



SWMA

TOWN OF NORTH HEMPSTEAD SOLID WASTE MANAGEMENT AUTHORITY

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April 21, 2020

Re: **Addendum to this** Request for Proposals
Professional Engineering Services associated with the design and construction of a Baler System
at the North Hempstead Transfer Station
999 West Shore Road
Port Washington, NY 11050
**ADDENDUM to SWMA Project No. SWMA-0001-2020: Design of Baler System for Disposal and
Storage at the North Hempstead Transfer Station**

To Whom It May Concern:

The Town of North Hempstead Solid Waste Management Authority (the "Authority") is issuing this **Third Addendum** to the Request for Proposal ("RFP") for engineering, design and construction of a Baler System to be installed at North Hempstead Transfer Station.

The RFP is modified as set forth in this Addendum. The Respondent shall take this Addendum into consideration when preparing and submitting its proposal.

Submittal Deadline:

- The Proposal submittal deadline has been changed as noted. All submissions will be submitted by regular or overnight mail only. The Authority has extended the deadline to 4pm Friday, May 1st 2020.

Response to Questions:

Questions (answers in bold):

1. Will the Authority provide specifications/drawings regarding the current fire protection system? The proposed baling system will likely require additional fire protection measures.
 - a. **Drawings were provided via USB.**
 - b. **The vendor should give The Authority proposals on fire system proposals for the building.**
2. Will the Authority provide an attendance list from the Pre-Proposal Meeting on February 28?
 - a. **We will be providing that list of attendance**

3. Will the Authority provide a one-line diagram of the existing electrical service?
 - a. **Drawings were provided via USB**

4. The RFP states that proposals must “adhere to the Towns proposed schedule for completion of the project” (pg. 2 – “Requirements”). No proposed schedule is included in the RFP. Will the Authority provide their proposed schedule?
 - a. **The vendor will propose and coordinate a schedule to The Authority**

5. Will the Authority provide drawings of the existing transfer station and site drawings?
 - a. **Drawings were provided via USB**

6. Does the Scope of Services include coordination of any equipment vendor operation and maintenance training required?
 - a. **Yes, the vendor will coordinate equipment operation and training**

7. Does the Scope of Services include assembling red-lined drawings from the construction contractors and submission of a Record Drawing set to the Authority?
 - a. **Yes, the vendor will review and approve (in conjunction with The Authority) and submit Record Drawing to The Authority**

8. Does the Scope of Services include review of equipment vendor IOM manuals assembling bound IOM manual sets for the Authority?
 - a. **Yes, the vendors will provide sets of manuals to The Authority.**

9. Since it is likely a new service upgrade is required, should the Consultant include the costs for interconnection and designing the new service?
 - a. **Yes, the Consultant should include cost for interconnection and designing the new service.**

10. Confirm building permits would be secured by the contractors?
 - a. **If permits are required, they should be secured by the contractors. However, proposers should include in their proposals services associated with obtaining any required permits.**

11. Regarding the level of collaboration the Authority would like to have, please advise how many design review meetings should the Consultant assume?
 - a. **The consultant should propose the number of design review meetings with a certain number of meetings built into the overall services cost. The proposer should also provide a cost for any additional meetings.**

12. Please confirm that for design review meeting, the Consultant should have attend with all the subject matter professionals to cover the foundation, process, electrical, architectural considerations fully so the meetings are efficient, productive and efficient.
- a. **The proposer should assume that initial design meetings should include all professionals, and that later meetings are scaled down to those professionals relevant to remaining issues.**
13. Will the Authority conduct interviews after receipt of the proposals, to meet the project team members and gain further understanding of the proposal?
- a. **After receipt and review of the proposals, the Authority will decide if any interviews are necessary.**
14. Can the Authority provide Transfer Station Operation and Maintenance Manual?
- a. **The Authority will provide this via email**

SWMA-0001-2020 Baler System Pre-Proposal Meeting.

Companies and Representatives Attended:

- RRT Design & Construction
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 - 631-756-1060 ext. 106
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 - Ryan Lawlor
 - 631-756-1060 ext. 104
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 - 1 Huntington Quadrangle Suite 3501 Melville NY 11747
- BE Equipment Inc.
 - Jonathan Mann
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End of Addendum

NORTH HEMPSTEAD RESOURCES, INC.
Town of North Hempstead
Municipal Solid Waste Transfer Station
Port Washington, New York

FACILITY
OPERATION AND MAINTENANCE
MANUAL

APRIL 7, 1993

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INTRODUCTION

The North Hempstead Resources, Inc. (NHRI) Municipal Solid Waste Transfer Station is a facility designed in accordance with State of New York requirements for the receipt and transfer of Municipal (Commercial and Residential) solid waste, Construction and Demolition debris (C&D), Yard Waste, and commingled recyclables generated within the Town of North Hempstead, New York.

This Operation and Maintenance Manual has been developed to comply with New York State Department of Environmental Conservation (NYS DEC) requirements and will serve as a guide for all personnel involved in facility operations. It provides basic facility information data and will be provided to all employees as part of the employee training program.

1.0 ROUTINE OPERATIONS PROCEDURES

Figure 1, PROJECT COMPONENT CHART, indicates that the Transfer Station project consists of three major components:

Project Administration

Facility Operations

Transportation Operations

Procedures for operation of each major component are outlined as follows:

1.1 Project Administration

This component of the project has two office locations as follows:

North Hempstead Resources, Inc.
1114 Avenue of the Americas, 30th Floor
New York, NY 10036
Phone No. (212) 840-2890
FAX No. (212) 840-0533

North Hempstead Resources, Inc.
999 West Shore Road
Port Washington, NY 11050
Phone No. (516) 621-4646
FAX No. (516) 621-4758

The New York Office will act as the comptroller for the project. The office will be equipped with a computer terminal tied directly to the on-site scale computer system. A full time clerk will be responsible for daily monitoring and record keeping for the following:

Waste Quantities Received and Transferred
Commingled Quantities Received and Transferred
Revenue Receipts and Billing Statements

Deposits to Corporate Account
Payroll Expenses
All other Project Expenses

In addition, the New York Office will manage all outside professional services, including, but not limited to:

C.P.A. Auditing Services
Legal Services
Engineering Services

The North Hempstead Office will be located on the second floor of the Transfer Station building. This office will house the on-site administrative employees including:

Plant Manager
Administrative Assistant
Foreman

The on-site office staff will manage the Transfer Station and transportation components serving the project on a daily basis. Administrative services will be provided to cover two basic areas:

Personnel
Clerical - Recordkeeping and Reporting

Figure 2 presents the Facility Organization Chart and Staffing Plan.

1.2 Transfer Station Operations

Operation of the Transfer Station requires private haulers and municipalities to deliver acceptable waste to the Transfer Station using approved traffic routes (Figure 3). All waste hauling firms using the Transfer Station shall be notified in writing of the required traffic routes. Once trucks containing waste arrive on site, the following operations will be performed.

- A. Weighing of incoming loads by use of computerized scales.
- B. Directing of trucks to the appropriate tipping floor.
- C. Unloading of waste onto the appropriate tipping floor.
- D. Inspection of waste as unloaded on tipping floor.
- E. Loading of waste into open top transfer trailers for shipment. Figure 4 shows the destination of each type of waste received at the transfer station.

- F. Leveling and tarping the loads.
- G. Weighing of out-going trailers, for official records by the out-going computerized scale.
- H. Daily facility inspection, maintenance and housekeeping.

1.3 Transportation Operations

The principal elements of this component are:

- A. NHRI owned and operated tractor rigs and roll-off tractor that move trailers and roll-offs on-site.
- B. The STAR and BSSI fleet transfer all material from NHRI to BRCI or appropriate disposal facility.

1.4 Description of Routine Operations Procedures

The Transfer Station Organizational Chart and Staffing Plan is included as Figure 2. This indicates all personnel required for operation and maintenance of the Transfer Station facility. The Transfer Station shall receive waste between the hours of 7:00 A.M. and 4:30 P.M., Monday through Friday, and 7:00 A.M. through 2:30 P.M., Saturdays.

All waste hauler and transfer truck drivers will have been advised of the Approved Traffic Routing Plan required to be used to access and egress the facility (See Figure 3). Incoming trucks shall use the access lane and main entrance gate to gain access to the roadway which leads to the scales. This gate is used as a one-way entrance only. A guard house is located along the main entrance roadway. The guard shall monitor all incoming vehicles. The roadway leading to the scales is capable of handling two lanes of one-way traffic. As a rule, one lane and scale will be used for inbound trucks, the other lane and scale will be used for outbound trucks. However, both scales are available for either inbound or outbound trucks as the need may arise. A by-pass lane west of the outbound scale lane exists for employees and visitors.

Upon arriving at the Transfer Station, refuse trucks will proceed to the scale house to be weighed and to obtain a weight/identification ticket. At no time will trucks be queuing on public roads. Noise levels of incoming vehicles will be measured on a random basis to determine compliance with on-site noise requirements of 80 dB(A) at 50 feet, from a designated area. Trucks not meeting the standard will be given a written notice and will not be permitted to re-enter the facility until appropriate repairs are made to assure compliance with Noise Regulations.

Inbound trucks after crossing the scale shall enter the roadway area south of the resident drop-off area. This roadway heads in a southeasterly direction towards the new tipping and transfer building. From this roadway trucks can access either the yard waste area, the drive through tunnel or the new tipping and transfer building. Carter packer trucks and transfer trailers shall use this roadway. Trucks unloading yard waste shall do so in the yard waste area. Trailers using the loadout tunnel shall enter on the north side and shall be loaded via front end loader in the tunnel, then tarped. Packer trucks and trailers entering the new tipping and transfer building shall enter the building from either the east or south end of the building.

The Weigh Master will be in radio contact with the Floor Traffic Coordinator and appropriate equipment operators. The collection vehicles will back into the designated location and the driver will give the ticket to one of the Spotters stationed on the tipping floor. The Floor Spotter will observe the unloading of the truck, specifically looking for undesirable materials and extra charge items. The Floor Spotter will mark appropriate changes on the ticket and return it to the driver. Floor Spotters are specifically trained in the identification of waste types and identification of potentially hazardous and unacceptable wastes.

After the tipping and transfer operations in the new tipping and transfer building and tunnel have occurred, trucks shall move in a southerly direction onto the roadway which join together along the south end of the site. These roadways merge in the vicinity of the main entrance. The roadway leads back to the scales. Outbound truck drivers shall turn in their tickets to the scale operator and weigh on the outbound scale. Trucks turn left after leaving the scale house and exit via the main exit gate.

Any hazardous or suspicious waste identified at the time of unloading will be placed in the designated storage area for appropriate handling and disposal. Refer to the Contingency Plan, Appendix A herein, for procedures in the event of emergencies and unauthorized material control. NYS DEC and Town of North Hempstead Solid Waste Management Authority (SWMA) shall be notified by telephone. Once this waste is isolated, routine transfer operations shall continue as normal. This waste shall be removed as soon as possible by an individual authorized to transport such waste to an appropriate disposal facility per the procedures of the contingency plan.

Acceptable waste on the tipping floor shall be transferred to the loadout tunnel and loaded into open top, live bottom trailers stationed in the tunnel. Wheel loaders with light material buckets will be used to load waste into the trailers.

A Traffic Coordinator stationed at the load out area coordinates transfer trailer traffic flow and loading. Truck tarpers shall cover all loads inside the tunnel immediately after the trailers are loaded. No trailer shall be permitted to leave the site without a tarp covering the load.

At the end of each operating day, the tipping floors and all open paved areas shall be cleaned using the floor scrubber.

Tipping floor personnel, weigh master, traffic coordinators, office personnel and the guard shall be equipped with 2-way radios to facilitate on-site communications.

A guard service shall provide on-site security 24 hours a day, seven days a week.

1.5 Resident Drop Off Area

Residents of the Town of North Hempstead can bring recyclable bottles and cans, tires, motor oil, rubbish, C & D wastes, yard wastes and white goods to the Resident Drop Off Area located on the north end of the site. Each of these items are deposited into roll offs or other containers located in the area. The Resident Drop Off Area is open only on Saturdays and Sundays from 7:30 A.M. to 3:30 P.M.

2.0 FACILITY AND PERSONNEL PROTECTION

2.1 Training

All employees will receive on-site training in order to acquaint them with the potential problems and emergencies that can arise in the operation of the Transfer Station. During training each employee will be given specific instructions on OSHA Rules and Procedures. The procedures to be followed in case of emergencies as outlined in the Contingency Plan shall be outlined and reviewed periodically throughout the year. This O&M Manual will serve as the basis for the personnel training program as outlined in Section 10.

2.2 Personnel Equipment

All employees will be provided an allowance for Safety Shoes and Hard Hats before being allowed to commence work. Uniforms will be provided in order to easily distinguish plant employees from visitors and collection vehicle drivers. Protective safety gear will be maintained on-site for use in the event of accidental receipt of any hazardous substance and other emergencies.

A list of equipment and supplies maintained on-site is as follows:

Work Gloves & Rubber Gloves

Goggles

Ear Muffs

First Aid Kits

Eye Wash Station

Showers

Safety Vests

Hard Hats

Rain Gear

Flashlights

Fire Extinguisher-6 pound size

2.3 Locker Storage

All on-site employees will be provided a locker in the first floor locker room area for safekeeping of each employee's personal belongings.

3.0 NOISE, LITTER, ODOR AND VECTOR CONTROL

3.1 Noise

Noise is emitted by several sources. For purposes of this Manual they will be grouped into two categories: refuse collection vehicles and Transfer Station vehicles. Noise control measures for each category are described as follows:

Refuse Collection Vehicles - Refuse collection vehicles will be monitored as they enter the site on a random basis. Periodically, a designated employee will stand in an area along the roadway near the inbound truck scale to monitor noise. (50 feet from truck scale)

- o The Sound Level Meter owned and maintained by Transfer Station is a Realistic Model No. 33-2050.
- o This employee will calibrate the noise meter in accordance with the manufacturer's instructions.
- o Noise readings will be observed as collection vehicles approach the inbound truck scale.
- o Vehicle owner and ID number will be observed.
- o If readings are less than 80 dBA, the meter reader will direct the scale operator to allow the vehicle to proceed to the Transfer Station.
- o If readings are greater than 80 dBA, the meter reader will check whether this is the first time for the specific truck to exceed the noise limitation. Actions:
 - a. If a first offense, the driver will be issued a warning notice. After receiving this notice, the vehicle will proceed to the Transfer Station. A copy of the notice will be mailed to the vehicle owner. A record will be maintained.
 - b. If a second offense, the truck driver will not be permitted to unload refuse at the Transfer Station. The vehicle will be directed to exit from the site and not return until appropriate repairs have been made.

- c. In either case, the meter reader will enter the date, ID number, dBA reading, and other data onto a Vehicle Excessive Noise Data Form (Exhibit 1). Records of all data and notices will be maintained by the Transfer Station office.

Transfer Station Vehicles and Equipment - Transfer Station vehicles and equipment expected to create noise include truck tractors, wheel loaders, utility truck, and sweeper. If noise levels are approaching 80 dBA at the test point (50 feet), mufflers, exhaust silencers, and other exhaust system components will be replaced as required to maintain all vehicles within the noise limitations specified by NYS DEC. Records of tests conducted on Transfer Station vehicles and equipment will be maintained by the facility office.

3.2 Litter

Litter control will be exercised through preventative and routine operational measures using Best Management Practices.

- o Incoming roll-off vehicles and trailers will not be permitted to remove tarpaulins, covers, or other closures prior to entering the tipping building.
- o Incoming packer trucks (front loader, side loader, rear loader) will not be permitted to have turnbuckles or tail gate unlatching mechanisms loosened or opened prior to entering the tipping building.
- o Roll-off vehicles and packer trucks will be directed to return the tilt frame/tailgate to the normal position while within the tipping building to minimize the effects of wind and the potential for wind-blown litter.
- o Transfer trailers and roll-off containers will have tarpaulins placed over their tops immediately after they have been loaded.
- o Wheel loaders working on the tipping floor will keep solid waste away from door openings to prevent windblown litter.

- o Waste spillage from the loading of transfer trailers in the loadout tunnel shall be cleaned up using the front end loader after the loading of at least every other truck. In the event a spillage of significant proportions occurs in the tunnel, the tunnel shall be cleaned immediately.
- o A street sweeper will be used on a daily basis to sweep the on-site roadways and tipping floors. A Litter Control Officer is assigned responsibility for inspecting the site boundary wall line daily or as necessary and retrieve litter as required. Litter will be placed in a bag or container and transported to the tipping floor for loadout.

3.3 Odor

Odor will be controlled largely through the routine daily transfer of waste out of the facility (in transfer trailers) through good housekeeping practices, and use of an air quality control atomizing system. All refuse handling facilities normally have a residual odor, but this will be kept to a minimum through the following practices:

- o By transfer of all acceptable waste the same day it is delivered.
- o When a choice can be made for loading out a trailer of putrescible refuse (household or restaurant refuse, for example) instead of a less odiferous type of waste (dry commercial waste, for example), the putrescible waste will be loaded out first.
- o Daily sweeping and cleaning of the facility tipping floor will keep odors to a minimum.
- o If odor becomes a noticeable problem during certain time periods, a sweeping compound (Odorid, Odor Control Granules, Sunshine Chemical Specialties, Cherry Hill, New Jersey, or equal) will be distributed on the tipping floor by a broad cast-type spreader at the end of the work day after the tipping floor and tunnel floor have been swept and cleaned.
- o In addition to these procedures, an air quality control atomizing system (Herrmidifier/Aireactor, Inc.) shall be installed to control odors (This system is currently used successfully at the Commercial/Residential Facility in Babylon, NY.).

3.4 Vectors

Vectors will be controlled primarily through good housekeeping practices and no storage of unprocessed refuse overnight (except on an emergency basis). A vermin control program is to be developed and directed by a qualified firm. This will provide a continuing control and prevention program. The program as well as application of any pesticides will be by qualified personnel as set forth by the New York Pesticide Control Code.

4.0 NON-ROUTINE OPERATIONS PROCEDURES

Procedures for operating the Transfer Station when equipment becomes temporarily inoperable are presented as follows:

4.1 Scale House Truck Scales

- o If the scale computing equipment becomes inoperable, the "Scale Operator" will contact the "Transfer Station Foreman", and/or "Plant Manager" to report the malfunction and take appropriate steps to repair the equipment.
- o During the time until the computing equipment becomes operational, the "Weigh MasterScale Operator" will manually enter the vehicle ID number, truck size (roll-off container size) and vehicle weights from the truck scales onto the "Temporary Scale Record Form" (Exhibit 2).
- o If the scale equipment can not be returned to working order by in-plant personnel, the scale maintenance contractor will be contacted for an emergency service call to the site.
- o If there is a power outage, the Weigh Master will start the scalehouse emergency generator. The scalehouse will be operated with the emergency generator.
- o In the event of malfunction of either the in-bound truck scale or out-bound scale, traffic may be re-routed to utilize the one remaining scale in operation. The Traffic Controller will be responsible for traffic direction and control.
- o If vehicles can not cross the truck scales, safety cones will be placed in front of and around the inoperable truck scale. The Traffic Controller will direct traffic around the scales.

4.2 Wheel Loader

- o If a wheel loader becomes inoperable, the "Loader Operator" will contact the Foreman or Plant Manager. The Foreman will direct the mechanic to the tipping floor to determine with the "Loader Operator" the nature of the problem. The loader will be moved out of the tipping floor area and into

an area where it can be repaired. The facility will continue in operation using the second wheel loader.

- o If it is determined by maintenance personnel that repairs will take more than one hour and there is not an extra loader available, the Foreman or Plant Manager will contact a nearby machinery company, to request a wheel loader rental. Pre-arrangements will have been made between Transfer Station and machinery company to provide a backup wheel loader for this purpose.
- o The operable wheel loader on-site will begin stockpiling incoming waste, in addition to loading out the transfer trailers.

4.3 NHRI Transfer Vehicles

- o NHRI tractor and roll-off vehicle becomes inoperable, the plant manager will be notified. If maintenance personnel can not repair the problem and a vehicle is required for on-site transfer, then pre-arrangement will have been made between Transfer Station and a nearby machine company to provide a back-up vehicle.

4.4 Inadvertently Accepted Unacceptable Materials

- o Suspicious or unacceptable waste detected at the time of unloading will be immediately placed in a designated storage area to await inspection and proper disposal. The Foreman or Plant Manager will notify the NYS DEC and Town of North Hempstead SWMA.
- o Suspicious or unacceptable wastes will be placed in a 10 cubic yard roll-off container. The container will be stored in a designated area. The container will be labeled with Danger signs. In this way operating personnel and the material will be protected during ongoing operations.

4.5 Power Outage

During a temporary power outage, the following procedures will be followed:

- o The Weigh Master will start the scalehouse emergency generator. If the emergency generator does not work, the weigh master will use the Temporary Scale Record Form - Exhibit 2.
- o Collection vehicles will proceed to the tipping building for unloading on the tipping floor.
- o Battery powered security lighting will be on.
- o Wheel loaders and tractor trailers will turn on lights when operating within the building.
- o Transfer trailers will depart from the facility when fully loaded.

4.6 Notification

If due to a Equipment breakdown, or power outage, the facility transfer capacity is reduced, the NYS DEC and the Town of North Hempstead SWMA shall be notified by the Foreman or Plant Manager. In the event of such a problem after normal business hours or on weekends, the NYS DEC shall be notified. Extended hours of operation may be authorized to assure removal of all waste.

5.0 FACILITY SHUTDOWN PROCEDURES

The facility will be shutdown at the end of each operating day in accordance with the procedures outlined.

5.1 Scale House

- o Data recorded by the truck scale data management system and to the Town of North Hempstead Computer will be down loaded to the Transfer Station central data storage system by the Weigh Master.
- o All daily transactions will be checked by the Weigh Master. Appropriate documents will be taken to the "Plant Manager" by the Weigh Master.
- o The Scale House lights will be kept on for security purposes. The thermostat will be turned down to a lower heating setting or the air conditioning "off". The Scale House windows and door will be locked by the Weigh Master.

5.2 Transfer Station Tipping Buildings

Housekeeping:

- o The tipping floor and loadout tunnel will be cleaned first by a wheel loader bucket. Dry sweeping of the tipping floor and tunnel shall be conducted by the floor personnel with sweepings picked up by square blade shovels and placed into a wheel loader bucket. The bucket will be dumped into a transfer trailer or roll-off container, as appropriate. The mobile street sweeper will then be used on all floors and paved surfaces on site.

Equipment:

- o Wheel loaders will be driven to the fueling area and the fuel tanks topped off with diesel fuel. They will then be driven to the tipping floor for parking overnight. The sweeper will also be parked on the tipping floor.

Security:

- o After all equipment is parked, the tipping buildings will be secured. The rollup doors will be closed, emergency exit doors checked and lights turned off.
- o Lights, thermostats and doors will be checked in the administrative area and the maintenance bay.

5.3 Site

Housekeeping:

- o The roadways and all work areas will be swept by the street sweeper. Fence lines will be visually inspected for litter and cleaned as necessary. The sweeper will operate daily on all facility roadways and off-site in the vicinity of the entrance gate.

Equipment:

- o The trailer mounted fuel tank will be turned off and locked after all mobile equipment and tractor trailers are fueled.
- o Tractor trailers will be parked in the staging area. All other mobile equipment will be parked inside one of the tipping buildings.

Security:

- o After all employees exit from the facility, the main gate will be locked.
- o Security personnel will be on-site throughout all working and non-working hours.
- o Site lighting will be actuated by photocells to maintain a lighted site during night time hours.

6.0 FACILITY SECURITY

- o Security will be provided by security staff personnel on a 24 hour per day basis. The guard house shall be manned by security personnel during hours of operation. Routine patrol of the site shall also be conducted. Check-in points or key stations will be installed throughout the facility and site.
- o Fencing and locked gates will prevent unauthorized entry into the site during non-working hours.
- o Site lighting will illuminate roadways and building entrances at night time.
- o The fire sprinkler system will have an alarm to indicate if the system is actuated.
- o Security by Fencing - To maintain control of access to the facility, the entire perimeter of the site is fenced. The main entrance, exit and north gates shall be closed and locked during non-operating hours.
- o Security by Lighting - The entire site will be lighted during night hours by the grounds lighting system. Any light found to be out or improperly functioning is to be repaired immediately. Lighting will be inspected on a daily basis.

7.0 INSPECTION PLAN

The inspection plan is presented in tabular form. Major facility components are listed for the Scale House, Tipping Buildings, C&D, administrative building, and Facility Site Improvements. Items to be checked and the frequency of inspection are presented.

Repairs or corrective actions required will be performed in accordance with equipment manufacturers recommended procedures.

All inspection records are to be maintained in a bound Inspection Log Book.

INSPECTION PLAN

FACILITY COMPONENT and ITEMS TO BE CHECKED/LOGGED and REPORTS MAINTAINED

Scale House

Truck Scales:

- o Scale deck clearances; Daily Inspection
- o Loadcells, Data Management System, Scale Calibration; Manufacturers Requirements

Building Exterior:

- o Roof, siding, foundation wall; Annual Inspection

Gutters:

- o Clean out leaves, etc.; Annual Inspection (Fall)

HVAC:

- o Furnace filters; Semi-annual Inspection
- o Controls/Components; Manufacturers Requirements

Noise Meter:

- o Meter; Manufacturers Requirements

Fire Extinguisher:

- o Proper Pressure; Monthly Inspection

First Aid Kit:

- o Completely stocked; Monthly Inspection

Electrical System:

- o Disconnect Boxes & Circuit Boxes; Semi-annual Inspection

Transfer Station Building and C&D Processing Building

Tipping Building & Administrative Building

Building Exterior:

- o Roof, siding, foundation wall; Annual Inspection

Gutters:

- o Clean out leaves; Annual Inspection (Fall)

Rollup Doors:

- o Slats, door guides; Daily Inspection

Sprinkler System:

- o Entire System; per Fire Department and manufacturer requirements; minimum monthly inspection

Fire Extinguisher:

- o Proper pressure; Monthly Inspection
- o Operating condition; Monthly Inspection

First Aid Kits:

- o Completely stocked/equipped; Monthly Inspection

Emergency Lighting:

- o Battery packs; Monthly Inspection

HVAC:

- o Filters; Semi-annual Inspection
- o Controls/Components; Manufacturer Requirements

Emergency Exit Doors:

- o Proper Operation; Monthly Inspection

Electrical System:

- o Disconnect Boxes, circuit breakers; Semi-annual Inspection

Communication and Alarm Systems

- o Indicators, horns, per manufacturers requirements; minimum monthly inspection

Site Improvements

Catch basins:

- o Sediment; Semi-annual Inspection

Fence:

- o Masonry wall and entrance gates - daily inspection
- o Barbed wire, fabric, posts; Semi-annual Inspection and portions during litter patrol

Pavement:

- o Cracking, settlement; During daily sweeping

Landscaping:

- o Trees, shrubs; Monthly Inspection

Fuel Tank:

- o Monitoring system operation; Semi-annual Inspection

8.0 MAINTENANCE PLAN

8.1 Purpose

The purpose of the plan is to establish maintenance procedures for providing a high level of assurance that the Transfer Station operations are not unduly affected by malfunctions and adverse incidents. This plan is intended to be responsive to the results of inspection work performed under the Inspection Plan. To this end, if certain repeated deficiencies are noted during inspections, these deficiencies may be addressed as maintenance items or as areas where modifications may be necessary, by addenda to the maintenance plan, which concentrates on mechanical and electrical equipment.

8.2 Personnel

Maintenance will be performed by maintenance crew personnel, under the direction of the Foreman and Plant Manager.

8.3 Training

Maintenance training will take the form of meetings, maintenance run-throughs, discussions, and practice in filling out report forms. Training will be an ongoing process, reinforced by experience and by discussions with the Plant Manager.

8.4 Incident Prevention

A proper maintenance program assists in preventing environmental incidents. These incidents may be caused by malfunctioning electrical and mechanical equipment, the prime target of the maintenance program.

8.5 Malfunction Prevention

An effective maintenance program reduces electrical and mechanical malfunctions to a minimum, makes the working environment safer, and saves significant downtime in the long term.

8.6 Spare Parts Inventory

The spare parts inventory will include parts and supplies as are needed for all components of the Transfer Station operation. Contingency items, parts for the wheel loaders, trailers and parts for the scales are included as recommended by the manufacturers. Other parts and materials to be inventoried are as follows:

- o Access, Traffic Control, Security - Spare parts to be inventoried include keys and locks, bulbs and reflectors, signs and various switches. If mechanical damage occurs to major components such as gates or light poles, purchases will be made at the time of damage to facilitate repair.
- o Vehicles and other equipment - Spare parts include supplies and parts needed to keep the vehicles and other equipment operational and includes maintenance supplies such as air filters and oil filters, belts, etc. as well as lubricants.
- o Alarm, Communication and Power Systems - Spare parts include smoke detectors, batteries, flasher and alarm lights and, reflectors, fuses, circuit breakers, various switches and wire stock.
- o Fire Protection Systems - Spare parts include some replacement piping and fittings, various solenoid and other valves and packing, sprinkler heads, equipment and supplies required by code and considered to be in accordance with good practice as determined in conjunction with local fire department personnel.

8.7 Anticipated Repairs

Facilitation of repairs consists of proper spare parts inventory, maintenance crew and select agreements for occasional off-site support.

8.8 Record Keeping

Checklist forms will be utilized to maintain maintenance records. These forms will be based upon the equipment maintenance needs, and will be done in concert with the Inspection Plan. Inspection and maintenance efforts will form a check and balance system that will be complementary and mutually supportive. In the case of damage repairs, a special record describing the damage and subsequent repair will be kept. In the case of off-site support needs, a descriptive record will also be kept. These records and the routine checklist forms will be maintained in a permanent file and will be made available to the Town of North Hempstead SWMA or their Consultant on request.

8.9 Maintenance Schedule

Maintenance schedules will be in accordance with procedures set forth by the various manufacturers as included in the maintenance manuals supplied for the equipment. These are included in the Appendices of this document.

9.0 FACILITY STAFFING PLAN

Facility staffing is presented in the Organizational Chart and Staffing Plan, Figure 2.

All employees must complete an Employment Application Form Exhibit 3, and be interviewed by the Plant Manager and General Manager prior to employment. Upon being hired, the first day on the job, each employee will attend a mandatory on-site orientation session. During orientation, employees will receive instructions on all plant operational procedures and be advised of all rules to be followed during routine and emergency operating situations. Ongoing monthly safety meetings and specialized training sessions, e.g. for the proper identification and handling of hazardous or potentially hazardous materials will be conducted.

Employee wages and benefits are to be set using local prevailing wage rates and benefits as a guideline.

Job descriptions for each employee position are included as Exhibit 4.

10.0 TRAINING PLAN

The personnel training program is directed by the General Manager and Plant Manager. During the training program, employees are instructed in:

- o Worker Safety and Health
- o Safety Equipment
- o Facility Operations
- o Facility Maintenance
- o Noise Monitoring
- o Potential hazards and adverse environmental impacts associated with handling municipal solid waste.
- o Monitoring of incoming waste materials.
- o Identification and proper handling of unacceptable or potentially hazardous wastes.
- o Fire Safety Procedures
- o Emergency Procedures and the Emergency Contingency Plan.
- o Record Keeping for inspections, maintenance and tests for appropriate personnel.

Training will be conducted on a continuous basis as part of monthly safety meetings. New employees will receive initial training as part of the orientation program.

As each employee completes the training program, a Certificate of Completion will be prepared and made part of the personnel records file.

Equipment supply companies will provide training for all equipment operators. Classroom training as well as actual operator training will be conducted at equipment company sites by qualified personnel as necessary. All equipment operators undergo such training prior to operating Transfer Station equipment.

All personnel will receive training in the proper identification and safe handling of hazardous or suspected hazardous materials. Training will be conducted by personnel from a qualified firm in conjunction

with Chemical Pollution Control, Inc., the Transfer Station's hazardous materials transportation and disposal contractor.

Truck drivers, mechanics and equipment operators will undergo training provided by appropriate companies such as Brake Doctor. The local Fire Department will provide a fire safety training program.

All truck drivers and mechanics will be instructed by Mack Truck.

Computer training for office and scalehouse personnel will be provided by Business Systems Center.

11.0 SAFETY PLAN

All plant operating and maintenance personnel will be required to wear:

Hard Hats

Gloves

Safety Shoes/Boots (Allowance for purchase)

Safety Goggles

Dust Masks

Hearing Protectors

Uniforms

Other Safety equipment as specified tasks require

At the time of initial employee training and as followed up during monthly safety meetings, personnel will be knowledgeable and familiar with all safety and emergency procedures, equipment and emergency systems and procedures necessary to respond to such situations. These include:

- o Procedures for using, inspecting and replacing all emergency equipment.
- o Procedures for using communication equipment and alarm systems.
- o Procedures for responses to spills, fires, etc.
- o Procedures to follow in the event the facility must be shut down or evacuated due to an emergency, including evacuation routes.

All employees will be made familiar with the Contingency Plan (Appendix A). All employees will know the local telephone number to report Fire or other Emergencies.

12.0 WASTE INSPECTION AND CONTROL PLAN

As has been indicated throughout this Manual, incoming waste is to be constantly inspected for suspected hazardous or unacceptable waste materials. The emphasis to this point has been on potentially hazardous materials.

The Transfer Station's main function will be to receive and transfer Commercial and Residential waste, C & D, Yard Waste, and commingled recyclables.

Potentially hazardous wastes, when identified, will be stored in a roll-off container until inspected and removed by a licensed hazardous waste transportation firm under contract to the facility. Section 5.1 of the Contingency Plan Outlines the procedures for Unauthorized Material Handling.

Acceptable waste is limited to mixed municipal solid waste including: residential, commercial, yard waste, and C&D material and source separated commingled recyclables from commercial and residential generations.

13.0 CLOSURE PLAN

The objective of this Closure Plan is that the owner or operator of any active or inactive solid waste management facility must, upon termination of use, properly close that facility and must monitor and maintain such closure so as to minimize the need for further maintenance; and to prevent adverse environmental or health impacts such as, but not limited to, contravention of surface water and groundwater quality standards, gas migration, odors, and vectors. Termination of use includes those situations where a facility has not received solid waste for more than one year, unless otherwise provided by permit, or the permit has expired. Termination of use also results from permit denial or order of the commissioner or of a court. Specific closure measures are subject to approval by the DEC. The operator of the facility will undertake the steps outlined in this Closure Plan in order to assure the secure shutdown of the facility. It is expected that after the facility has been closed in accordance with this plan, there will be no long-term problems requiring monitoring or maintenance.

13.1 Prevention of Adverse Environmental or Health Impacts

After closure, all solid waste and debris will have been removed from the site, and all structures removed if necessary. Runoff to the surface and groundwater should be identical to that which occurred prior to the facility's existence.

No solid waste will remain on the site after closure. There will be no gas generation or migration. There should be no material available to generate odors or propagate vectors.

13.2 Steps Necessary to Close the Facility

Upon confirmation that the facility will close, NYS DEC will be notified 180 days in advance of the closure date. On the day of closure, no more solid waste will be accepted, and all waste present at or in the facility will be processed and removed from the site. This step will conclude with a thorough cleaning/washing of all buildings and machinery.

After cleaning/washing, all vehicles will be removed from the site.

All equipment will be dismantled and removed from the site. Buildings may be dismantled and removed unless they would be suitable for another use.

The New York State Department of Environmental Conservation (DEC) shall be given at least 180 days written notification prior to the closure of the facility. Such notification shall enable DEC personnel to have the opportunity to inspect the facility and determine what, if any sampling, testing, or other procedures shall be followed prior to such closure. Any and all such procedures shall be followed as specified by DEC. If the inspection is satisfactory, all gates will be closed and locked, and the facility will be deemed closed. All facility records, including the final closure inspection report, will be kept for seven years from the date of final closure.

After closure, the land owner will be responsible for inspecting the site each month to make certain that no adverse environmental effects have occurred, nor that any illegal dumping is taking place on the site. This inspection is an on-going responsibility of the land owner and shall run with title to the property.

13.3 Year of Closure

This facility is expected to remain in operation for at least 20 years.

13.4 DEC Notification

The operator will notify DEC at least 180 days before the date the facility is expected to begin closure. An updated Closure Plan will be submitted at that time for NYS DEC review and approval.

13.5 Final Removal of all Solid Waste

Within 30 days after receiving the final quantity of solid waste, the operator will have removed all solid waste from the site in accordance with the approved closure plan.

13.6 Closure Deadline

The operator must complete closure of the site in accordance with the approved closure plan within 180 days after receiving the final quantity of solid waste.

13.7 Engineer's Certification

When closure is completed, the operator will submit to the DEC, a certification by an individual licensed to practice engineering in the State of New York, that the facility has been closed in accordance with the approved closure plan.

FIGURES 1, 2, 3, 4 and 5

TOWN OF NORTH HEMPSTEAD TRANSFER STATION

NORTH HEMPSTEAD RESOURCES, INC.

ORGANIZATION CHART AND STAFFING PLAN

Mr. Edward P. Bales CEO, NHRI
Mr. Ted Kraft Vice President, NHRI
Mr. David Thomas General Manager, NHRI
Mr. Frank Romano Transfer Facility Manager

<u>Position</u>	<u>Number of Employees</u>
UNION EMPLOYEES	
Weigh Master	2
Floor Traffic Coordinator	1
Heavy Equipment Operator	3
Tractor Trailer Driver	2
Ground Crew/Yard Men/Tarpper	<u>12</u>
Total	20
NON-UNION EMPLOYEES	
Plant Manager	1
Administrative Assistant	1
Security	<u>3</u>
Total	5
PLANT TOTAL	25

Figure 2

EMPLOYMENT APPLICATION

EXHIBIT 3

APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYMENT COMPANY. WE ARE DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING RACE, CREED, COLOR, AGE, SEX, RELIGION OR NATIONAL ORIGIN; OR PHYSICAL HANDICAP

(PLEASE PRINT)

PERSONAL INFORMATION

DATE _____

NAME

LAST

FIRST

MIDDLE

PRESENT ADDRESS

STREET

CITY

STATE

ZIP

PERMANENT ADDRESS

STREET

CITY

STATE

ZIP

PHONE NO.

SOCIAL SECURITY NUMBER

REFERRED BY _____

EMPLOYMENT DESIRED

POSITION

DATE YOU CAN START

SALARY DESIRED

ARE YOU EMPLOYED NOW?

IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER

EVER APPLIED TO THIS COMPANY BEFORE? YES

NO

DATE _____

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	GRADUATED	SUBJECT STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

SUBJECT OF SPECIAL STUDY OR RESEARCH WORK _____

U.S. MILITARY OR NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

ACTIVITIES OTHER THAN RELIGIOUS (CIVIC, ATHLETIC, FRATERNAL, ETC.) _____

EXCLUDE ORGANIZATIONS, THE NAME OR CHARACTER OF WHICH INDICATES THE RACE, CREED, COLOR OR NATIONAL ORIGIN OF ITS MEMBERS.

FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES: GIVE BELOW THE NAMES OF TWO PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

I hereby authorize and request any and all of my former employers and any other person, firm or corporation to furnish any and all information concerning my credit-worthiness and personal background and I hereby release each such employer or other person, firm or corporation from any and all liability by reason of furnishing the requested information. I understand that in connection with this application, a consumer report and / or an investigative consumer report may be requested whereby information is obtained through personal interviews with my neighbors, friends or associates or with others with whom I am acquainted or who may have knowledge with respect to my character, general reputation, personal characteristics and mode of living, and hereby authorize the procurement of any such report. I understand that, upon my request, I have the right to know if any such report was requested and, if so, the name and address of the consumer reporting agency that furnished such report and in the case of a consumer investigative report, that I may inspect and receive a copy of such report by contacting such agency. I also understand that I have the right to receive a complete and accurate disclosure of the nature and scope of the information requested if I request such disclosure within a reasonable period of time.

I understand that if employed: 1) any misrepresentation or omission of facts requested in this application is cause for dismissal; and 2) my employment is for no definite period and I may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

DATE _____

SIGNATURE OF APPLICANT _____

FOR OFFICE USE ONLY

INTERVIEWED BY	DATE	REMARKS
NEATNESS		CHARACTER
PERSONALITY		ABILITY

HIRE	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED BY	2.	3.
EMPLOYMENT MANAGER	DEPT. HEAD	GENERAL MANAGER

IN CASE OF EMERGENCY NOTIFY		
NAME	ADDRESS	PHONE NO

JOB DESCRIPTION

EXHIBIT 4

FLOOR TRAFFIC COORDINATOR

& WASTE INSPECTOR: Reports to Foreman/Union Class - B

Pay Pay: \$12/HR.

Hours: 8 a.m. to 5 p.m. or Completely Clear Floor if
Later

Education: 8th Grade or Equivalent

Experience: Min. 1 yr. in Waste Industry

Duties: Communicate w/Yard Traffic Coord. to Direct
Incoming Traffic to Correct Bay by Waste Type
Direct Trucks Into Bldg. & To Exact Dumping
Position
Check Waste ID as Dumped
Have Driver Sign receipt For Any Additional Fees,
i.e., Tires, Residues, etc. & Advise Scalehouse
& Loader Operators Accordingly
Clean Floor At Night

FLOOR SPOTTER: Reports to Floor Traffic Coordinator/
Union Class - C

Pay Rate: \$11/hr.

Hours: 8 a.m. to 5 p.m. or Completely Clear Floor If
Later

Education: 8th Grade or Equivalent

Experience: None Required

Duties: Assist Coordinator As Directed in the Location of
Load Dumping, Waste Identification, Holding
Trucks For Additional Charges and Cleaning Floor

WEIGHMASTER (LEAD): Reports To Foreman/Union Class - D

Pay Rate: \$10/hr.

Hours: 7:30 a.m. to min. 5 p.m.

Education: High School Graduate

Experience: General Use of Computerization, 6 mos. as
Weightmaster - must be Bondable

Duties: Collection of Proper I.D. Info. and Verification
of Same
Verification of Payment requirements
General Scale Inspection & Operation & Cleaning
Cash Accounting
Weight All Trucks In
Advise Traffic Coord. of each Truck Load

MECHANIC: Reports to Foreman/Union Class A

Pay Rate: \$13/hr.

Hours: Minimum 8 a.m. to 5 p.m. (on call at all times)

Education: 8th Grade

Experience: 3 yrs. as diesel mechanic

Duties: . Parts Inventory & Use Reports
Schedule Normal Maintenance and Keep Foreman
Appraised of Same.
Daily Check of Drivers Inspection Cards
Overall Mechanic's Ass't./Tire Man
Schedule Repair Work w/Foreman
Perform Maintenance & Repair w/Ass't
Tire Inventory & Control
Fuel Inventory & Control

MECHANIC'S ASS'T/TIRE MAN: Reports to Mechanic/Union Class - D
(Non-Exempt)

Pay Rate: \$13/hr.

Hours: Minimum 8 a.m. to 5 p.m. (on call at all times)

Education: 8th Grade or Equivalent

Experience: Mechanical Aptitude
6 mos. experience preferred

Duties: Assist Mechanic in the Performance of All
Maintenance & Repairs
Tire Repair Work

TRACTOR TRAILER DRIVER: Reports to Foreman - Union Class A

Pay Rate: \$13/hr.

Hours: To Meet Shipping Schedules

Education: High School or Equivalent

Experience: Minimum 3 years as Driver

Duties: Perform Daily Inspection of Truck/Tires
Check Oil & Water
Fuel Truck At End of Day
Maintenance & Cleaning Inside and Out
Keep Road Flare Kit Up-to-date
Keep First Aid Kit Up-to-date
Carry Tare Tickets to Responsible Party

LOADER OPERATOR(S): Reports to Foreman/Union Class - A

Pay: \$13/hr.

Hours: 7:30 a.m. to 5 p.m. or When Tipping Floor is Clear
if Later

Education: Minimum High School

Experience: Minimum 3 yrs. on Wheel Loader

Duties: General Machine Maintenance Checks
Greasing, Checking Fluid Levels first thing every
A.M.
Full Equipment Every Night
Keep Equipment Clean
Identify Waste For Loading w/Waste Inspectors
Loading trailers in Accord w/Specified Weights
Communicating w/Waste Inspectors & Tunnel
Coordinator
Assist in Other Job Areas as Directed by Foreman

PLANT MANAGER: Reports to President - Non-Union Position

Pay Rate: \$60,000/yr.

Hours: 7 a.m. to 5 p.m.

Education: Minimum High School, prefer some college training

Experience: 5 years minimum experience in managing a production facility and at least 1 year experience in managing a municipal waste collection and disposal company.

Duties: Will manage and oversee all activities at the MRF which shall include:

- Directing All Plant Operations
- Supervising All Employees
- Providing Training for Employees
- Consulting With the Company Officers
- Controlling Expenditures and Preparing Budgets
- Preparing Plans For Improving the Facility
- Implementing A Safety Program
- Supervising Security
- Overseeing Daily Tariff Collections
- Preparing Daily Reports Including Environmental Reports
- Coordinating and Implementing Emergency Contingency Plan

ADMINISTRATIVE ASSISTANT: Reports To the President & Plant
Manager - Non-Union Position

Pay Rate: Minimum \$25,000/yr.

Hours: 8 a.m. to 5 p.m. Completion of Data Posting &
Backup

Experience: Better Than Basic Knowledge and Experience With
All Office Functions and Equipment w/Ability To
Supervise, including:

- Payroll
- Bookkeeping Procedures
- Insurance (All Phases)
- Computer Operations
- Personnel & Customer Relations
- Typing Skills (85 WPM min.)
(Shorthand Preferred)

Duties: Office Assistant to President & Plant Manager
Customer Relations

FOREMAN: Reports to Plant Manager and President -Non-Union
Position

Pay Rate: \$30,000+

Hours: 7:00 a.m. to min. 5 p.m. or Facility Shutdown if
Later

Education: Minimum High School Graduate

Experience: Minimum 2 years as Foreman Leadership

Duties: Reports to Facility Manager and President
Employee Scheduling of Facility Blue-Collar
Workers, including Drivers
Completion of Records, Reports, Time Card
Approvals, etc., as required by Management
General Equipment & Facility Inspections
Schedule & Supervise All Repair Operations
Liaisons Between Blue-Collar and Management
Communicate With Office Personnel Re All Facility
Operations To Ensure Efficient Corp. Operations
Check Daily Truck Check Lists & Schedule Repairs
w/or Maintenance w/Mechanic

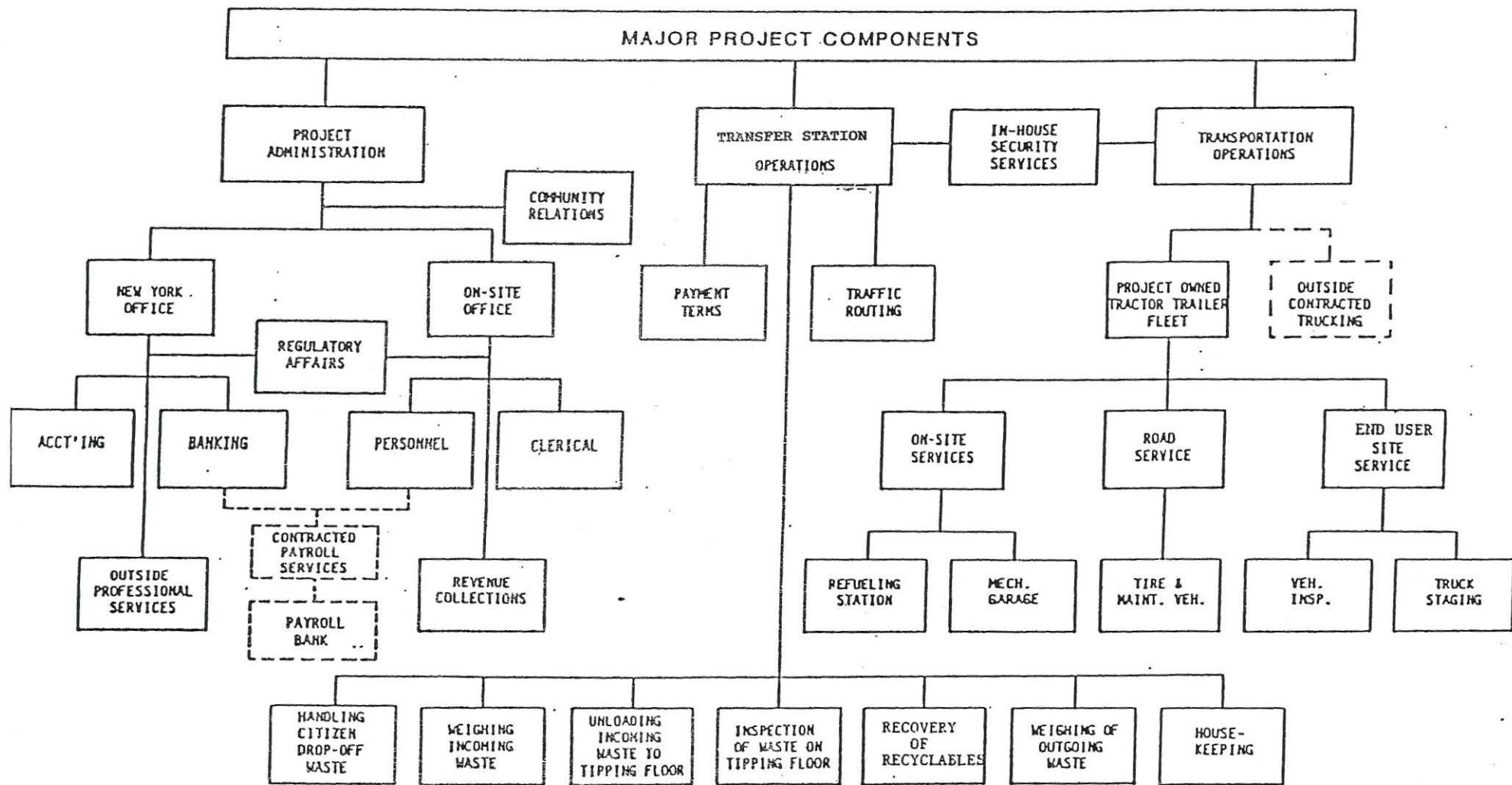
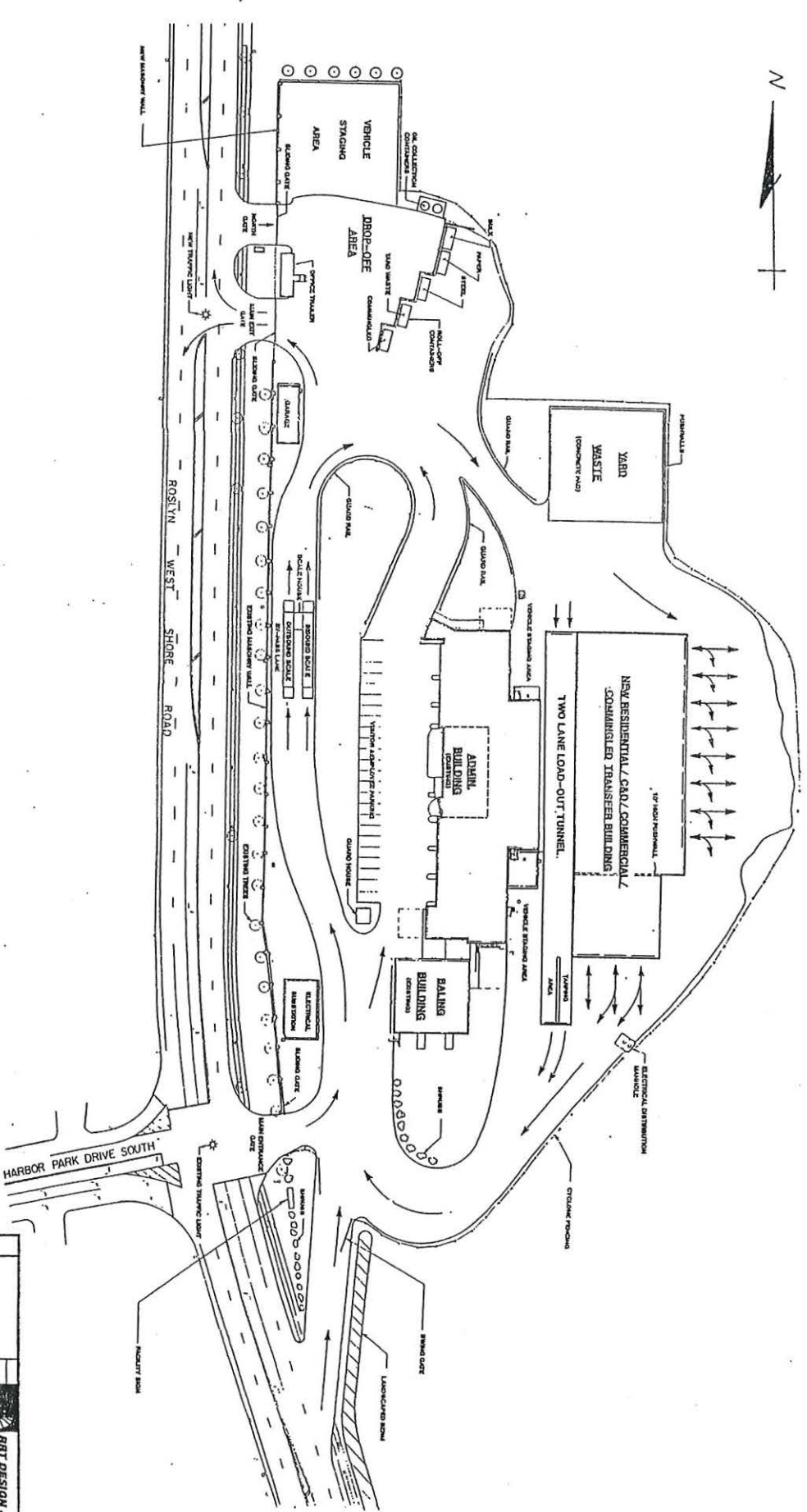


FIGURE 1



NOTE:
ARROWS INDICATE
FLOW OF TRAFFIC



PROJECT INFORMATION			
DATE	DESCRIPTION	BY	CHECKED
PROJECT NAME TOWN OF NORTH HEMPSTEAD TRANSFER STATION		SCALE	DATE
PROJECT NO.		REV.	DATE
PROJECT LOCATION		REV.	DATE
PROJECT DRAWING NO.		REV.	DATE
PROJECT DRAWING TITLE		REV.	DATE

PRT DESIGN & CONSTRUCTION CORPORATION

TRAFFIC FLOW PLAN

FIGURE 3 .

VEHICLE EXCESSIVE NOISE FORM

EXHIBIT 1

VEHICLE EXCESSIVE NOISE DATA FORM

COMPANY _____

<u>Date</u>	<u>Truck Number</u>	<u>Noise Level Reading (dBA)</u>	<u>Noise Meter Operator Name</u>	<u>Comments</u>
-------------	-------------------------	--	--------------------------------------	-----------------

TEMPORARY SCALE RECORD FORM

EXHIBIT 2

TEMPORARY SCALE RECORD FORM

DATE: _____

TIME PERIOD

BEGINNING: _____

ENDING: _____

SCALE OPERATOR NAME: _____

TIME	COMPANY	TRUCK	TRUCK BODY SIZE - 43	GROSS VEHICLE WEIGHT	VEHICLE TARE WEIGHT	NET WEIGHT
------	---------	-------	----------------------------	----------------------------	---------------------------	---------------

APPENDIX A

CONTINGENCY PLAN

The New York State Department of Environmental Conservation requires that a contingency plan be developed which shall identify the procedure for responding to various types of emergencies.

This contingency plan shall be made available to all supervisors and employees at the transfer station during construction and during operations. Copies of this plan shall be submitted to the local police and fire departments, hospital and the local and County emergency response agencies. The local Police, Fire Department and Health Officials have the right to immediate access to the facility. A diagram of the facility indicating building locations and routes of travel is attached to this contingency plan (Figure CP-1).

1.0 Emergency Coordinator

The list below contains the name, address and phone number of the person on-site who shall act as the emergency coordinator(s) in the event of an emergency on-site.

Frank J. Romano
Facility Manager

Juan M. Navis

Home Address:
22 Schoolhouse Lane
Syosset, NY 11791

*61-21 108th St
Fresh Meadows NY 11365*

(Home) 516-921-7671
(Work) 516-621-4646

*718-762-2337
516 309 9973*

2.0 Arrangements with Emergency Services

Prior to proposed renovations of the facility, a meeting shall be held with representatives of the local police department, fire department, paramedics, contractors, equipment vendors on-site, and operators. This meeting shall be held in order to familiarize the parties with the layout of the site, the operations which shall be continuing during construction, work areas and any hazards that exist on-site.

Upon or near completion of the project, a tour of the facility shall be given to the emergency service representatives in order to familiarize them with the layout of the facility, operations at the facility, waste types handled, possible hazards and evacuation routes. Section 3.0 lists the Emergency Services Contacts.

3.0 Emergency Services Contacts

1. Fire Marshall Nassau County
899 Jerusalem Avenue
Uniondale, NY 11553

Chief Fire Marshall/Director of Emergency Preparedness
Marshal David M. Burton
516-566-5230
516-741-3191 - 24 Hour Emergency

2. Sixth Precinct Nassau County Police
100 Community Drive
Manhasset, NY 11030

Inspector Michael Miglino, Commander
516-573-6600
911 - 24 Hour Emergency

3. Roslyn Fire Company
1464 Old Northern Blvd.
Roslyn, NY 11576

Chief Thomas Langone
516-621-3899
516-742-3300 - 24 Hour Emergency

Additional local fire station addresses are located in Section 8.3. The emergency number for all fire stations is 516-742-3300.

4. St. Francis Hospital
100 Port Washington Blvd.
Roslyn, NY 11576

General Information
516-562-6000
CPR Training
516-629-2036

5. NYS Department of Environmental Conservation
State University of New York, Stony Brook
SUNY Building 40
Stony Brook, NY 11790

General Information - 24 Hour Answering Service
516-751-7900
24 Hour Emergency Spill Hot Line
800-457-7362

6. Nassau County Health Department
240 Old Country Road
Mineola, NY 11501
General Information - 516-535-3410
Emergency Medial Service - 516-535-2670
After Hour Emergencies - 516-742-6154

4.0 Fire Safety and Prevention

4.1 Fire District Services

The site of the transfer operations is located near the boundary of the Roslyn Fire District and the Port Washington Fire District. All fire houses under the jurisdiction of these two districts could be available for emergency response at the site of proposed operations. The following is a listing of facilities serving each district:

Roslyn Fire District
(Emergency: 742-3300)

Port Washington Fire District
(Emergency: 742-3300)

Roslyn Highlands Fire
Department Headquarters
St. Mark's Place
Roslyn Heights

Port Washington Fire Department
Headquarters
423 Port Washington Blvd.
Port Washington

Roslyn Rescue Headquarters
1464 Old Northern Blvd.
Roslyn

Hose Company No. 1
20 Haven Avenue
Port Washington

Roslyn Rescue Station
Willis Avenue
Roslyn Heights

Truck No. 1
25 Carlton Avenue
Port Washington

Roslyn Rescue Station No. 2

Fire Department Annex

2 Locust Street
Roslyn Heights

Avenue A
Port Washington

Roslyn Highlands Fire
Department No. 2
Harbor Hill Road
East Hills

Fire Department Annex
7 Channel Drive
Port Washington

Engine Company No. 1
14 Washington Street
Port Washington

Of these facilities, the Roslyn Rescue Headquarters, Roslyn Rescue Station, and Port Washington Fire Department Headquarters are located in closest proximity to the site. Using travel distance, Roslyn Rescue Headquarters is located approximately 3/4 of a mile to the south, the Roslyn Rescue Station is approximately 1-1/4 miles to the south, and the Port Washington Fire Department Headquarters is approximately 1-1/2 miles from the site.

These nearby facilities, in addition to the other available facilities within the jurisdiction of the Roslyn and Port Washington Fire Districts, are presently serving the area and should provide more than adequate fire protection in the future at the site. The need for the services of these facilities are not expected to cause a burden to the community's fire protection services.

4.2 Fire Control On-Site

The new tipping and transfer building shall be protected by a sprinkler system in the event of a fire. The pressure in the sprinkler system shall be maintained in the sprinkler room inside the building. The sprinkler room is located in the southeast corner of the building.

In the event of a fire in the administration area or former incinerator building, water supplies with existing hose connections are available in the administration wing of the building (centrally located) and to the west of the incinerator building area, adjacent to the on-site road leading from the main entrance. Additionally, there is also a hose connection in the former incinerator building. Two fire hoses are available on-site. Water is supplied from the Roslyn Water District. The former shredder-baler operation is protected by a sprinkler system. This system is pressurized by a compressor located in the northwest

corner of the baler building, but as stated earlier, the baler building is no longer in use and the shredder building shall be razed.

In the event a fire occurs in the payload of any truck or trailer, the vehicle shall discharge the load onto a paved roadway. Fire services shall be contacted immediately. Hoses, fire hydrants or connections shall be used to extinguish the fire. The vehicle shall be inspected for damage. A front end loader shall be used to reload the material after the material has been extinguished.

In the event a fire occurs on the tipping floor, the sprinkler system, hoses and fire connections shall be used to extinguish the fire. Fire services shall be contacted immediately.

Smoke and fire detection equipment shall be designed and installed according to the New York State Building Code, NFPA-13 and the requirements of the Chief Fire Marshall of Nassau County. In general, smoke and fire detection equipment will be strategically installed in all occupied areas of the new tipping and transfer building. Alarm circuits, when energized, will activate annunciators within the Facility and alarms at the local fire and police stations as listed in Section 3.0 of the contingency plan.

The following sections identify the additional on-site fire control equipment. Communications systems, fire and smoke detection equipment and emergency equipment will be maintained and tested on a schedule basis in accordance with manufacturer and code requirements.

4.2.1 Fire Hydrants

There are currently five fire hydrants in the vicinity of the site that could be utilized in the event of a fire at the facility. The location of the hydrants shall be indicated on the updated Site Plan. One hydrant is located on-site approximately 25 feet to the north of the southeast corner of the former shredder building. The other four hydrants are located on the west side of West Shore Road. The northernmost hydrant is situated approximately 250 feet to the north of the north gate, while another is located approximately 50 feet to the south. The remaining two hydrants on the west side of West Shore Road are located approximately 50 feet to the south of the main gate, and approximately 350 feet to the south of the south gate. These fire hydrants, in addition to

the on-site water supplies and sprinkler systems, should provide more than sufficient fire protection at the site.

4.2.2 Fire Extinguishers

Fire extinguishers (A, B, C type) shall be maintained at the facility as follows:

1 in the scalehouse

1 in the breakdown

1 in the office

10-15 in the new tipping and transfer building

More extinguishers shall be put in place as deemed necessary by the Fire Marshall upon inspection.

4.2.3 Spill Control Equipment

To provide protection in the event of a spill, absorbent materials including sand and speedi-dri will be stored on site in bags. A minimum of 500 pounds of each will be stored in the south part of the new building .

4.2.4 Internal Plant Radio System

A two-way radio system is currently in place and used at the facility. This system will continue to be used under the proposed modifications. Floor spotters, loader operators, scale house, guard house and office personnel have two-way radios in order that communication can be made easily between the areas of the facility.

5.0 Unauthorized Materials

The transfer station is not permitted to handle hazardous or infectious wastes of any kind, including asbestos, medical waste, explosives, radioactive waste, etc. Signs shall be posted at the two entrances of the site indicating that these materials are unacceptable. This however does not preclude the possibility that some haulers may knowingly or

unknowingly deliver a hazardous material to the transfer station.

The types of wastes handled at the transfer station include residential waste (household and apartment waste), commercial waste (bulk papers, plastics, metals, glass, foodwaste), construction and demolition debris (wood, concrete, metal), and commingled material (bottles, cans, paper). The procedures for handling the unauthorized materials are as follows.

5.1 Procedures

- 5.1.1 Any vehicle suspected of carrying hazardous materials shall be inspected by the transfer station's trained personnel. All personnel involved in handling material at the site shall be trained to identify unauthorized material and carry out the appropriate measures as identified in this contingency plan.
- 5.1.2 If personnel find any evidence of a possible hazardous substance, the vehicle shall not be allowed to unload and the NYSDEC will be notified immediately and given details of the situation.
- 5.1.3 If a vehicle reaches the tipping floor and suspected hazardous substances have been discharged, the material shall be confined and isolated for removal by a professional firm licensed for handling of such waste. The unauthorized material holding area is located in the southeast corner of the new tipping and transfer building.
- 5.1.4 Should unauthorized material be received, the Town of North Hempstead Solid Waste Management Authority and the NYSDEC shall be immediately notified.
- 5.1.5 Once the material is isolated, routine transfer operations shall continue as normal. This material shall be removed as soon as practicable by an individual authorized to transport hazardous waste to an appropriate disposal facility, and shall not remain on site for a period in excess of 90 days after discovery.

5.2 Equipment Monitoring

The transfer station equipment shall be frequently monitored and inspected for malfunctions, wear, operator errors, and spills or discharges that may cause or impact on the environment or public safety in a manner acceptable to the NYSDEC.

To provide protection in the event of a spill, absorbent materials as described in Section 4.2.3 of this contingency plan shall be used.

5.3 Radiation Detection System

No radioactive materials shall be accepted at the facility. A radiation detection system (Bicron, model to be determined by operations) shall be installed at the inbound scale in order to detect radioactive materials on inbound loads. The controls shall be located inside the scale house. In the event radioactive materials are sensed by the system, procedures shall be followed in accordance with the NYSDEC. The NYSDEC and the Town of North Hempstead Solid Waste Management Authority shall be contacted immediately in such an event.

5.4 Explosion Prevention

No explosive materials of any kind shall be accepted at the facility. The potential for receipt of explosive materials does exist and shall be minimized through the observation and inspection procedures of incoming loads on the tipping floor. Ground crew personnel and mobile equipment operators shall be trained to identify explosive materials and carry out the appropriate measures as identified in this contingency plan.

1. Material shall be observed as it is unloaded onto the tipping floor, as well as during transfer and loadout procedures.
2. Any material that is observed as being potentially explosive or otherwise suspected to be hazardous will be quarantined and handled as "unauthorized waste".
3. There shall be no processing equipment such as balers, crushers, shredders

or densifiers in use at the transfer station which could create favorable conditions for explosion.

6.0 Evacuation Plan

Evacuation of the facility shall be required in the event of a life-threatening emergency such as fire, explosion, major hazardous substance release or other public safety emergency either on the site or in the immediate vicinity. Depending on the nature of the emergency, incoming waste vehicles would be directed upon coordination with North Hempstead, to alternate disposable facilities or the back-up landfill. All equipment shall be shut down as quickly as possible. The Emergency Coordinator, shall provide instructions via the internal plant radio system. The fire alarm system can be used as well. Non-essential personnel, or all personnel would be directed to a designated off-site secure area by the Emergency Coordinator.

The proposed evacuation routes are identified on Figure CP-2. Areas where employees shall be commonly located are indicated on Figure CP-2. The routes of evacuation leading to either the north end of the site are indicated in Figure CP-2. The routes shall utilize new and existing roadways and are designed to move people away from the building as early as possible. The order for evacuation shall be transmitted via the internal plant radio system from the Emergency Coordinator through supervisors to all people on site.

7.0 Peak Loading Conditions

Due to various reasons, the facility may experience waste loadings in excess of the 950 tons per day average. Such peak loadings may result due to seasonal fluctuations, waste collection delays as a result of snowstorms or hurricanes, as well as other emergency events.

In the event that peak loadings exceed 950 TPD, on-site working hours may be extended and personnel may be required to work overtime as necessary. Outside transfer trailer and dump trailer operators under agreement with NHRI to provide standby equipment and hauling services are to be notified by the Plant Manager to assure that

required equipment is available. In the event of backup of incoming waste at the facility, no waste shall be unloaded unless there is room on the tipping floor. Incoming collection vehicles will be staged on-site until they can be unloaded in the building. In the event of inability to unload waste in the facility, trucks may be directed to bypass the facility and proceed directly to the appropriate disposal facility. As a backup for disposal, the transfer station maintains a contract with the Empire Landfill in Taylor, Pennsylvania. The Babylon Commercial Residential Recycling Facility may be used as well.

8.0 Unscheduled Shutdowns

In the event an unscheduled shutdown of the facility occurs, the NYSDEC and all carters shall be notified. The Town of North Hempstead SWMA shall be notified of such occurrence as well.

9.0 Floods

In the event of access road flooding, operations may be curtailed. In the event of drive-through tunnel flooding, loadout will be via wheel loader directly into transfer trailers parked on the tipping floors to completely remove waste from the facility. In the event of floods or events which would impair facility operation for more than 1-day, the NYSDEC and the Town of North Hempstead will be notified.

10.0 Amendments

Amendments to the contingency plan shall be submitted to NYSDEC Region 1, as well as the local police, fire and emergency response agencies whenever facility changes are made which modify the operation or have any impact on emergency preparedness, or in the event of key personnel changes.

