Moderate Risk Waste Facility Operations Plan

Douglas County Solid Waste Department

Douglas County, Washington
June 17, 2025

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Annual Review Record

This Operations Plan must be reviewed at least annually by the Douglas County MRW Facility Owner or Operator. Comments and necessary revision shall be maintained in the table below.

DATE	COMMENTS	REVISION NECESSARY (Y/N)	SIGNATURE

Acronyms and Abbreviations

ANSI	American National Standards Institute
CESQG	Conditionally Exempt Small Quantity Generator
CFL	compact fluorescent lamps
CFR	Code of Federal Regulations
County	Douglas County Solid Waste Programs
Ecology	Washington State Department of Ecology
GWRL	Greater Wenatchee Regional Landfill
HAZWOPER	Hazardous Waste Operations and Emergency Response
HDR	HDR Engineering Inc
Health District	Chelan-Douglas County Health District
HHW	Household Hazardous Waste
MRW	Moderate Risk Waste
MRW Facility	Moderate Risk Waste Facility
OCC	old corrugated cardboard
OSHA	Occupational Safety and Health Administration
Plan	Douglas County Moderate Risk Waste Facility Operations Plan
PPE	personal protective equipment
SF	square foot/feet
staff	MRW Facility Staff
WAC	Washington Administrative Code
WISHA	Washington Industrial Safety and Health Act
WSDOT	Washington State Department of Transportation

1 Introduction

Douglas County Solid Waste Programs (the County) contracted HDR Engineering, Inc., (HDR) to develop an Operations Plan (Plan) for the Douglas County Moderate Risk Waste Facility (MRW Facility) in adherence with the requirements of the Washington Administrative Code (WAC) 173-350-360 and WAC 173-350-040. In addition to reviewing the WAC requirements, Chelan-Douglas County Health District (Health District) regulations were reviewed. The Health District does not have any specific regulations for MRW facilities but serves as the local agency to enforce the state regulations.

This Plan is intended to be a “living document” to be revisited on a regular basis to evaluate operations and consider potential updates to the Plan in response to emerging data, regulatory changes, feedback from MRW Facility staff (staff) and county residents, and future conditions.

2 Overview

The operating hours for customer disposal at the MRW Facility are from 7:00 a.m. to 4:00 p.m. on Monday and Thursday, and 7:00 a.m. to 12:00 p.m. on the third Saturday of each month. The days and hours of operation are determined by the County and may be revised as needed.

2.1 Facility Location and Layout

The MRW Facility is located at 6114 Batterman Road in East Wenatchee, Douglas County, Washington, alongside the existing Zacher Processing Center. The facility will enhance environmental safety while providing year-round access for county residents and benefitting the community long-term. **Figure 1** displays the MRW Facility location (yellow pin) in relation to the county boundary (red line). A vicinity map is in **Appendix A**.

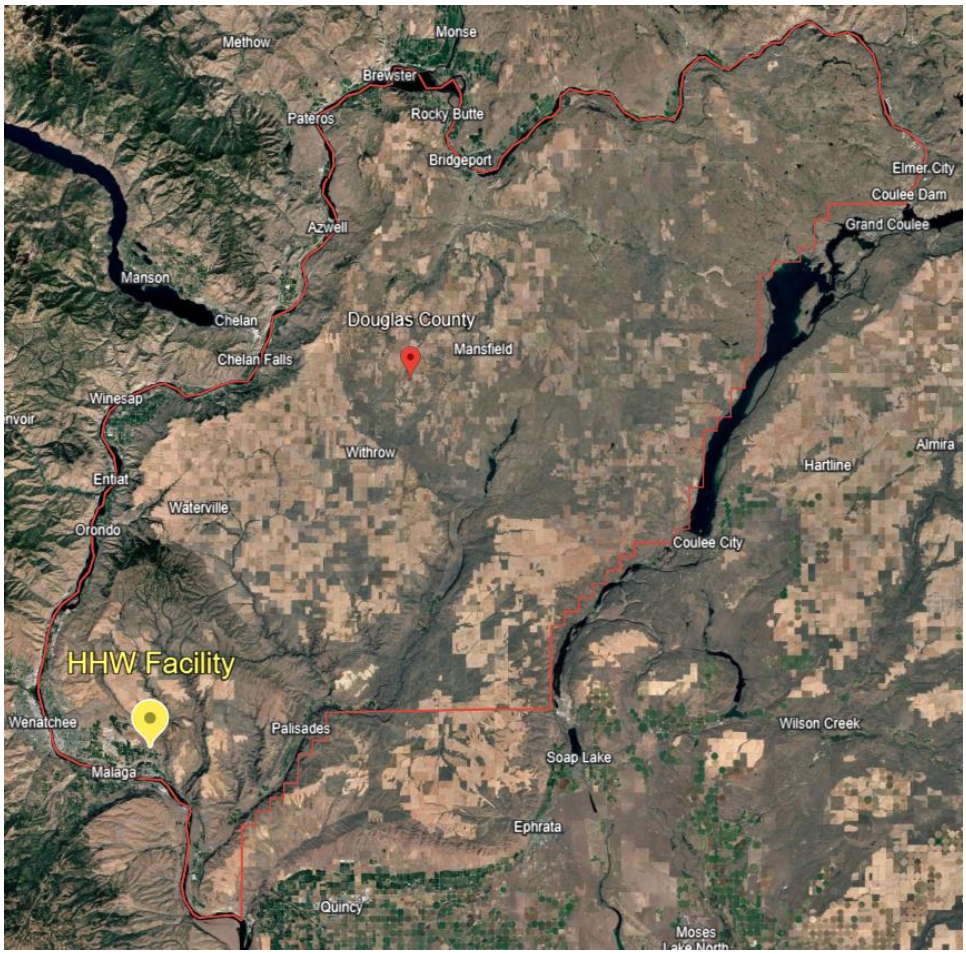

Figure 1. MRW Facility Location

The construction of the MRW Facility includes a new 730-square foot (SF) pre-engineered steel building with an external canopy area (approximately 790 SF) for customer drop-off (facility capable of future expansion), sealed concrete floor slab, required fire suppression and ventilation systems with unit heaters, storage lockers and other equipment as required. An asphalt-paved storage area surrounds this new building and connects the MRW Facility to the existing asphalt-paved and gravel

roadway, making it accessible to and from Batterman Road.

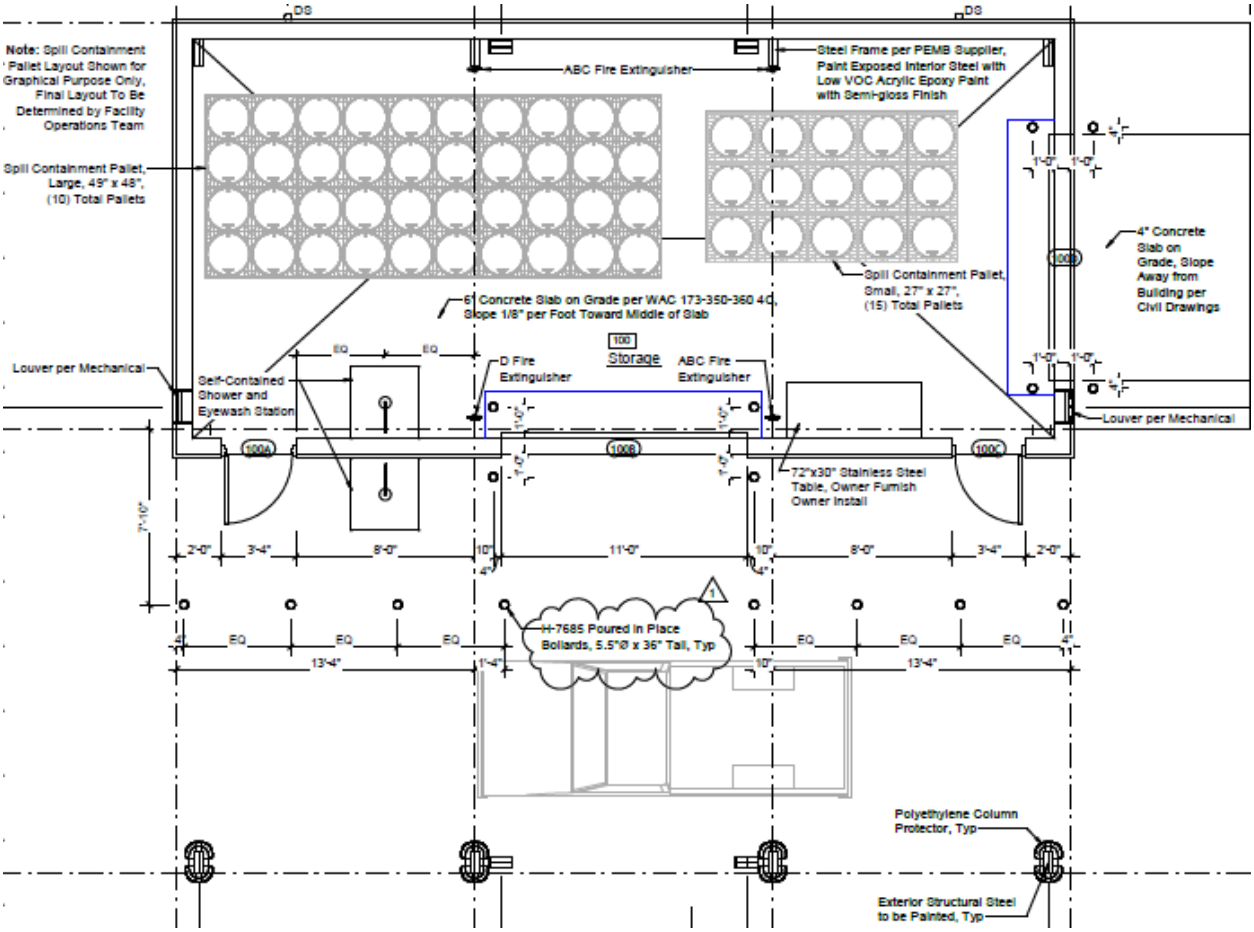

Figure 2 is a portion of the floor plan sheet and shows the layout of the MRW Facility chemical storage area and external canopy area.

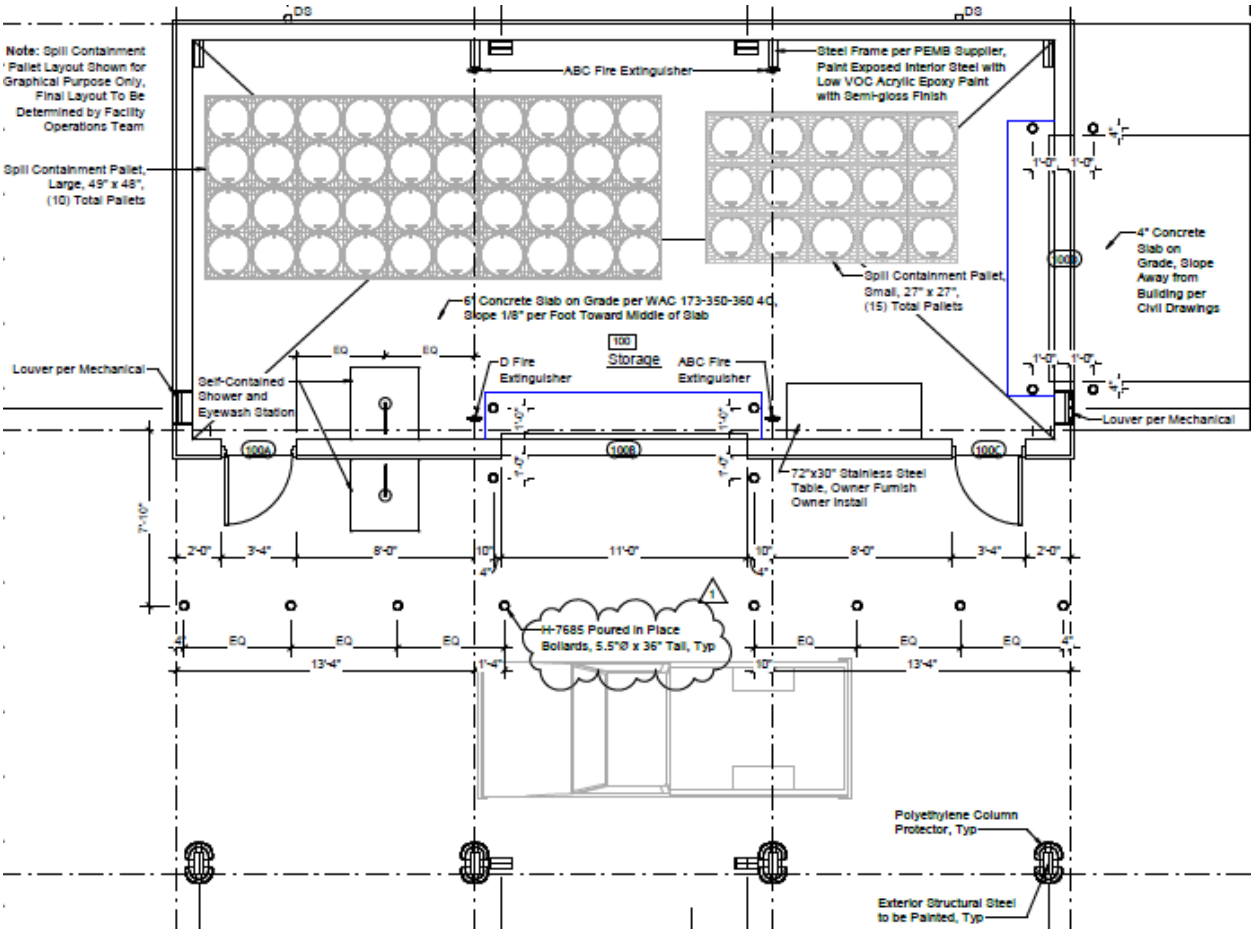

Figure 2. MRW Facility Layout

2.2 Facility Access, Parking and Traffic Flow

Customers can access the MRW Facility from Batterman Road by passing through the main entrance and following the lane that guides customers toward the MRW Facility external canopy area as shown on **Figure 3** (green arrows). Customers will form a line if the external canopy area is in use by another customer. Customers exit the MRW Facility by taking a left out of the MRW Facility external canopy area and another left onto the road leading back to the main entrance. **Figure 3** displays the facility access point from Batterman Road.

Parking is available for staff only; there is no parking available for customers. Staff parking is available across from the MRW Facility near the existing building as shown in **Figure 3**.

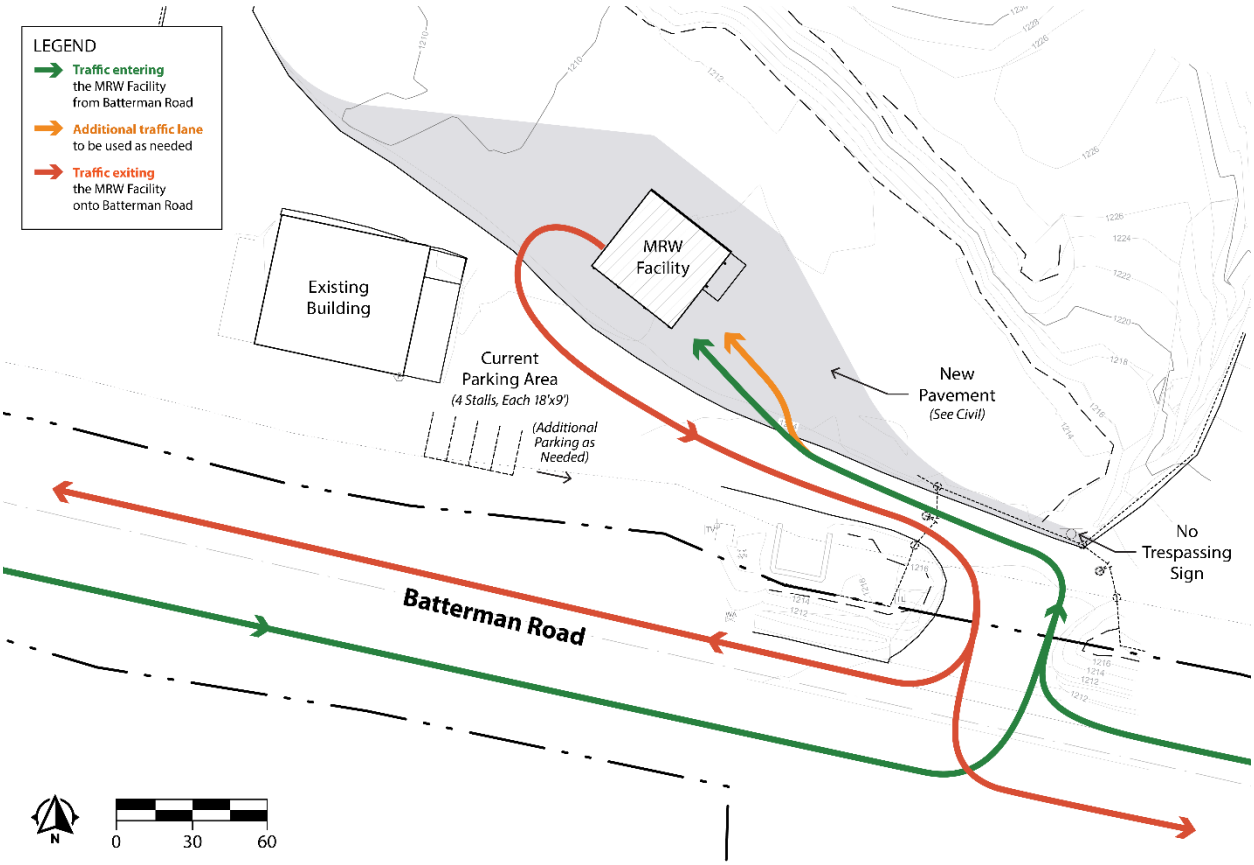

Figure 3. MRW Facility Access from Batterman Road

The site saw minimal traffic prior to the construction of the MRW Facility and anticipates low peak and daily trip generation during MRW Facility operating hours. If a line does form with customers waiting to drop materials off in the external canopy area, staff should use traffic cones, signs and/or pavement striping to create an additional lane for waiting traffic. This would provide enough queue space that the traffic should not extend out of the site and onto Batterman Road. If the additional lane does not prevent the lines of vehicles from extending out of the site and onto Batterman Road, staff should create a third lane if space allows. If there is not enough space for a third lane, staff must advise customers to come back at a later time because it is unsafe for the queue space to extend onto Batterman Road since the speed limit is 50 miles per hour.

Signage and striping are used to direct proper traffic flow, ensure efficient unloading of vehicles, and maximize site safety, and include the following:

- Facility name sign with days and hours of operation at the Batterman Road entrance.
- Pavement striping arrows for proper site traffic flow.
- Stop sign at the site exit onto Batterman Road.
- Signs noting accepted materials for customer and staff reference are displayed in the external canopy area.
- Additional signage may be developed as deemed necessary. Jersey barriers and traffic cones may be placed as needed for additional traffic flow.

3 Safety Requirements

Safety considerations in this section will be followed at all times and will not be compromised for any reason. If unsafe conditions cannot be corrected in a reasonable amount of time, the site will be closed until such time that operations are deemed safe and the facility operable for site staff, customers, and authorized visitors.

3.1 Safety and Emergency Plans

Per WAC 173-350-360, safety and emergency plans are kept on site at the MRW Facility and with the County for a minimum of five years and are available upon request to the Health District. All staff members must be knowledgeable of the safety and emergency plan contents, specifically what their role is when the Emergency Action Plan is activated. The plans include:

- A list of all on-site emergency equipment with its capability, purpose, and training requirements.
- A description of actions to take if leaks in containers, tanks, or containment structures are suspected or detected and for other releases (e.g., failure of runoff containment system, gases generated due to chemical reactions or rapid volatilizations).

3.2 On-site Safety and Emergency Equipment and Supplies

Two portable self-contained shower and eye-wash stations are installed on the west side of the MRW Facility, one available in the external canopy area and the other available in the chemical storage area. The units will be self-contained and comply with applicable American National Standards Institute (ANSI) regulations. **Figure 4** is a section from the life safety plan sheet and shows the intended locations of the portable shower and eye-wash stations.

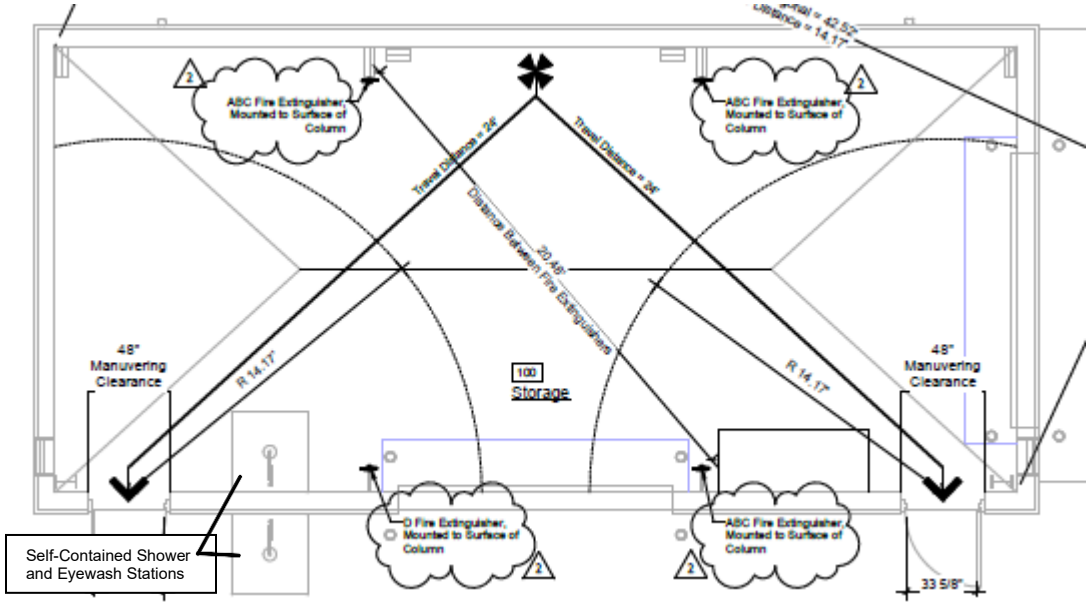

Figure 4. Portable Eyewash Station Locations

In addition to eye washing stations, the following emergency equipment will be available on-site:

- There will be four fire extinguishers available for use by staff during emergencies: three Class A and B rated extinguishers and one Class D rated extinguisher. Class A fires are described as fires in ordinary combustible materials such as wood, cloth, paper, rubber and many plastics. Class B fires are described as fires in flammable liquids, combustible liquids, petroleum greases, tars, oils, oil-based paints, solvents, lacquers, alcohols and flammable gases. Class D fires are described as fires in combustible metals, such as magnesium, titanium, zirconium, sodium, lithium, and potassium. Two of the fire extinguishers are mounted to walls within the MRW Facility, as shown in **Figure** 4.
- A dry fire suppression system will be installed in the MRW Facility.
- A fire hydrant is located across from the MRW Facility in the parking lot.
- A first aid kit is located next to the eyewash station inside the MRW Facility.
- Electrical grounding is provided, and bonding occurs in areas where flammable and combustible liquids are consolidated.
- The chemical storage area of the MRW Facility is ventilated allowing fresh air to flow into the area and out through the HVAC exhaust fan on the roof.

3.3 Spill Response and Containment

Spill response material will be stored at the MRW Facility in a cabinet and replaced as needed.

As shown in

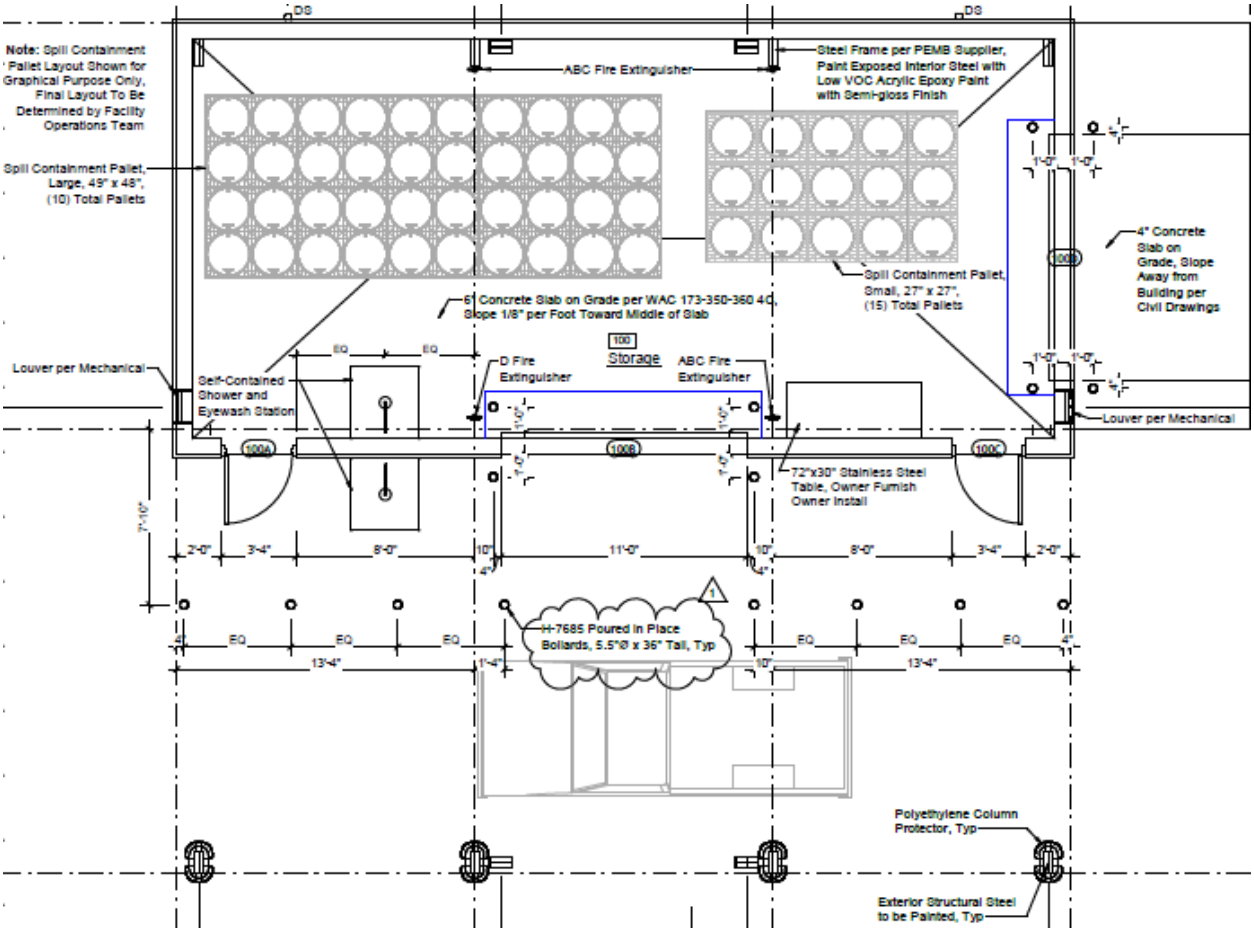

Figure 2, any spills not contained by the secondary containment pallets or spill containment materials will be collected via a watertight interior concrete slab in the floor of the MRW Facility. The drums with MRW will be placed on top of spill containment pallets (**Figure 5.** Spill Containment Pallets and concrete slab below will act as the secondary containment.

Figure 5. Spill Containment Pallets

The concrete slab will be sloped towards the middle as shown in **Figure 6** and must be impervious to leaks, spills, precipitation, or fire suppression and the containers are elevated or otherwise protected from contact with accumulated liquids on the slab. A water stop/sealant will be between the stem wall and slab, and the stem wall and building. Any collected liquid will be hauled from the MRW Facility by Clean Harbors or other contracted hazardous waste service provider.

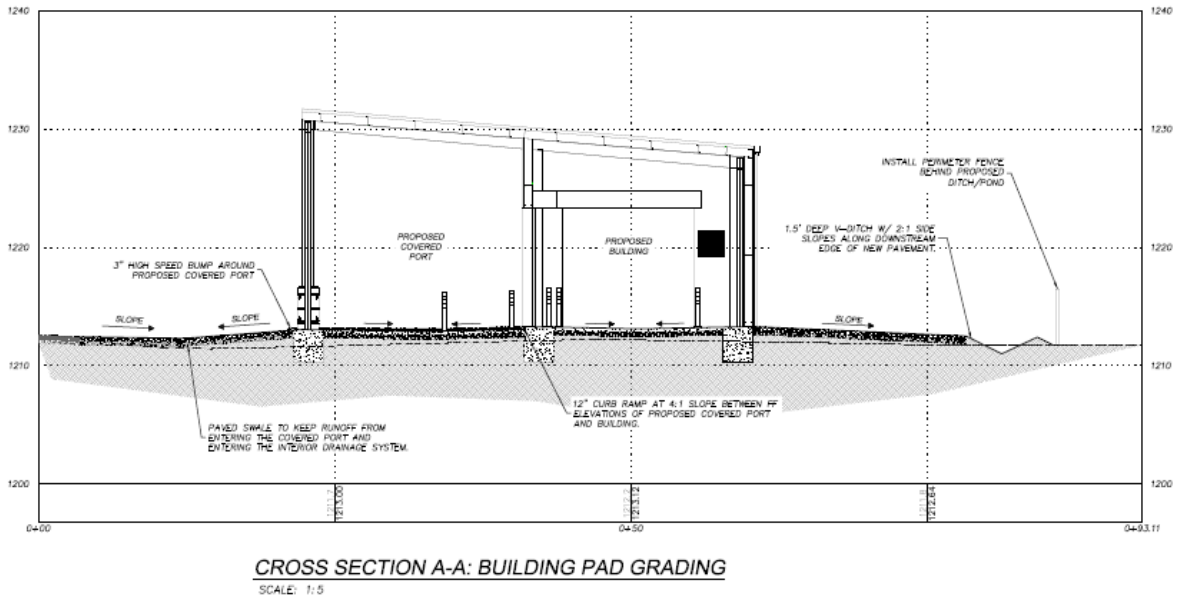

Figure 6. Facility Slab Grading

The Health District must be notified of any spills or discharges of MRW to the environment within 24 hours of knowledge of an incident. Health District contact information is in **Appendix B**.

3.4 Communications

MRW Facility will follow the County's safety and emergency plan communication protocols in the event of an emergency. Communication capabilities such as mobile work phones are provided to staff to summon fire, police, or emergency service personnel. Emergency contact information is included in **Appendix B**.

3.5 Monitoring

All safety and emergency equipment will be checked during the Routine and Annual Inspections (see **Section 8** - Record Keeping and Reporting) and replaced as needed.

4 Waste Handling Procedures

This section presents the requirements for waste acceptance and handling at the MRW Facility.

4.1 Waste Acceptance Protocol

Staff trained to manage MRW in accordance with this section must be present at all times when MRW is accepted and handled. Personal protective equipment must be worn at all times.

Two staff are scheduled to manage the MRW Facility during operating hours. Staff will take turns managing back-of-house and front-of-house tasks. Back-of-house tasks could include inventory management, record keeping, maintenance of the MRW Facility, processing of accepted waste, etc.

Front-of-house tasks could include customer service, removing accepted waste(s) from vehicles, and managing the external canopy area of the MRW Facility to ensure waste is not abandoned at the MRW Facility and only the waste types listed in **Table 1** are accepted at the MRW Facility. **Figure 7** shows a rendering of the MRW Facility external canopy area where waste acceptance will take place.

Figure 7. MRW Facility Rendering

Douglas County residents will pull up to the MRW Facility building via the external canopy area and be greeted by staff to drop off any materials. Customers should be asked to turn off vehicle engines, apply the parking brake and remain in the vehicle while staff unload accepted materials.

Staff will ask the customer for identification to ensure they are in fact a Douglas County resident and to record the materials and quantities dropped off by the customer. Customers will be asked to fill out the Customer Drop-Off Certificate Form (sample included in **Appendix C**).

If the customer is not a Douglas County resident, staff will inform them that the MRW Facility may only collect waste from Douglas County residents and direct them to a facility in their county (if known by staff). A physical list of MRW facilities in nearby counties should be available to staff at all times. If the customer is a Douglas County resident, staff will inspect the materials for compliance with the acceptable material (listed in **Table 1**). If some or all of the materials brought by the Douglas County resident are unacceptable, refer to **Section 4.3** for the unacceptable waste screening protocol. If all materials brought by the Douglas County resident are acceptable, staff will transport the materials into the MRW Facility safely using carts.

On special occasions, non-resident waste may be accepted such as waste collected from an event for conditionally exempt small quantity generator (CESQG) businesses-only.

Restrictions are placed on the quantity of material disposal for customers, as described below:

- Limit 50 gallons per visit.
- Maximum of 10 gallons of used oil included in the total 50-gallon limit per visit. Containers used to transport used oil must hold less than 5 gallons.

- Individual containers with more than 5 gallons of material in such container must receive pre-approval by the County to be accepted at the MRW Facility.

MRW Facility customers exceeding the quantity limits without prior approval will also not be permitted to dispose of materials. Staff will utilize an electronic database to store and access customer information which can be used to flag customers who are refused service.

4.2 Acceptable Types of Waste

Acceptable waste types at the MRW Facility are limited to household hazardous waste (HHW) as defined in WAC 173-350-100 and CESQG waste collected from special events that may be held by the County.

MRW refers to materials that have the characteristics of and pose the same risks as hazardous wastes: they are flammable, corrosive, toxic, and/or reactive. These wastes are typically labeled with hazard symbols, shown in **Figure 8**, indicating the hazards associated with that material.

Figure 8. Hazard Symbols Displayed on Acceptable Waste

Typical products listed by hazard class are provided in **Appendix D** for reference. Examples of acceptable types of waste at the MRW Facility are listed in **Table 1**.

Table 1 Acceptable Types of Waste

Acceptable Waste Type ☑	Example Images
Household cleaners/spot removers	
Pesticides and insecticides	

Acceptable Waste Type ☑	Example Images
Antifreeze	
Motor oil/brake fluid	
Solvents and aerosols	
Batteries	
Lawn fertilizers	
Swimming or hobby chemicals	

Acceptable Waste Type ☑	Example Images
Propane or Helium cylinders	
Fluorescent lamps/bulbs	
Fuel	
Tires Maximum 10 tires per visit. Cost for disposal is $5.00 per tire.	
Paint (latex/oil-based paints), stains, varnish	

Acceptable Waste Type ☑	Example Images
Electronic Waste: Televisions, desktop computers, laptop computers, tablet computers, e-readers, portable video disc players, computer monitors	
Appliances Disposal cost is $15.00 non-freon appliance or $30.00 for each appliance containing freon.	
Sharps/needles	

4.3 Unacceptable Types of Waste

Unacceptable types of waste are listed in Error! Reference source not found..

If some or all the materials brought by the Douglas County resident are unacceptable, staff will inform the resident which materials may not be dropped off and the reason why. Unacceptable materials are determined by WAC regulations and the County based on collection and processing infrastructure.

Staff should inform the customer where the unacceptable waste may be disposed of properly. If the customer has MRW Facility unacceptable waste that the County's contractor, currently Clean Harbors, will accept, staff will set up an appointment for that customer to drop off those wastes at a Clean Harbors location.[1] **Table 2** also displays the local disposal options for unacceptable types of waste except for recyclable materials. Physical copies of this table or equivalent should be available for staff to hand to customers for their reference.

[1] https://www.cleanharbors.com/services/technical-services/waste-disposal-services

Table 2 Unacceptable Types of Waste and Alternative Disposal Options

Unacceptable Waste Type ☒	Disposal Option
Paint (latex/oil-based paints), stains, varnish 	**If customer has more than 50 gallons of paint, take to adjacent Zacher Processing Center and additional facilities if need be**. The County participates in the PaintCare program and accepts paint at the Zacher Processing Center, Rock Island Community Recycling Center, Bridgeport Community Recycling Center, and Waterville Community Recycling Center. The County currently has a 10-gallon limit per visit. Paint brushes and empty paint cans are considered MSW.
Tires 	**If customer has more than 10 tires, take to adjacent Zacher Processing Center**. Maximum of 10 tires per visit. Cost for disposal is $5.00 per tire. Many tire shops and auto repair shops recycle the tires they replace (typically for a fee). Waste tires are also accepted at the Community Recycling Centers in Bridgeport, Rock Island, and Waterville for a fee.
Municipal solid waste (MSW) 	All MSW should disposed at the WM Greater Wenatchee Regional Landfill (GWRL) at 191 Webb Road, East Wenatchee, Washington.
Organics materials/putrescible waste/yard debris	WM provides every-other-week yard debris collection in East Wenatchee, Rock Island, and the Urban Growth Areas surrounding these municipalities. Stemilt operates a green waste drop-off collection site within the city of Wenatchee, and Winton Manufacturing Compost Works operates a yard and food waste drop-off collection site in Leavenworth (both sites located in Chelan County).
Street waste	Street sweepings and vactor waste are disposed at the City of Wenatchee Regional Decant Facility. Materials are tested and disposed for a fee at the GWRL.
Agricultural waste: wastes on farms resulting from the raising or growing of plants and animals including, but not limited to, crop residue, manure from herbivores and non-herbivores, animal bedding, and carcasses of dead animals. **Agricultural and Commercial Grade Chemicals**	Agricultural waste should be land applied to conserve nutrients. Animal carcasses (without disease) are accepted at transfer stations. Customers are charged a fee at each transfer station for disposal. Customers wishing to dispose of infectious and/or diseased animals should be directed to the Health District for further instructions. Instruct customer to contact the manufacturer regarding a take-back program or contact the Washington State Department of Agriculture regarding their Waste Pesticide Program.
Ammunition, Fireworks, Explosive Devices, Flares	Instruct customer to contact local police or fire department for assistance. If these materials are found dumped illegally, staff will contact the East Wenatchee Police or Douglas County Sheriff's Department.

Unacceptable Waste Type ☒	Disposal Option
Asbestos and dioxin bearing waste	All asbestos and dioxin bearing waste must be disposed at the WM Greater Wenatchee Regional Landfill at 191 Webb Road, East Wenatchee, Washington
Radioactive material, Ammunition	Contact a company who is licensed and trained in proper handling and disposal techniques. If received outside business hours or illegally dumped, contact the Department of Health immediately.
Demolition debris: - Cured concrete - Asphaltic materials - Brick and masonry - Ceramic materials - Glass - Stainless steel - Other inert materials	Inert landfills: - Pipkin Wells Inert Waste Landfill at 4801 Contractors Drive, East Wenatchee, Washington - Pipkin Construction Ward Avenue Inert Waste Landfill on South Ward Avenue, East Wenatchee, Washington - Wenatchee Gun Club Inert Landfill at 13110 State Route 2, East Wenatchee, Washington o The inert waste accepted is limited to concrete, asphalt, dirt, sand, and gravel.

If recyclable materials are brought by customers to the MRW Facility, inform customers that old corrugated cardboard (OCC), mixed waste paper, #1 PET, #2 HDPE and tin materials can be dropped off at the adjacent Zacher Processing Center or other community recycling centers that provide free disposal to Douglas County residents, or the recycling trailers, which are accessible 24 hours a day. If the customer resides in the City of East Wenatchee and the Town of Rock Island and in the urban growth area surrounding these jurisdictions, curbside recycling is available and accepts those items. **Table 3** lists the recycling facilities available to County residents and what materials are accepted as of 2023.

Table 3 Recycling Services Available in Douglas County (2023)

Recycling Facility and Location	Type	Hours of Operation	Cardboard/ Paper	Plastic	Metal	Other Recyclables
Pangborn Memorial Airport (Gen. Aviation Entrance) East Wenatchee[1]	Drop box	24 hours	X	X	X	-
Baker Flats Industrial Area NE Cascade Avenue East Wenatchee[1]	Drop box	24 hours	X	X	X	-
Sun Cove Orondo[1]	Drop box	24 hours	X	X	X	-
Orondo School Road Orondo[1]	Drop box	24 hours	X	X	X	-
Railroad Avenue Mansfield[1]	Drop box	24 hours	X	X	X	-
Palisades Grange Hall Palisades[1]	Drop box	24 hours	X	X	X	-
Zacher Processing Center https://douglascountywa.net/Facilities/Facility/Details/Zacher-Processing-Center-1	Drop-off	Call for hours (509) 886-0899	X	X	X	See website for additional information

Recycling Facility and Location	Type	Hours of Operation	Cardboard/ Paper	Plastic	Metal	Other Recyclables
City of Bridgeport Community Recycling Center https://www.douglascountywa.net/DocumentCenter/View/6901/Bridgeport_Flyer	Drop-off	Call for hours (509) 686-4041	X	X	X	See website for additional information
Town of Rock Island Community Recycling Center https://www.rockislandwa.gov/publicworks/page/recycling-center	Drop-off	Call for hours (509) 884-1261	X	X	X	See website for additional information
Town of Waterville Community Recycling Center https://www.watervillewa.com/publicworks/page/recycle-center	Drop-off	Call for hours (509) 745-8871	X	X	X	See website for additional information

[1]Additional information on the County Recycling Sites can be found on their website at https://www.douglascountywa.net/595/Recycling-Trailers-Drop-Off-Locations

4.4 Identification and Management of Unknown Waste

If unlabeled containers are encountered, staff should follow the procedures below:

- Ask the customer for material identification and/or its uses.
- Check labels for any precautionary words (i.e., Danger, Warning, or Caution).
- Check for explosive or radioactive material indicators, such as visual observations of crystal formation and radiation measurements as indicated using a Geiger counter.

If the product can be identified, a label will be added to the container using a black or silver permanent marker. If staff are unable to identify materials following the procedures above, the unidentifiable materials will not be accepted at the MRW Facility.

4.5 Abandoned/Unattended MRW

If materials are left behind, staff will don appropriate personal protective equipment (PPE) and process the waste in accordance with typical site disposal procedures. The contracted vendor is contacted to provide on-call service if wastes are disposed of on or near adjacent properties, or if staff cannot safely handle materials left within the facility. The Health District is notified immediately of any MRW dumped or abandoned after normal business hours.

5 Storing and Packing Protocols

5.1 Sorting and Processing

Staff will transport carts of MRW from customer vehicles to the chemical storage area. Example cart is shown in **Figure** 9.

Staff will inspect containers for any leaks, corrosion, or damage. If containers are not compromised, materials are left in their containers as received for primary containment. Leaking or corroded

containers are immediately transferred into a plastic container with absorbent material. Staff will attempt to clean the affected area, if deemed safe. Staff may only handle leaky, corroded, damaged, or otherwise compromised containers when they have determined safe operation is achievable.

Materials are segregated and transferred from the carts onto a table, placed in designated hazardous material storage cabinets, or directly lab-packed, loose-packed or bulked into 55-gallon drums or 5-gallon buckets by material type.

Figure 9. Example Cart

Drums containing leaky, corroded, damaged, or otherwise compromised containers must be placed on spill pallets for secondary containment. Drums of non-compromised material may be stored on wood pallets. Drums, buckets, cabinets, and other objects containing MRW must be kept closed during all times that MRW is not removed or added.

5.2 Materials Storage Areas

The MRW Facility falls under the current Conditional Use Permit CUP-2012-01 and therefore does not have a site-specific Solid Waste Permit. Per WAC 173-350-360, the following criteria must be met for proper container storage:

- Each storage area is clearly signed to show the type of material stored in that area.
- Each container is clearly labeled to identify the material type stored and must be accessible for inspection, as described in **Section 8**.
- Drums have at least one side with a minimum of 30 inches clear aisle space for storage access and inspection.
- Storage containers are maintained in good condition including, but not limited to, containers with no severe rusting or apparent structural defects.
- Incompatible materials are not mixed together or allowed to come in contact with each other.
- At a minimum, secondary containment must be included for all materials within the MRW. For leaky, corroded, damaged, or otherwise compromised containers sealed in bags with absorbent material and loaded into drums, secondary containment is provided via spill pallets underneath

the drums. For non-compromised materials, drums/storage cabinets used for loose-packed storage provides adequate secondary storage.

Quantity limits and material storage methods at the MRW Facility are provided below in **Table 4** by material.

Table 4 Material Storage Area Descriptions

Material	Approximate Storage Area (SF)	Storage Methods
Antifreeze	70	Bulked or Loose packed into two rows of two 55-gallon plastic-lined drums.
Acids	42	Loose packed into one 55-gallon plastic-lined drum.
Bases	72	Loose packed into three 55-gallon plastic-lined drums.
Batteries	42	Loose packed into one 55-gallon plastic-lined drum or placed directly on spill containment pallets. See sub-section 5.4.2 for appropriate storage methods.
Compact Fluorescent Lamps (CFLs)	85	Placed in sleeves and laid flat in boxes in the CFL storage area.
Flammables	100	Loose packed into two rows of three 55-gallon plastic-lined drums. Includes used oil bulked into 55-gallon plastic-lined drums.
Mercury	13	Loose packed into 5-gallon buckets.
Oxidizers	21	Loose packed into 5-gallon buckets.
Solvents & Aerosols	72	Loose packed into three 55-gallon drums. Aerosol paints are placed in sealed bags prior to placement into drums.
Pesticides	72	Loose packed into three 55-gallon drums.
Dangerous Waste	13	Sealed in drums, buckets, or storage cabinets.

Only trained staff are permitted to enter the chemical storage area. Public access is restricted and unauthorized entry will be prevented by staff.

5.3 Packing Protocol

Recommended packing methods are summarized in the **Table 5**. MRW materials must be compatible with their respective storage and containment system. Containers and tanks will remain closed unless adding or removing materials to prevent a release through spillage or evaporation.

Table 5 Packing Protocol for Commonly Received Materials

BULK	LOOSE PACK		STORAGE CABINET
Antifreeze	Solvents & Aerosols	CFLs	Acids
Used Oil	Flammable Liquids & Solids	Pesticides & Poisons	Bases
-	Aerosol Containers	Mercury Products	Reactive/Oxidizers
-	Propane Tanks	Household Batteries	-
-	Household Bleach	PCB Products	-
-	Road & Marine Flares	Antifreeze	-

Note: Materials identified in the Storage Cabinet column may also be loose packed in drums/containers if storage cabinets are not used within the MRW Facility. Antifreeze may be bulked or loose packed.

5.3.1 Bulking Procedures

Antifreeze and used oil may be bulked into 55-gallon drums. After product identify has been confirmed with the customer and materials have been brought to the processing/receiving area by operators, the following bulking procedures are followed:

- Drums for bulking should be clean. Drums with chemical residues or damage shall not be used.
- Pour material into specified and labeled drum for that material. Use funnels to direct material into drums.
- Do not overfill drums; allow at least 2 inches air space to top of drum.
- Keep drum sealed when not being filled.
- Empty antifreeze and oil containers should be properly discarded.
- All bulking to be done over facility concrete slab floor, or over spill pallets.

5.3.2 Loose Pack Procedures

Loose packing procedures are used for materials within the MRW Facility that will be placed into drums and/or buckets for containment. If staff can confirm the packaging is not leaking, corroded, or otherwise damaged, materials are loose packed directly in the containers in which they were received. Leaky, corroded, or otherwise damaged containers are sealed in bags with absorbent material prior to loose packing. Procedures include the following:

- Drums/buckets for storage should be clean. Drums/buckets with chemical residues or damage will not be used for loose packing.
- Verify that drums/buckets can be sealed and are leak-tight.
- Place similar size/shape products together to prevent voids in containers.
- Place containers holding liquids with container opening facing up.
- Do not overfill drums/buckets.
- Place drums with loose-packed bagged leaky, corroded, or otherwise damaged containers on spill containment pallets.

5.3.3 Storage Cabinet Procedures

Storage cabinets may be used for materials that are more toxic or reactive than other MRW, such as acids, bases, and reactives/oxidizers. If used, cabinets will provide sufficient secondary containment for 10 percent of the volume of all containers. Leaky, corroded, damaged, or otherwise compromised containers, will be placed in a plastic bag with absorbent material prior to placement in a storage cabinet. All storage cabinets will be locked when not in use, and prior to the end of operating day.

Materials will be lab packed prior to shipment, either by the Contractor or by staff with proper training. Lab packing requires a sufficient amount of absorbent be added to prevent and contain spills.

5.4 Maximum Quantities

Staff will monitor the capacity of storage containers for each material at the facility to comply with fire codes and to provide a safe working environment. Material storage limits are listed in **Table 4.**

If non-flammable materials' maximum quantities are reached or passed, staff will immediately contact the contracted vendor for an emergency pick-up of materials and staff will not accept additional volumes until at least 50 percent of that material is removed.

If the flammable storage area reaches maximum storage limits, the MRW Facility is to pause waste acceptance operations until emergency pickup removes at least 50 percent of material.

5.5 Transport of MRW

Vendor collection is required to remove materials to maintain accordance with maximum quantities. A contracted vendor is utilized for transportation and disposal services of MRW. The contractor may additionally assist with packaging and labeling MRW per staff direction. Contractor responsibilities are listed below.

- Packaging materials that are segregated by hazard class.
- Loading, managing, transporting, and disposing of MRW.
- Complying with applicable Washington State Department of Transportations (WSDOT) regulations.

The contracted vendor provides transportation for materials collected at the MRW Facility. The frequency of loadout events is anticipated to be every four to six weeks but is adjusted as needed to appropriately account for stored quantity limitations. MRW shipments from the MRW Facility are required to be documented on shipping papers in accordance with 49 Code of Federal Regulations (CFR) Subpart C, Shipping Paper, parts 172.200 through 172.204, with the following exceptions:

- Transportation of MRW or HHW in a motor vehicle, aircraft, or vessel operated by a federal, state, or local government employee solely for noncommercial federal, state, or local government purposes.

6 Staff Training

Staff are responsible for operating the facility in compliance with applicable safety and environmental regulations and permits. Training is required for staff prior to working at the MRW Facility, as described below, and staff trained in accordance with the WAC requirements and this Plan are required to be present on site at all times when MRW is accepted and handled.

The County is responsible for training staff on how the MRW Facility will be operated (per this Plan). As regulations change, staff should be informed of the changes and the impact to MRW Facility operations. Staff should participate in refresher courses on MRW regulations and this Plan on an annual basis, or as needed.

6.1 Classroom Training

Staff are required to complete training requirements of 29 CFR 1910.120 for Hazardous Waste Operations and Emergency Response (HAZWOPER). Copies of 40-hour Occupational Health and Safety Administration (OSHA) HAZWOPER certificates and current 8-hour annual refresher certification must be kept on site at the MRW Facility and readily available for review by the Washington State Department of Ecology (Ecology), OSHA or the Health District. In addition to HAZWOPER training, staff will be required to take the Hazardous Materials Transportation Training, a hearing test, and Spill Response Training.

Staff are provided with Plan training during classroom sessions. Staff will be notified when the operating approach is revised as appropriate.

6.2 Field Training

New staff are required to work at least three days under direct supervision of a trained, experienced supervisor to obtain competency in the following:

- MRW acceptance and management procedures and identification of dangers and unknown wastes.
- Immediate response to fire, poisoning, accidental injury and damage, and life-threatening occurrences.
- A thorough knowledge of when to act versus when to call in backup assistance, including location of a current emergency notification list and understanding of who to contact in emergency situations.
- Inspection activities for safety hazards and corrective actions.
- Proper application of PPE, including respirators.
- Location and proper use of emergency eye wash and shower.
- Recording of occupational injuries and illnesses.
- Separation of MRW into appropriate packing categories and storage methods within the MRW Facility.
- Proper bulking procedures for used oil, including identification of suspended materials.
- Secondary containment, including operation and maintenance of spill containment pallets.
- Spill response activities and procedures.
- Use of Geiger counter to screen for radioactive materials.
- Awareness training on the function of the explosive vapor alarm.
- Calisthenics training, including back safety and awareness regarding slips, trips, and falls.
- Lift certification.
- Lock Out/Tag Out procedures.

This list may be revised as needed to provide a comprehensive training on current MRW Facility operations to new staff.

6.3 Additional Training

Staff are provided with ongoing training and refresher lessons to stay current on skills and qualifications to safely and effectively operate the facility. At the discretion of the County, select staff may receive training in WSDOT regulations, hazard categorization, high hazard materials, and other topics related to their work tasks.

Staff may be asked for information from customers regarding waste and hazardous materials practices. Staff are provided with training in delivering educational messages to site customers and site visitors.

7 Facility Maintenance

Some recommended general maintenance items are listed below.

- Vegetation within the right-of-way west of the site entrance driveway should be cleared to maintain sight lines.
- The bracing diagonals that support the MRW Facility structure may not be relocated without consulting the building supplier's engineer.
- Address items in poor condition as determined by the routine and annual inspections.

Refer to **Section 8** for routine and annual facility inspections. Sample inspection forms are provided in **Appendix C**.

8 Record Keeping and Reporting

Staff are trained and familiar with recordkeeping and reporting procedures specified in this Plan and in accordance with those described in WAC 173-350-360. WAC 173-350-360 requires routine and annual inspections of the facility. Inspection procedures may be updated as necessary to maintain accordance with requirements described in the WAC.

Ecology requires routine and annual reports be prepared detailing facility activities and condition. Pursuant to WAC 173-350-360, routine and annual reports must include information from routine and annual inspections, shall be maintained onsite for a minimum of five years, and shall be available upon request from the Health District. Sample forms are provided in **Appendix C**.

8.1 Routine Inspections and Reporting

Routine inspections will be conducted at least once per week by staff prior to the MRW Facility opening to the public. Routine inspections will be performed for:

- Operating hazards.
- Prescence and condition of safety equipment.
- General facility condition.
- Proper labeling of containers.

- Container integrity, specifically that container lids are securely fastened at the termination of daily activities.
- Ensuring high hazardous materials are secured at all times.
- Ensuring spill pallets are functioning and provide adequate storage in accordance with manufacturer recommendations.
- Ensuring spill containment supplies are adequate and security seals are present on spill kits.
- Ensuring adequate supplies of literature are available for public distribution.
- Providing adequate access to containers and secondary containment equipment.

While conducting the routine inspection, staff will fill out a Routine Inspection Form documenting any relevant notes about the items inspected. If any of the above items are found to not be in an operable, safe or adequate condition, the MRW Facility will not open to the public until the item's or items' condition(s) can be remedied. Any repairs and/or remedial action taken as a result of the inspection must be noted in Routine Inspection Form following completion.

In addition to the Routine Inspection Form, an Inventory Log and Collection Log will be completed by the end of each operating day. It is recommended that the Inventory Log be filled out after the MRW Facility is no longer open to the public that day. The Collection Log should be filled out as customers drop off materials and document the following information:

- Types and quantities (weight or volume) of MRW being stored at the end of each day.
- Number of households and CESQGs served.

The Daily Report should include the Routine Inspection Form, Collection Log, and Inventory Log at minimum and any additional forms such as, but not limited to:

- Customers' drop-off (Customer Drop-Off Certification Form).
- Customers who were turned away (Customer Turnaway Form).
- Description of any spills or incidents involving MRW activities (Incident Report).

The information collected for the daily report will be uploaded into the electronic database by staff daily.

8.2 Annual Inspections and Reporting

Annual inspections are conducted by staff to determine the condition of the following:

- Secondary containment systems, including all readily accessible below floor space, sumps, and tanks for deterioration and evidence of containment failure.
- All ventilation and flammable vapor monitoring systems.

An Annual Inspection Form must be completed, signed, and dated by staff, and included in the operating record. Any repairs and/or remedial action taken as a result of the inspection must be noted in the Annual Inspection Form following completion. The form is retained with the MRW files by the County for a minimum five years.

Annual reports are submitted to Ecology and the Health District by April 1 on forms supplied by Ecology. Annual reports are maintained in the operating record and include the Annual Inspections.

The report details the MRW Facility's activities during the previous year and must include the following information:

- Name and address of the facility and locations of all collection sites.
- Calendar year covered by the report.
- Annual quantities and types of MRW, in pounds or gallons.
- Number of households and CESQGs served.
- Type of final disposition (for example, recycled, treatment, energy recovery, incineration, or landfilling) by waste type of MRW.
- A description of how operators will maintain operating records on the amounts (weight or volume) and the types of waste received and removed from the facility, including the form or computer printout used to record this information.
- Applicable financial assurance reviews and audit findings in accordance with WAC 173-350-600.
- Any additional information required by the Health District as a condition of the permit.
- Facility inspection reports, including at least the date of inspection, the name and signature of the inspector, a notation of observations made, and the date and nature of any needed repairs or remedial action.
- Significant deviations from the plan of operation.

9 Closure Plan

When a determination to close the facility has been made, the following procedures of WAC 173-350-360(8) will be followed:

1. The County will provide the Health District public notice of closure of the MRW Facility no later than 180 days prior to projected date of the final receipt of MRW and provide information regarding currently available alternative disposal options.
2. An operational end date will be established after which no additional receipt of waste will be allowed.
3. Residual MRW will be processed and transported by a contracted vendor to permitted facilities for final disposal.
4. Residual unused or reusable site supplies and equipment will be transferred to another project or sent to surplus. Contaminated or unusable site supplies and equipment will be disposed along with residual MRW.
5. Locations in which MRW has been handled will be decontaminated using pressurized water and steam cleaning, or cleaned out using vactor trucks, as required. The contractor will properly dispose of any contaminated fluids that are produced from such action. Cleaning is required, at a minimum, in secondary containment areas, buildings, tanks, equipment, and throughout the property.

6. Closure activities shall be commenced in part or in whole within 30 days following receipt of final volume of MRW.
7. The Health District will be contacted to conduct a final inspection prior to removing buildings and structures.
8. The storage lockers and other containers will be removed from the site. Fencing, curbing and other support equipment may be removed from the facility, as needed.
9. The owner or operator, and a professional engineer licensed in Washington State, shall submit a certification that the site has been closed in accordance with closure procedures. A closure report will be submitted to Ecology and the Health District.
10. A professional engineer licensed in Washington State, in conjunction with the facility owner, will document actions taken to determine if there has been a release to the environment and the results of inspections conducted as part of the closure procedure.
11. The owner shall provide an estimate of the maximum volume of MRW stored on-site at any time during the active life of the MRW Facility.
12. The owner shall provide closure cost estimates and methods of payments, including proof of financial assurance if applicable.

Appendix A. Vicinity Map

Figure 10. Vicinity Map

Appendix B. Emergency Directory

EMERGENCY DIRECTORY

Fire Department	911
Ambulance	911
Bomb Squad	911
Police	911
Police non-emergency	(509) 884-9511
Department of Ecology Spill Response (24-hour number)	(509) 575-2490
Douglas County Sheriff	(509) 884-0941

Hospital:	Central Washington Hospital 1201 South Miller Street Wenatchee, WA 98807	(509) 662-1511

Information required when calling 911

1) Your name and your location.
2) Give a description of the emergency such as the type and quantity of material involved, fire, explosion.
3) How contact can be made at the scene.
4) DO NOT HANG UP. The emergency dispatcher will let you know when to hang up.

CITY, COUNTY, STATE AND FEDERAL AGENCIES

Chelan-Douglas Health District	(509) 886-6400
*Chelan-Douglas Health District **After Hours***	*(509) 886-6499*
Washington State Department of Ecology	(509) 575-2490
Washington State Department of Ecology – Eastern WA Spill Response	(509) 961-8868
Environmental Protection Agency (call if explosives are found)	(202) 272-0167
Hazardous Substance Hotline (call for questions on chemicals)	1-800-633-7585
Poison Control Center	1-800-222-1222

Appendix C. Forms

INSPECTION FORMS

ROUTINE INSPECTION FORM

DOUGLAS COUNTY MRW FACILITY

Use a **Check** for **OK**, **N** for **not OK** and add remarks where applicable

STORAGE

1) ____ Are all in use drums and containers marked with contents and drum number?
2) ____ Are all drum content marks visible and readable?
3) ____ Is each drum and container closed and stored properly?
4) ____ Are all large (not surface) cracks in the concrete containment system sealed?
5) ____ Are all drums and containers sound, non-leaking, and otherwise undamaged?
6) ____ Is there adequate aisle space maintained in storage areas?
7) Are spill containment pallets free of contamination and spills?

FLOOR SLAB

8) ___ Is floor slab clean and free of contamination, spills, and leaks?

SIGNS, LOCKS, AND SAFETY EQUIPMENT

9) ___ Are all security signs posted and readable?
10) ___ Are all locks and bolts operating properly?
11) ___ Is the first aid cabinet clean and adequately stocked?
12) ___ Are the emergency shower and eyewash functioning properly?
13) ___ Are spill supplies accessible and adequately stocked?
14) ___ Is PPE being maintained in clean and serviceable condition?
15) ___ Is all firefighting equipment in proper operating condition? (Note: Extinguishers need recharging in March of each year.)
16) ___ Are all ventilation systems working properly?
17) ___ Are the emergency communication devices operating properly?
18) ___ Is overall area neat and clean?

Inspector's Initials: _____ Date: _____

NOTES:

_____

_____

_____

_____

_____

YEARLY INSPECTION FORM
DOUGLAS COUNTY MRW FACILITY

Date _____ Time _____

Inspector: _____

Signature: _____

Notation of observations made:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Remedial Actions to be taken:

_____

_____

_____

_____

_____

_____

DOCUMENTATION FORMS

DRUM INVENTORY LOG SHEET
DRUM NUMBERING/LISTING/SHIPMENT CHART

DRUM #	**DRUM CONTENTS**	**SHIPPED AS/DATE**
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
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INCIDENT REPORT

Date: _____ Time: _____

Facility Name: DOUGLAS COUNTY MODERATE RISK WASTE FACILITY

Address: _____

Type of Incident: _____

(spill, fire etc.)

Name and Quantity of Material(s) Involved: _____

_____

Extent of Injuries, if any: _____

_____

Describe incident and response activities, including cleanup procedures and authorities or emergency response personnel contacted:

_____
_____
_____
_____
_____
_____
_____

SUPPLIES USED FOR SPILL CLEANUP

DATE OF INCIDENT: _____

Product Used	Equipment Used	Approx. Quantity Used

Recorded by: _____

CUSTOMER FORMS

CUSTOMER DROP-OFF CERTIFICATE FORM

DATE/APPOINTMENT DATE:_____

NAME:_____

ADDRESS:_____

PHONE:_____

Are you bringing wastes for other families? [ ] no [ ] yes – if so how many families _____
Are they Douglas County Residents? _____

READ AND SIGN

I agree to stay in my vehicle, shut off engine, and refrain from smoking while being serviced inside the Moderate Risk Waste Facility.

"I certify I have brought wastes that only originated from personal, household use sources, and not from industrial, business or commercial operations."

In the event the Solid Waste Specialist determines the prior statement is incorrect, the undersigned agrees he/she is responsible for disposal cost.

Signature

Appendix D. Products By Hazard Class

PRODUCTS BY HAZARD CLASS

The following list presents a partial illustration of what some types of common household products fit a hazard class. This listing is not intended to be exhaustive. Additionally, it is important to keep in mind that hazard class designation does not necessarily match directly with packaging and labeling requirements.

ACIDS (CORROSIVE)		
Acetic acid	Boric acid	Car battery acid
Chromic acid	Metal cleaners	Cresol dalapon
Some disinfectants	Some drain openers	Ferric chloride
Hydrochloric acid	Naval jelly	Nitric acid <70%
Oleic acid	Oxalic acid	Phosphoric acid
Pool acids	Some photo fixers	Sheep dip
Sodium bisulfate	Sulfuric acid	Some toilet cleaners
BASES (CORROSIVE)		
Ammonia	Ammonia based cleaners	Carbonates
Caustic sold	Some pool cleaners	Some drain openers
Drano	Lye	Some oven cleaners
Some photo developers	Potassium hydroxide	Sodium hydroxide
OXIDIZERS		
Ammonium nitrate	Benzoyl peroxide	Bleach
Bromates	Calcium hypchlorite	Chlorates
Chlorites	Chromates	Some fertilizers
Nitric Acid, Conc.	Hair coloring	Hair dyes
Hydrogen peroxide	Hypochlorites	Iodine
Mildew cleaners w/bleach	Nitrates	Nitrites
Perchlorates	Peroxides	Persulfates
Potassium permanganate	Resin activators	Sodium hypochlorite
Perchloric acid	Chromic acid	
WATER REACTIVES		
Calcium carbide	Calcium metal	Carbides
Lithium	Mole gas	Phosphides
Potassium metal	Sodium metal	

FLAMMABLE LIQUIDS		
Acetone	Some air fresheners	Alcholos
Lighter fluids	Benzene	Cyclohexane
Ethanol	Fiberglass resins	Gasoline
Hexane	Isopropyl alcohol	Kerosene
Linseed oil	Methanol	Methyl ethyl ketone
Mineral spirits	Naphtha	Naphthalene
Neats foot oil	Oil-based paint	Oil mist
Organic solvents	Paint thinners	Petroleum distillates
Phenol	Primers	Stove oil
Tire black	Toluene	Transmission fluid
Turpentine	Varhish	Vinyl toluene
WD-40	White gas	Xylolo/Sylene
FLAMMABLE LIQUIDS, HALOGENATED		
Chloroform	Methylene chloride	1,1,1-trichloroethane
Trichloroethylene	Tetrachloroethylene	Perchloroethylene
Freon	Carbon tetrachloride	Formalin
Some paint strippers	Formaldehyde	Tetrachloroethane
EXPLOSIVES		
Ammunition	Black powder	Blasting caps
Detonators	Biethyl ether	Ether
Fireworks	Picric acid	TNT
PENTACHLOROPHENOL PRODUCTS		
Sodium pentachlorophenate	PCP	Dowicide EC-7
Penchlorol	Pentacon	Penwar
Veg-I-Kill	Penta Wood Preserver	Wood Tox 140
Purina Insect Oil Concentrate	Gardon Termi Tox	Usol Cabin Oil
Kiltrol 74 Weed Killer	Ciba Geigy On Track 053, 105, 055	
Ortho Triox Liq. Veg. Killer	DP-2 Antimicrobial	Priltox
Sinituho		

PESTICIDES/POISONS

2,4-D	2,4,5-T	Ant and roach killer
Arsenic	Baygon	Black Flag
Black leaf	Bordeaux mix	Chlordane
Moth balls	Copper sulfate	Cyanides
DDT	Diazinon	Dichloromethane
Dimethylamine salts	Dog repellant	Dursban
Flea spray/powders	Fungicides	Gopher killer
Insect sprays	Lead arsenate	Lindane
Malathion	Mold killer	Herbicides
Potassium cyanide	Pyrethrins	Raid
Rose dust	Round-up	Sevin
Silvex	Snail/Slug killer	Sodium cyanide
Sodium dichromate	Strychnine	Sulfides
Tree root/stump remover	Trinone	Weed killer
Weedar	Weed-B-Gone	

DIOXIN CONTAINING MATERIALS

Anything containing perthachlorophenol

Anything containing 2,4,5-T (s,4,5-trichlorophenoxyacetic acid)

Brush-Rhap	Cacamine 4T	Dacamine 2D/2T
Debroussaillant Concentrate	Ded-Weed Brush Killer	Esteron 245
Esteron Brush Killer	Fence Rider	Forron
Inverton 245	Kuron	Line Rider
Rhodia Low Volatile Brush Killer Number 2		Silvex
Spontox	Super D Weedone	Tormona
Transamine	Tributon	Trinoxol
Trioxone	U46	U46 Special
Veon 245	Verton 2T	Visko-Rhap LV2D-2T
Weedar	Weed-B-Gone	Weedez Wonder Bar
Weedone	Envert T	