



STANDARD OPERATING PROCEDURES

JACKSON COUNTY SOLID WASTE TRANSFER STATION
MSW #2181

REVISED November 21, 2017 – APPROVED BY TCEQ MSW PERMIT SECTION 7-26-2018

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EMERGENCY CONTACT INFORMATION

FIRE, EMS, RESCUE, POLICE, SHERIFF	911
JACKSON COUNTY SHERIFF (Non-Emergency)	361-782-3541
POSION CONTROL CENTER	1-800-222-1222
NATIONAL RESPONSE CENTER TO REPORT TOXIC CHEMICAL & OIL SPILLS	1-800-424-8802
EPA-ENVIRONMENTAL PROTECTION AGENCY	1-866-372-7745
TCEQ, GENERAL LAND OFFICE, RAILROAD COMMISSION (KEM-TELL CONTRACTOR)	1-800-832-8824



Part IV Site Operating Plan for the Jackson County Transfer Station

This Site Operating Plan (SOP) contains information about how Jackson County, Texas will conduct operations at its MSW Transfer Station Facility, but is not intended to be a comprehensive operating manual. The SOP represents the general instruction for facility management and personnel to operate the facility in a manner consistent with the approved design and the Texas Commission on Environmental Quality's (TCEQ) rules to protect human health and the environment and prevent nuisances.

The Jackson County Transfer Station is TCEQ permitted as a Type V facility and serves as a transfer station for municipal solid waste generated by Jackson County Citizens, small commercial collectors, and surrounding municipalities. The transfer station provides facilities for compacting and storing the solid waste prior to disposal at a duly licensed and certified disposal site.

The Jackson County Transfer Station is located in the unincorporated area of Jackson County, Texas. Specifically, the transfer station is situated on 6.19 acres, located 2.0 miles east/southeast of the intersection of FM 530 and SH 59, Jackson County Texas.

The SOP is Part IV of the MSW Permit/Registration application and consists of the information required by Title 30, Texas Administrative Code (TAC), Chapter 330, Subchapter E: Operational Standards for Municipal Solid Waste Storage and Processing Units, 30 TAC §330.201-§330-249. The SOP will instruct the operator in maintaining the necessary personnel and equipment for proper operation of the site and in following and documenting the proper procedures in the day-to-day operations.

Facility Name:	Jackson County Solid Waste Transfer Station
TCEQ MSW Permit No.	MSW-2181
Facility Address:	205 CR 4141- Ganado, Texas 77962
RN Number:	RN102081551
CN Number:	CN601109242
Date:	11-21-2017

A-3 TRANSFER STATION PERSONNEL

Table A3-1

Table A3-1 summarizes the number and types of personnel located at the Jackson County Transfer Station, along with a brief description of their required training and responsibilities:

PERSONNEL TYPES AND DESCRIPTIONS			
Position	Number	Training	Responsibilities
<i>Lead Operator/Facility Supervisor</i>	1	The facility supervisor/and or other employee will be licensed in accordance with Chapter 30, Subchapters A and F Must hold and maintain MSW Supervisor Occupational license Class B or above.	<ul style="list-style-type: none"> Managing daily work operations Personnel Safety/Training Equipment Maintenance & Repair Maintenance of Records/Reports Locking the site when it is to be unattended
<i>Equipment Operator</i>	1	6 months minimum experience in equipment operation <u>or</u> on the job training by supervisor or by manager in SOP requirements for prohibited waste.	<ul style="list-style-type: none"> Necessary equipment maintenance, waste movement, compaction, loading, and general facility and road maintenance. Responsible for screening prohibited or unauthorized waste.
<i>Transfer Station Operator</i>	1	Training by Supervisor or Manager listed in the SOP, record keeping requirements, and waste screening	<ul style="list-style-type: none"> Keeps appropriate records, controls facility access, screens for unauthorized waste. Entrance attendant and litter control

More detailed job descriptions along with written descriptions of the type and amount of introductory and continued training provided to each employee is maintained in the facility operating record.



A-3 TRANSFER STATION PERSONNEL - TRAINING

Training Requirements 30 TAC §330.219

Jackson County will ensure that the transfer station Supervisor, Lead Operator and all other employees at the facility is knowledgeable in the proper operation of a municipal solid waste facility/transfer facility and the current operational standards required by TCEQ. The Facility Supervisor, and/or Lead Operator is licensed in accordance with Chapter 30, Subchapters A and F. The Facility Supervisor, and/or Lead Operator will be experienced and will maintain a Class B license (or higher). The Facility Supervisor, and/or Lead Operator will ensure that all personnel are properly trained and are operating the transfer station in accordance with this SOP and operational standards required by the permit/registration and the TCEQ municipal solid waste regulations. During situations when the Facility Supervisor is temporarily off-site and other personnel temporarily assume his duties, the Facility Supervisor will ensure that those personnel have equivalent training to that licensed position.

NEW EMPLOYEE TRAINING- New employees will receive a comprehensive overview of all aspects of transfer station operations, focusing on information that is necessary to protect the health and welfare of the new employee and enable them to perform their duties in accordance with this SOP and operational standards required by the permit/registration and the TCEQ municipal solid waste regulations. Initial training subject matter will include *applicable* requirements found in the Site Development Plan (SDP), attachments to the SDP, the SOP and other plans such as the Spill Prevention Control and Counter Measure Plan. Following the initial training, the new employee training will continue during **quarterly training sessions**, during on-the-job training, and during the annual review of their initial training.

TRAINING MEETINGS- Training meetings will be scheduled and conducted for all employees on a **quarterly basis**. ***If a training meeting must be cancelled, it will be rescheduled or the topic will be combined with the next quarterly meeting.*** Training sessions will be scheduled to allow facility operations to be uninterrupted. Records of personnel attending each training session and the topics covered will be maintained at the facility, and/or county HR Offices.

Topics for training may vary, but required topics will be conducted annually for the following:

- Health & Safety (Required)
 - Prohibited Waste Management (Required)
 - Emergency Response
 - Litter Control and Windblown Waste Pickup
 - Waste Screening
 - Random Inspection Procedures
-
- Personnel training records will be maintained in accordance with §330.219(b)(2).
 - Personnel operator licenses issued in accordance with §30, Subchapter F, Municipal Solid Waste Facility Supervisors, will be maintained as required.

A-4 FACILITY INSPECTION AND MAINTENANCE

Table A4-1

Table A4-1 below, outlines the facility inspection and maintenance list of the facility. The facility supervisor or a designee will perform the task. The inspection documentation will be retained in the operating record.

ITEM	TASK	FREQUENCY
Wind-Blown Waste (330.233)	Keep working areas, fences, access roads, entrance areas, perimeter of fences, ponds, channels, clear of wind-blown waste	DAILY
Waste Spilled on Routes To Facility (330.235)	Police the entrance areas and all roads of at least 2 miles from the facility entrance for loose trash, clean up as necessary	DAILY
Facility Access Roads (330.235 & 330.237)	Inspect and Maintain all facility access roads	DAILY
Odor (330.245)	Inspect the perimeter of the facility to assess the performance of facility operations to control odor	DAILY
General Housekeeping	Sweep all working surfaces at the facility that have come into contact with waste.	DAILY BASIS
	Wash down all working surfaces at the transfer station that have come contact with waste	WEEKLY
Transfer Bins	Inspect periodically for signs of fire and/or other potential problems	DAILY
Facility Signs (330.231)	Inspect all facility signs for damage, general location, and accuracy of posted information	WEEKLY
Fences/Gates (330.223)	Inspect perimeter of fences and gates for damage. Make repairs if necessary	WEEKLY



Sec. 1- WASTE ACCEPTANCE AND ANALYSIS

30 TAC §330.203

AUTHORIZED WASTES – The wastes that can be accepted at this site are municipal household and commercial solid wastes, construction debris generated by residents of Jackson County and surrounding municipalities.

- Household Garbage
- Household Furniture

PROHIBITED WASTES- The Jackson County Transfer Station will only accept household and commercial solid waste, and construction debris. No Hazardous Waste will be accepted and the facility supervisor will not accept wastes that he/she is not sure of. The solid wastes accepted at the facility will not contain the following, nor will be accepted:

- Large Items - Items larger than the roll-off box will not be accepted
- Containers with liquid will not be accepted *except as allowed under 30 TAC 330.15(e)(6)*
- Empty or Full Containers that are marked as hazardous or labeled as a chemical container (excluding pesticide, insecticide, herbicide, fungicide, rodent containers)
- Dead Animal Carcass or Slaughterhouse wastes
- Industrial Solid Wastes
- Liquids or Sludge Material including Wastewater
- Medical Waste
- Gasoline or Diesel Fuels in any container
- Oils or Lubricants (Other than recyclable vehicle oil)
- Chemicals of any kind (excluding pesticide, insecticide, herbicide, fungicide, rodent containers)
- Regulated Asbestos Containing Materials (RACM's)
- Polychlorinated Biphenyls (PCBs) waste as defined under 40 CFR Part 761
- Radioactive Materials
- Waste from outside the State of Texas
- Contaminated Soils
- Regulated Hazardous Waste other than from conditionally exempt small-quantity generators

SPECIAL WASTES FOR RECYCLING PURPOSES (Defined under 30 TAC §330.203)

***Household Appliances that contain Chlorinated Fluorocarbons (CFC's): Items containing CFC's will ONLY be accepted at site if accompanied by written certification that the CFC has been evacuated from the unit or the transfer station has contracted with an authorized vendor who will be responsible for appropriately evacuating CFC's from the unit. The Unit will be assigned to a designated holding area to have the CFC removed under contract with a licensed authorized vendor.*

- Small Tires (Car or Pickup)
- Large Tires (Semi-Truck)
- Yard Waste (Sticks, Brush, Leaves)
- Recyclable Items (i.e. Glass, Paper, Magazines, Newspapers, etc.),
- Lead Acid Storage Batteries
- Used oil-filters from internal combustion engines
 - ***Used Oil Filters from internal combustion engines (to include filters, which have been crushed and/or processed to remove free flowing, used oil) will not be intentionally and knowingly sent for disposal to a landfill unless the filter has been or will be:*
 - a) Crushed to less than 20% of its original volume to remove all free-flowing used oil; or*
 - b) Processed by a method other than crushing to remove all free-flowing used oil. A filter is considered to have been processed if:*
 - i. The filter has been separated into component parts and the free-flowing used oil has been removed from the filter element by some means of compression in order to remove free-flowing used oil;*
 - ii. The used filter element of a filter consisting of a replaceable filtration element in a reusable or permanent housing has been removed from the housing and pressed to remove free-flowing used oil; or*
 - iii. The housing is punctured and the filter is drained for at least 24 hours.*

Jackson County does participate and holds a permit for the Used Oil & Filter Recycling Program (RN#101691723 / CN#601109242)

NOTE: All steps outlined above must be documented

MEASURES FOR CONTROLLING PROHIBITED WASTE- Procedures to detect and control the receipt of prohibited wastes include:

- Posting one (1) or more signs at the facility listing prohibited wastes
- Providing all customers, vehicle drivers and transfer station operators with a written list of prohibitive wastes
- Facility personnel will be trained to inspect vehicles and identify regulated hazardous waste, polychlorinated biphenyl (PCB) waste, and other prohibited wastes. At a minimum, the facility supervisor will be trained in inspection procedures for prohibited waste.
- The transfer station personnel will be trained on an on-the-job basis by their supervisor. Records of employee training on prohibited waste control

procedures will be maintained in the facility operating record. The personnel will be trained to look for the following indications of prohibited waste:

- 1) Yellow Hazardous Waste or PCB Labels
 - 2) DOT Hazard Placards or Markings
 - 3) Liquids
 - 4) 55-Gallon Drums
 - 5) 85-Gallon Over pack Drums
 - 6) Powders or Dusts
 - 7) Odors or Chemical Fumes
 - 8) Bright or Unusual Colored Wastes
 - 9) Sludge / Wastewater
- Random Inspections of incoming loads in accordance with the procedures described in this section.
 - Maintaining all Records of Inspections
 - Notification of the Executive Director of any incident involving a Regulated Hazardous Waste or PCB Waste
 - Remediation of any Regulated Hazardous Waste or PCB Waste discovered at the facility in accordance with **30 TAC §335.349**

If transfer station personnel identify any of the above indicators with an incoming load, then that load will be directed to an area out of traffic flow, and the personnel will further assess the load. If the load is determined to contain prohibited waste or if there is any possibility that it may be prohibited waste, the load will be rejected and directed back to the generator. All personnel will be diligent in looking for trucks bringing in waste loads from potential sources of prohibited waste such as industrial facilities, microelectronics manufacturers, electronic companies, metal plating industry, automotive and vehicle repair service companies and dry cleaning establishments.

WASTE ANALYSIS-

The Jackson County Transfer Station currently receives approximately 40 tons of waste per day. Containers at the site are filled and dispatched to a TCEQ approved landfill as rapidly as possible. Under normal operating conditions, solid waste should be hauled to the landfill at least once per day. In no event will the solid waste be stored at the transfer station longer than 72 hours.

Brush and Tree trimmings are accepted from the City of Edna, City of Ganado and Jackson County residents. Each load of brush and/or tree trimmings are carefully measured and documented. The brush and/or tree trimmings are then accumulated in a *designated area* and periodically chipped and spread to decompose. The resulting mulch is available for residents to utilize.



Sec. 2 - **FACILITY GENERATED WASTES**

30 TAC §330.205

Wash water is the only waste expected to be generated by this transfer station. It will be managed in accordance with TAC §330.207 (Contaminated Water Management). Refer to Sec. 3 below for more information



Sec. 3 - **CONTAMINATED WATER MANAGEMENT**

30 TAC §330.207

No contaminated water is allowed to pond at the transfer station or to run off as surface drainage. All liquids resulting from the operation of the transfer station will be disposed of in a manner that will not cause surface water or groundwater pollution.

The Stationary Compactor area has (2) inlets connected to an 8" pipe that drains into a 2500 gallon holding tank.

The Citizen Collection Pad has a collection trough that empties into an inlet that drains into a 1250-gallon holding tank.

Both tanks are emptied on an as-needed basis by vacuum truck and the contents taken to a TCEQ approved facility for disposal. The facilities existing septic system will remain in place to serve the needs of the of the existing office building. The operator will not discharge contaminated water without specific written authorization.



Sec. 4 - STORAGE REQUIREMENTS

30 TAC §330.209

Transfer bins will be filled and dispatched to a TCEQ approved landfill as rapidly as possible. In no event will the solid waste be stored in the box at the transfer station longer than 72 hours. At no time will more than 120 tons of waste be stored at this facility.

- a) All solid waste will be stored in such a manner that it does not constitute a fire, safety, or health hazard or provide food or harborage for animals and vectors, and shall be contained or bundled so as not to result in litter. It shall be the responsibility of the occupant of a residence or the owner or manager of an establishment to utilize storage containers of an adequate size and strength, and in sufficient numbers, to contain all solid waste that the residence or establishment generates in the period of time between collections.
- b) An on-site storage area for source-separated or recyclable materials should be provided that is separate from a transfer station or process area. Control of odors, vectors, and windblown waste from the storage area shall be maintained.
- c) For the process area of transfer stations that recover material from solid waste that contains putrescibles and for liquid waste processing units, processed and unprocessed waste and recycled materials shall be stored in an enclosed building, vessel, or container.



Sec. 5– **APPROVED CONTAINERS**

30 TAC §330.211

The Jackson County Transfer Station is equipped with transfer bins. When a bin is full, they are covered and loaded onto transport trucks and driven to a TCEQ approved landfill.

All solid waste containing food wastes will be stored in covered or closed containers that are leak proof, durable and designed for safe handling and easy cleaning. The containers must be maintained in a clean condition so that they do not constitute a nuisance and to retard the harborage, feeding, and propagation of vectors. The mechanically handled containers are designed to prevent spillage or leakage during storage, handling, and transport.



Sec. 6 – REQUIREMENTS FOR STATIONARY COMPACTOR

30 TAC §330.215

The Jackson County Transfer Station is equipped with a Stationary Compactor and a Citizens Collection Pad.

The Stationary Compactor is located across from the operators shack on the NE side of the transfer station. The compactor pad is 133 feet long by 15 feet wide. The Stationary Compactor site is covered by a metal roof spanning the entire length and width of the compactor pad.

The Jackson County Transfer Station is managed in such a manner that the Stationary Compactor is maintained and cleaned to prevent spillage, odors and vectors.

The provisions of this permit will be followed at all times.



Sec. 7 – RECORD KEEPING AND REPORTING

30 TAC §330.219

§330.219(a)

A copy of the permit/registration, the approved application, site-operating plan, and any other related document will be maintained at the Jackson County Transfer Station office and at the Jackson County Permitting Office. An as-built set of construction plans and specifications will also be maintained at both locations. These plans and specifications will be furnished upon request to TCEQ representatives and made available for inspection by both TCEQ representatives and other interested parties. These plans and documents are part of the facility operating record.

§330.219(b)

The Jackson County Transfer Station staff shall record, keep and store all records and information required under this rule at the transfer station offices and at the Jackson County Permitting Office and will be made available upon request from TCEQ.

§330.219(c)

A duly authorized representative of the Jackson County Transfer Station or of the Jackson County Permitting Office will sign all Reports that are applicable to be submitted to TCEQ.

§330.219(d)

Non-Applicable: The Jackson County Transfer Station is exempt by meeting the requirements of 30 TAC 332.2(D). Jackson County neither owns nor operates a landfill.

§330.219(e)

Jackson County shall furnish to the Executive Director of the TCEQ upon request any information needed within a reasonable amount of time.

§330.219(f)

Jackson County will retain all information for the facility as required.

§330.219(g)

Jackson County will follow all schedules or alternative schedules concerning record keeping and notification requirements set by the Executive Director.



TABLE 7.1 – OPERATING RECORD

The information listed in the following table will be recorded and retained in the operating record.

OPERATING RECORD

<u>Records To Be Maintained</u>	<u>Rule Citation</u>
1) All location-restriction demonstrations	§330.219(b)(1)
2) Inspection records and training procedures	§330.219(b)(2)
3) Closure plans and any monitoring, testing, or analytical data relating to closure requirements	§330.219(b)(3)
4) All cost estimates and financial assurance documentation relating to financial assurance for closure	§330.219(b)(4)
5) Copies of all correspondence and responses relating to the operation of the facility, modifications to the permit/registration, approvals, and other matters pertaining to technical assistance	§330.219(b)(5)
6) Any other document(s) as specified by the approved permit/registration or by the executive director	§330.219(b)(7)
7) Trip Tickets, Manifests, Shipping Documents, etc.	§312.145 §330.219(b)(1)
8) Alternative schedules and notification requirements if applicable	§330.219(g)
9) Inspection records and training procedures relating to fire prevention and facility safety	§330.221
10) Access control breach and repair notices	§330.223
11) Waste unloading/prohibited waste discovery	§330.225
12) Record of alternative operating hours (if applicable)	§330.229(b)

Sec. 8 – FIRE PROTECTION PLAN

30 TAC §330.221(c)

In the event of a fire, the facility supervisor will immediately call emergency services. In addition, if it can be safely accomplished, the facility supervisor will attempt to extinguish the fire with a hand-held fire extinguisher provided at the site.

All employees of the Jackson County Transfer Station are trained to observe incoming loads in the transport vehicles to ascertain that there is no fire in the load while performing an inspection. If a fire is observed, the vehicle will unload on a designated area of paved ground, or crushed rock driveway.

- The staff at the Jackson County Transfer Station is trained to look for signs of fire for potential fire hazards on site and from incoming loads.
- Waste moving equipment is inspected several times each day and cleaned as often as necessary by hand or by high pressure washing to decrease fire potential.
- The Jackson County Transfer Station is a smoke free facility.

Procedures in The Event of a Fire

- Transfer Station staff will call 911
- Alert other transfer station personnel
- Assess the extent of the fire, the possibilities for the fire to spread, and any alternatives for extinguishing the fire.
- If it appears that the fire can be safely fought with an available fire extinguisher until the arrival of the Fire Department, attempt to contain or control the fire. Under no circumstances, will the transfer station personnel place themselves or anyone assisting in danger of being injured.
- Do not attempt to fight fire alone. Do not attempt to fight the fire without adequate personal protective equipment (PPE). Be familiar with the use and limitations of firefighting equipment available onsite.

Fire Fighting Methods

All transfer station employees have been trained on the fire-fighting methods mentioned in 330.221

Fire Equipment

- There are no fire hydrants or fire lines at the transfer station, other than the water lines for wash water use supplied by a pressurized well located on site.

Dry chemical fire extinguishers are stationed at the compactor, the Citizens Collection pad and the transfer station office. The transfer station will be equipped with fire extinguishers of a type, size and number as recommended by the local fire department.

- The transfer station office has a landline telephone used to contact emergency services and personnel with.

Fire Protection Training

New transfer station employees will receive training when hired. They will be given instruction on fire-fighting techniques and given safety precautions to ensure their well-being.

Annual training in firefighting techniques, fire prevention, response and the fire protection aspects of this Site Operating Plan will be provided for each transfer station employee and will be conducted by the local fire department or other established professionals as selected.

All transfer station personnel will be familiar with the use and limitations of fire-fighting equipment available on-site.

Records of training will be included in the operating record.

TCEQ Notification

After any fire that is related to waste management activities and that cannot be extinguished within 10 minutes, the TCEQ Regional Office will be contacted. The notification to the regional office will include:

- Contacting TCEQ by telephone as soon as possible or within four (4) hours following the fire discovery
- A written description of the cause, the extent of the fire and the results of the fire response will be mailed to the TCEQ Regional Office and will include as much information as possible concerning the fire and all efforts to extinguish the fire. This will be sent as soon as possible, but within fourteen (14) days of the fire.

In the event of a significant fire, the transfer station staff and local fire department or other established professional as selected will examine the fire control prevention and fire control procedures for accuracy to see if modifications may be required.



Sec. 9 – ACCESS CONTROL

30 TAC §330.223(a) (b)(c)

(a) Facility Security

The Jackson County Transfer Station is fully fenced with (1) one access control gate. The entrance gate is locked whenever the transfer station is not open to the public.

(b) Facility Access Roads

All roads within the transfer station have to alleviate the tracking of mud and dust onto the public access roads. There are no disruptions to traffic flow and the parking; unloading areas have paved surfaces that the transfer station staff and the county precinct maintain.

(c) Access to Facility

Access to the transfer station is controlled partially by a (6') six-foot fencing along the north side of the access road, and elsewhere by a (4) four foot barbed wire fence and a (10) ten-foot cross wire fence. The entrance gate is secured at all times while the station is closed. During posted business hours, a full-time transfer station operator is on duty.

A metal roof spans the entire length and width of each pad, and on each side covers the Compactor Pad and the Citizens Collection Pad.



Sec. 10 – UNLOADING OF WASTE

30 TAC §330.225(a)(b)(c)

- (a)** The unloading of solid waste at the transfer station is restricted to a small confined area as possible. All incoming loads of waste are inspected and will be monitored by the transfer station supervisor and/or designated personnel. Appropriate signs are posted to indicate where vehicles are to unload.

The transfer station supervisor and/or designated personnel is not required to accept any solid waste that he or she determines will cause or may cause problems in maintaining full and continuous compliance with TCEQ requirements.

- (b)** The unloading of waste in unauthorized areas of the facility is prohibited. Any waste deposited in an unauthorized area will be removed immediately and disposed of properly.

- (c)** The unloading of prohibited wastes at the transfer station will not be allowed. Transfer Station employees will take necessary steps to ensure compliance. The transfer station supervisor and/or designated personnel have the authority and responsibility to reject unauthorized loads and have the unauthorized material removed by transporter.

In the event the unauthorized waste is not discovered until after the delivery vehicle is gone, the waste will be segregated and controlled as necessary. The transfer station supervisor and/or designated personnel will make an effort to identify the transporter that deposited the prohibited waste and have them return to the facility and properly dispose of the waste. In the event that identification is not possible, the transfer station supervisor and/or designated personnel will notify TCEQ and seek guidance on how to remove and dispose of the waste as soon as possible. A record of unauthorized material removal is maintained in the operating record.



Sec. 11 – SPILL PREVENTION AND CONTROL

30 TAC §330.227

The transfer station Compactor Pad and Citizen Collection Pad are both designed to control and contain spills and contaminated water from leaving the facility. A metal roof that spans the entire length and width of each pad covers both pads.

The Compactor Pad is 133 ft. long by 15 ft. wide and has (2) two 12" x 24" inlets connected to an 8" pipe draining to a 2,500-gallon holding tank.

The Citizens Collection Pad is 110 ft. long by 14 ft. wide and has a collection trough that empties into an inlet that drains into a 1,250-gallon holding tank. Containment drainage controls are adequate for the 25-year, 24-hour storm event.

Both container pads are constructed at an elevation that surface runoff cannot enter them. The transfer station will not receive waste that contains free liquids except for incidental liquids produced during compaction that drain into the floor drain.



Sec. 12 – **EMPLOYEE/PUBLIC OPERATING HOURS**

30 TAC §330.229

The Jackson County Transfer Station is authorized to accept waste and operate during the periods indicated in the following sections:

- 12.1 **Public Waste Acceptance Hours (Hours Open to Accept Public Waste) –**
The transfer station currently operates and accepts public waste Tuesday through Saturday 9:00 am-5:00 pm.

Heavy equipment operation and transporting of materials on or off site will be conducted during public waste acceptance hours. No heavy equipment will be operated between the hours of 9:00 pm and 5:00am.

Actual Public Waste Acceptance Hours may differ and will be posted on a sign at the entrance to the facility; this includes any Holiday Hours that are approved by the County Commissioners Court.

- 12.2 **Employee Operating Hours (Hours Transfer Station Employees Present) –**
Normal hours of employee operation will be from 9:00 am – 5:30 pm, Tuesday through Saturday.

Actual Employee Operating Hours may differ and will be posted on a sign at the entrance to the facility; this includes any Holiday Hours that are approved by the County Commissioners Court.

- 12.3 **Alternative Operating Hours -** When warranted such as in the event of a disaster, major weather event, or other emergencies that could result in the disruption of waste management services in the area, the facility supervisor will contact TCEQ regional offices for additional operating hours in the event of a natural disaster or other emergencies.

The transfer station will document and record any and all hours, dates and times when alternative operating hours are utilized.

In addition to the Public Waste Acceptance Hours, Employee Operating Hours and other non-waste management activities including administrative and maintenance activities may occur twenty-four hours per day, seven days per week.



Sec. 13 – FACILITY SIGNS

30 TAC §330.231

A conspicuous sign measuring a minimum of four feet by four feet (4'x4') with letters that are a minimum of three (3") inches high, and states the following:

- Name of Facility
- Authorization of TCEQ with Permit/Registration Number Listed
- Public Waste Acceptance Hours (9:00am – 5:00pm Tuesday-Saturday)
- Employee Operating Hours (9:00am – 5:30pm Tuesday-Saturday)

The transfer station is a non-smoking facility as stated in Sec. 8 of this SOP. No-Smoking signs are posted at the public entrance gate.

All signs are visible at the public entrance of the transfer station. The proper signage meets the requirements of this rule.



Sec. 14 – CONTROL OF WINDBLOWN MATERIAL & LITTER

30 TAC §330.233

(A) The Jackson County Transfer Station will collect windblown material at least once per day on the perimeter, entrance routes, and access routes as outlined on table A4-1. In the event of high winds, the Jackson County Detention Center trustees will be utilized to collect windblown debris as often as necessary to open transportation routes and to minimize unhealthy, unsafe or unsightly conditions.

1. The Transfer Station is protected from windblown litter by a 6-foot high chain link fence. Portable fencing is not necessary.
2. Transfer Station employees at least once daily as outlined on table A4-1 will collect windblown waste that is scattered throughout the facility.

(B) Chain link fencing that is installed around the operating area and along the north side of the access road, keeps windblown litter to a minimum.



Sec. 15 – **MATERIALS ALONG THE ROUTE TO THE FACILITY**

30 TAC §330.235

The Jackson County Transfer Station will take the following steps to encourage that vehicles hauling waste to the transfer station effectively secure their loads in order to prevent the escape of any part of the load by blowing or spilling:

- A sign is posted at the facility to encourage haulers to utilize vehicles that are enclosed or are provided with a tarpaulin, net, or other means to effectively secure the load. A surcharge can be levied against those who do not follow these guidelines.
- Offenders will be reported to the Jackson County Sheriff's Office
- On days when the transfer station is in operation, transfer station personnel will be responsible for daily cleanup of waste materials spilled along and within the right-of-way of the public access roads serving the transfer station for a distance of two miles in either direction from the entrance of the facility, and up to a Texas Department of Transportation (TXDOT) Regulated State Highway, or Commissioned Railroad Right of Way.



Sec. 16 – FACILITY ACCESS ROADS

30 TAC §330.237

The transfer station can be reached by traveling, from Edna Texas, five (5) miles east along U.S. Highway 59, then travel south approximately one (1) mile along County Road 414 to the public access entrance of the transfer station located at the intersection of County Road 414 and County Road 4141 in Jackson County, Texas.

- (A) **Access Roadway** - All public roads leading to the Jackson County Transfer Station and all roads within the transfer station are all weather asphalt roads. Wet weather does not affect the serviceability of the roadways to the facility and there is little chance of mud or debris being tracked onto public roads.
- (B) **Dust Control** – All access roads to and within the Transfer Station are asphalted and as such, dust will not become a nuisance to the surrounding area.
- (C) **Maintenance** – The access roadway is a County Road and is maintained by the Jackson County Commissioner of the designated Precinct. State Highway 59 (SH59) is a State Highway and is maintained by Texas Department of Transportation (TXDOT).

All on site and other related access roadways will be maintained on a daily basis as outline under Table A4-1 Facility Inspection & Maintenance.



Sec. 17 – NOISE POLLUTION AND VISUAL SCREENING

30 TAC §330.239

The Transfer Station is located in a rural location outside the residential areas of the City of Edna. The operating areas and transport unit storage areas are enclosed on (3) sides and fencing. The closest residential location is approximately 75.6 yards from the Transfer Station property line, which was constructed in 2012 after the Transfer Station was already in full operation.

The amount of noise generated is very small and there are no adverse visual impacts due the enclosures of the operating areas, and fencing. Noise pollution should not be a problem.



Sec. 18 – OVERLOADING & BREAKDOWN

30 TAC §330.241

- (A) The Jackson County Transfer Station will not exceed the design capacity of the transfer station. All incoming solid waste is processed in a manner that eliminates odors, insects and vectors. In the event of some type of overload, additional waste will not be permitted until adverse conditions are abated.
- (1) Non-Applicable: The Jackson County Transfer Station will not process or store grease, grit or septic waste.
- (2) Non-Applicable: The Jackson County Transfer Station does not have a mobile liquid waste processing facility.
- (B) If a significant work stoppage should occur at the Transfer Station due to a mechanical breakdown or other causes, the Transfer Station will restrict the receiving of solid waste. Under these circumstances, incoming solid waste will be diverted to an approved backup storage, processing or disposal facility.
- (C) If the work stoppage is anticipated to last long enough to create objectionable odors, insect breeding, or harborage of vectors, steps will be taken to remove the accumulated solid waste from the facility to an approved backup storage, processing or disposal facility within 24 hours.



Sec. 19 – **SANITATION**

30 TAC §330.243

- (A) The Jackson County Transfer Station will comply with all rules in this section concerning daily sweeping and weekly washing of all working surfaces that are exposed to wastes.
- (B) Jackson County Transfer Station staff will not allow wash water to accumulate.
- (C) All wash water will be collected into floor drains that are constructed at both the Compactor Station and the Citizens Collection Station. Both pads are constructed of concrete and sloped to drain into floor drains, which empty into wash water holding tanks. The wastewater in these tanks will then be transported by vacuum truck to an TCEQ authorized facility for disposal



Sec. 20 – VENTILATION AND AIR POLLUTION CONTROL

30 TAC §330.245

The Jackson County Transfer Station does not cause or contribute to air pollution. The Transfer Station utilizes a buffer zone for odor control. All solid waste is stored in odor-retaining containers and vessels. All working surfaces and waste processing equipment at the facility are cleaned and maintained regularly so as to prevent nuisance odors. Any ponded water at the facility shall be controlled to avoid it becoming a nuisance.

If nuisance odors are found to be passing the facility boundary, the supervisor may suspend operations until the nuisance is abated or immediately take action to abate the nuisance.

Reporting of emissions events shall be made in accordance with 30 TAC §101.201 (pertaining to Emissions Event Reporting and Record Keeping Requirements) and 30 TAC §101.211 (relating to Scheduled Maintenance, Start-Up, and Shutdown Reporting and Record-keeping Requirements).

The Compactor Pad and the Citizens Collection Station are covered on (3) sides; they are not completely enclosed by any structure thus allowing for the free circulation of air and ventilation for odor control and employee safety.



Sec. 21 – **HEALTH & SAFETY**

30 TAC §330.247

The Transfer Station personnel will be trained in the appropriate sections of the facility's health and safety plan.



Sec. 22 – **EMPLOYEE SANITATION FACILITIES**

30 TAC §330.249

The Jackson County Transfer Station has an operator's shack on site and contains potable water and sanitary sewer facilities. Sanitary hand-washing facilities are available for all employees. Restroom facilities are furnished for the employees at the transfer station.

