please specify if the tires are re-treaded, reused, recycled, or burned for energy.
21. Vehicle Batteries	Automobile, truck, boat, motorcycle batteries. Excludes industrial batteries.
22. Household Batteries	Includes: flashlight (Alkaline, Ni-Cad), and button batteries (lithium).
23. Asphalt	Asphalt paving material and similar wastes.
24. Concrete	Cement, concrete blocks, and concrete pieces.
25. Construction or Demolition Debris	Mixed material generated as a result of a construction or demolition operation, including toilets, sinks, rock, brick, insulation, roofing, and combination materials. Exclude the following materials if possible: asphalt, concrete, metals, wood, carpet, and gypsum.
26. Wood Waste	Pallets, scrap lumber, wood toys, fencing, and crates. Please specify if wood is recycled or burned for energy recovery.
27. Landclearing Debris	Stumps, brush, and limbs from non-residential locations. Please specify use of the material (chipped for mulch, burned for energy, etc.).
28. Yard Debris	Grass clippings, leaves, tree prunings, and weeds for composting.
29. Food and/or Food Scraps	Specify: food preparation wastes, food scraps, spoiled food, or donated edible food.
30. Textiles	Clothing and apparel, shop rags, and blankets.
31. Comingled Recyclables	Specify material types collected.
32. Other Recyclables:	Specify and describe material. Can include, but is not limited to: carpet and padding, gypsum drywall, mercury compounds, oil filters, rendering, other organics, photographic film, rubber materials, mattresses, and toner or ink cartridges.