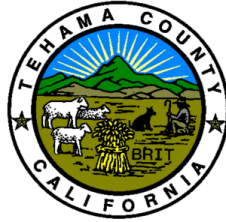


TEHAMA COUNTY EXECUTIVE COMMITTEE - TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY



Corning City Council Chambers
794 Third Street
Corning, CA 96021

AGENDA FOR THURSDAY, NOVEMBER 7, 2024

This meeting conforms to the Brown Act Open Meeting Requirements in that action and deliberations of the Tehama County Solid Waste Management Agency created to conduct the people's business are taken openly and that the people remain fully informed about the conduct of its business. Public Forum - Any member may address and ask questions of the Agency relating to any matter within the jurisdiction, provided the matter is not on the Agency's agenda or pending before the Agency. All items posted on the agenda may be acted upon by the Board of Directors. However, no action or discussion shall be undertaken on any item not appearing on the posted agenda unless the action is an off-agenda emergency or as otherwise provided in Government Code §54954.2.

No action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by the Government Code Section 54954.2(B). Typically, this applies to items meeting criteria as an off-agenda emergency. The Chair reserves the right to limit each Public Comment speaker to three (3) minutes. Disclosure of a speaker's identity is purely voluntary during the public comment period.

Chair: Kris Deiters

Vice Chair: Candy Carlson

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PUBLIC COMMENT**
- 4. CONSENT**

Minutes

1. **Recommended Approval of Minutes** [24-1901](#)
Attachments: [JPA II EC Minutes 05022024](#)

Warrant Register

2. **WARRANT REGISTER - October 2024** [24-1984](#)
Attachments: [4045-OCT](#)
3. **GRANT-FUNDED WARRANT - October 2024** [24-1982](#)
Attachments: [504-OCT](#)

REGULAR - LANDFILL ONLY

4. **Agreement for the Operation of a Permanent Household Hazardous Waste Collection Facility with Corning Disposal** [24-1953](#)
Attachments: [Agreement Waste Management Corning 06032019](#)
[Corning Letter to Extend HHW collection TCSWA 10152024](#)
5. **Household Hazardous Waste Facility Operations Plans** [24-1904](#)
Attachments: [TCSWMA Corning - Operations Manual - Draft pf edits 10162024](#)
[Tehama County Ops Plan - Red Bluff PF edits 05032024](#)
6. **SB 1383 Regulation Review and Update** [24-1899](#)
7. **Tehama County Recycling Market Development Zone Update** [24-1902](#)
Attachments: [TCSWMA ZIF5 Application signed](#)
[ZIF5 Application Guidelines](#)
[ZIF Resolution 0802-2018](#)
8. **Smart Business Alliance Quarterly Update** [24-1903](#)

Board Matters

Board Matters is an opportunity for one Board member to present a topic to the Board of Directors and Agency staff, and allow the Board of Directors to express consensus that staff should be directed to address the issue and bring it back to the full Board of Directors as an agenda item. This is not a time for the Board to address the merits or express their opinions on the issue but solely to decide if staff should expend resources in researching and preparing documents for consideration at a public board meeting.

REPORTABLE ACTIONS FROM CLOSED SESSION

In compliance with the Americans with Disabilities Act, the Tehama County Solid Waste Management Agency will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the Agency Manager's office (530-528-1103) to make such a request. Notification 72 hours prior to the meeting will enable the Agency to make reasonable arrangements to ensure accessibility to this meeting.

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C. 20250.



Tehama County

Agenda Request Form

File #: 24-1901

Agenda Date: 11/7/2024

Agenda #: 1.

Recommended Approval of Minutes

Requested Action(s)

1. Executive Committee - Tehama County Solid Waste Management Agency - Regular - May 2, 2024 3:00PM

Financial Impact:

None

Background Information:



**TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY
EXECUTIVE COMMITTEE (JPA II)**

Landfill Agency Office

20000 Plymire Road
Red Bluff, CA 96080

May 02, 2024 03:00 PM

MINUTES

This meeting conforms to the Brown Act Open Meeting Requirements in that action and deliberations of the Tehama County Joint Powers Agency created to conduct the people's business are taken openly and that the people remain fully informed about the conduct of its business.

Public Forum - Any member may address and ask questions of the JPA relating to any matter within the JPA's jurisdiction, provided the matter is not on the Agency's agenda or pending before the JPA. All items posted on the agenda, including under correspondence, may be acted upon by the Board of Directors. However, matters under committee reports and department manager's reports may be briefly addressed by the Board or staff but no action or discussion shall be undertaken on any item not appearing on the posted agenda unless the action is an off-agenda emergency or as otherwise provided in Government Code §54954.2.

No action may be taken on any item not appearing on the agenda unless the action is otherwise, authorized by the Government Code Section 54954.2(B). Typically, this applies to items meeting criteria as an off-agenda emergency. The Chair reserves the right to limit each speaker to three (3) minutes. Disclosure of a speaker's identity is purely voluntary during the public comment period.

Chair: Kris Deiters

Vice Chair: Candy Carlson

1. CALL TO ORDER

Attendee Name	Title	Status	Arrived
James Bacquet	Director	Present	
Candy Carlson	Vice Chair	Present	
Kris Deiters	Chair	Present	
J.R. Gonzales	Director	Present	
Shelly Hargens	Director	Present	
Pati Nolen	Director	Absent	

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

Vice Chair Candy Carlson complimented the Agency on how well it is run by the Agency Manager and staff.

Director James Bacquet asked how much of the plastic is sold off and recycled and how much is stored. Agency Manager, Rachel Ross-Donaldson, responded that plastic is stored until it will fill a truck load to make it more economical for shipping as not much money is made from plastic.

4. CONSENT AGENDA

A. Minutes

Recommended Approval of Minutes

- 1. Executive Committee - Tehama County Solid Waste Management Agency - Regular - Mar 7, 2024 3:00 PM

Vice Chair Candy Carlson made a motion to accept the minutes of March 7, 2024, as presented. Director J.R. Gonzales seconded the motion; all others present voted yes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Candy Carlson, Vice Chair
SECONDER:	J.R. Gonzales, Director
AYES:	Bacquet, Carlson, Deiters, Gonzales, Hargens
ABSENT:	Nolen

B. Warrant Register

- 1. Warrants

Review and approve the warrants in the amount of \$45,024.47, as presented.

Vice Chair Candy Carlson made a motion to approve the Warrants, as presented. Director J.R. Gonzales seconded the motion; all others present voted yes.

RESULT:	APPROVE [UNANIMOUS]
MOVER:	Candy Carlson, Vice Chair
SECONDER:	J.R. Gonzales, Director
AYES:	Bacquet, Carlson, Deiters, Gonzales, Hargens
ABSENT:	Nolen

- 2. Grant-Funded Warrants

Review and approve the grant funded warrants in the amount of \$19,264.55, as presented.

Vice Chair Candy Carlson made a motion to approve the Grant Funded Warrants, as presented. Director J.R. Gonzales seconded the motion; all others present voted yes.

RESULT:	APPROVE [UNANIMOUS]
MOVER:	Candy Carlson, Vice Chair
SECONDER:	J.R. Gonzales, Director
AYES:	Bacquet, Carlson, Deiters, Gonzales, Hargens
ABSENT:	Nolen

5. REGULAR - LANDFILL ONLY

- 1. Agreement for the Operation of Household Hazardous Waste Collection Facility with Corning Disposal

Review and approve the extension to the Agreement for the Operation of a Permanent Household Hazardous Waste Collection Facility between the Agency and USA Waste of California, Inc. dba Corning Disposal.

Director J.R. Gonzales made a motion to approve the Agreement for the Operation of Household Hazardous Waste Collection Facility with Corning Disposal, as presented. Vice Chair Candy Carlson seconded the motion; all others present voted yes.

RESULT:	APPROVE [UNANIMOUS]
MOVER:	J.R. Gonzales, Director
SECONDER:	Candy Carlson, Vice Chair
AYES:	Bacquet, Carlson, Deiters, Gonzales, Hargens
ABSENT:	Nolen

2. SB 1383 Regulation Review and Update

a) Receive an informational update on SB 1383 regulations, and

b) Recommend approval of Amended Agency Inspection and Enforcement Policy.

There was discussion among those present regarding the specifics of the violations for not complying with the SB 1383 regulations or local ordinances.

Vice Chair Candy Carlson made a motion to approve the Amended Agency Inspection and Enforcement Policy, as presented. Director Shelly Hargens seconded the motion; all others present voted yes.

RESULT:	APPROVE [UNANIMOUS]
MOVER:	Candy Carlson, Vice Chair
SECONDER:	Shelly Hargens, Director
AYES:	Bacquet, Carlson, Deiters, Gonzales, Hargens
ABSENT:	Nolen

3. Smart Business Alliance Quarterly Update

This item is for informational purposes only. No further action is required.

There was discussion among those present regarding ways to help businesses comply with Mandatory Commercial Recycling and how other smaller businesses that do not produce much waste can participate in the Smart Business Alliance program.

4. Outreach Update

This item is for informational purposes only and no further action is required.

5. Board Matters

Board Matters is an opportunity for one Board member to present a topic to the Board of Directors and Agency staff, and allow the Board of Directors to express consensus that staff should be directed to address the issue and bring it back to the full Board of Directors as an agenda item. This is not a time for the Board to address the merits or express their opinions on the issue but solely to decide if staff should expend resources in researching and preparing documents for consideration at a public board meeting.

Approved By _____

Chair – Kris Deiters
Tehama County Solid Waste Management Agency Full Board

By _____

Recording Secretary



Tehama County

Agenda Request Form

File #: 24-1984

Agenda Date: 11/7/2024

Agenda #: 2.

WARRANT REGISTER - October 2024

Requested Action(s)

Review and approve the warrants in the amount of \$103,635.43.

Financial Impact:

As listed.

Background Information:

TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY

BOARD MEETING AGENDA ITEM

Thursday, November 7, 2024

4045

Issue: Warrants	Backup: Yes
Petitioner: Rachel Ross-Donaldson	Clerk Ref.#:
Recommendation: Approve Warrants as Presented	

FISCAL IMPACT:

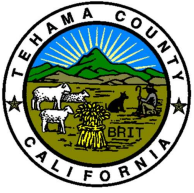
Yes - \$ **103,635.43**

BACKGROUND:

ADMIN SERVICES	49,228.63		
10/4/2024 APEX	119.85	10/1/24-10/31/24	
9/23/2024 HOLT (CORRECTION 23/24)	(325.00)	4045/504 SW11026000 FY 23/24	4045/504 SW11026000 FY 23/24
9/25/2024 CALCARD	15.99	ZOOM JULY-AUG 24	TS1361869
9/25/2024 ADVANCED CHEMICAL TRANSPORT INC	1,806.85	LABOR/MATERIALS	562565REV
9/25/2024 ADVANCED CHEMICAL TRANSPORT INC	10,444.49	LABOR/MATERIALS	562588REV
9/25/2024 ADVANCED CHEMICAL TRANSPORT INC	5,188.45	LABOR/MATERIALS	556328REV
9/25/2024 ADVANCED CHEMICAL TRANSPORT INC	16,766.53	LABOR/MATERIALS	554400REV
9/25/2024 CARREL'S	103.11	AUGUST SERVICES	AR67695
9/25/2024 FOOTHILL FIRE PROTECTION INC	213.00	24 HOUR MONITORING FIRE ALARM	12503824
9/25/2004 PGE	506.63	ELECTRIC CHARGES	1357775899-1
9/25/2024 ULTIMATE BUILDING MAINTENANCE	475.00	SEPTEMBER 2024	17694
10/21/2024 HUNT & SONS	26.47	FUEL	242927
10/21/2024 APEX	25.00	DOMAIN NAME REGISTRATION	RS1361275
10/21/2024 HUE & CRY	45.00	10/1/24-10/31/24	868152
10/21/2024 MOORE & BOGENER INC	723.60	TELEPHONE/CORRESPOND/REVIEW	15392
10/31/2024 SACRAMENTO RIVER DISCOVERY CENTER	28.00	NATIVE WILDFLOWER SEED	5593
10/31/2024 APEX	119.85	OCTOBER 2024	TS1362193
10/31/2024 APEX	117.33	APRIL 2024	TS1360009
10/31/2024 WILGUS FIRE CONTROL	155.77	EXTINGUISHER SERVICE/VALVE/SEAL	144802
10/31/2024 ATT	93.07	8/12/24-9/11/24	22275157
10/31/2024 CARREL'S	115.33	9/1/24-9/30/24	AR68573
10/31/2024 GREENWASTE	3,965.45	MIXED LOADS	9364
10/31/2024 HUNT AND SONS	85.40	FUEL	254123
10/31/2024 INTERNATIONAL PLASTICS INC	2,854.10	LDPE ZIPLOCK BAG PRINTED	193246
10/31/2024 ALLIANT	10,077.24	09/29/24-09/29/25	12526
10/10/2024 HOME DEPOT	38.29	HD-2409-06	HD-2409-06
10/4/2024 INSURANCE	622.00	JOURNAL 138123	INSURANCE 25%
Grand Total	\$ 103,635.43		

Respectfully Submitted,

Rachel Ross-Donaldson, Solid Waste Management Agency Manager



Tehama County

Agenda Request Form

File #: 24-1982

Agenda Date: 11/7/2024

Agenda #: 3.

GRANT-FUNDED WARRANT - October 2024

Requested Action(s)

Review and approve the grant-funded warrants in the amount of \$17,619.32

Financial Impact:

As listed.

Background Information:

TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY

MEETING AGENDA ITEM

Thursday, November 7, 2024

Grant Expense

504

Issue: Warrants	Backup: Yes
Petitioner: Rachel Ross-Donaldson	Clerk Ref. #:
Recommendation: Approve warrants as presented	

FISCAL IMPACT:

Yes -

\$ 17,619.32

09/25/24	ADVANCED CHEMICAL TRANSPOF	416.90	WASTE OIL/FILTERS	562588REV
09/25/24	ADVANCED CHEMICAL TRANSPOF	687.50	OIL DRUM/BOX	556328REV
09/25/24	ADVANCED CHEMICAL TRANSPOF	4,180.25	WASTE OIL/LABOR/TOTES	554400REV
09/25/24	CARREL'S	4.48	AUGUST SERVICES	AR67695
09/25/24	COPY CENTER	66.65	RECYCLED POSTER/LAMINATED	23390
09/25/24	COPY CENTER	198.80	HAZARDOUS WASTE	23368
09/25/24	DEER CREEK BROADCASTING	1,000.00	YOU TUBE	4725-00012-0002
09/25/24	GRAINGER	4,865.45	CONTAINER STEEL	9250941805
09/23/24	HOLT	325.00	4045/504 SW11026000 FY 23/24	4045/504 SW11026000 FY 23/24
10/21/24	WASTE TIRE PRODUCTS	3,042.00	PASSENGER TIRES EVENT	20151
10/21/24	SURE-CLOSE INC	1,725.00	COMPOST BINS	3251
10/31/24	CARREL'S	12.29	9/1/24-9/30/24	AR68573
10/31/24	FARM BUREAU NEWS	55.00	OCT AD	OCT AD
10/31/24	ANTELOPE SELF STORAGE	1,040.00	RENT 11/1/24-06/30/24	092-122250

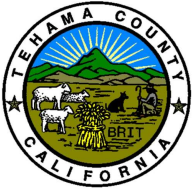
Sub Total

\$ 17,619.32

Sub Total -GRANT HOURS

\$ -

Respectfully Submitted,



Tehama County

Agenda Request Form

File #: 24-1953

Agenda Date: 11/7/2024

Agenda #: 4.

Agreement for the Operation of a Permanent Household Hazardous Waste Collection Facility with Corning Disposal

Requested Action(s)

Review and approve the third extension to the Agreement for the Operation of a Permanent Household Hazardous Waste Collection Facility between the Agency and USA Waste of California, Inc. dba Corning Disposal.

Financial Impact:

None.

Background Information:

Pursuant to Title 22 CCR Section 67450.25(a)(3)(B) and Section 67450.4(b)(16), the operator of a household hazardous waste facility must enter into a written agreement allowing for the facility to operate with the property owner.

The attached agreement to allow the Agency to operate the Corning Household Hazardous Waste Facility on the property of USA Waste of California (WM/Corning Disposal) expired April 30, 2024, unless written notification consistent with the terms of the agreement is provided by either party. Agency staff and WM have previously negotiated a 60-day extension and a 5-month extension of the current agreement allowing Corning collection events to continue until October 31, 2024. The Agency received a third extension to the current agreement on October 15, 2024. This third extension will allow Corning collection events to continue until January 31, 2025.

The Agency met with WM on November 1st to discuss WM's proposal for a successor agreement. The Agency is also exploring alternative sites for the facility in the event the Agency and WM cannot come to an agreement so that residents in the southern portion of the county do not lose this service.

**AGREEMENT FOR THE OPERATION OF A PERMANENT HOUSEHOLD HAZARDOUS WASTE
COLLECTION FACILITY BETWEEN THE TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY
AND USA WASTE OF CALIFORNIA DBA CORNING DISPOSAL**

THIS AGREEMENT, dated this 3rd day of June, 2019 is hereby made and entered into by and between the Tehama County Solid Waste Management Agency (hereinafter referred to as "Agency") and USA WASTE OF CALIFORNIA, INC. dba Corning Disposal (successor to Corning Disposal, Inc.) (hereinafter referred to as "Program Participant"):

RECITALS

WHEREAS, the Agency is committed to actively seeking to minimize the amount of household hazardous waste (hereinafter "HHW") improperly disposed in landfills and/or requiring acceptable landfill disposal by implementing recycling and reuse techniques. The Agency's waste management practices follow the Department of Resources Recycling and Recovery (hereinafter "CalRecycle") waste management hierarchy

Reduce
Reuse
Recycle
Treatment/Incineration
Landfill;

and,

WHEREAS, the Program Participant is interested in participating in the Agency's Household Hazardous Waste Collection Program and has the willingness and capabilities to allow for the existence of the current Agency-owned permanent Corning Household Hazardous Waste Facility (hereinafter "Facility") located at the Program Participant's place of business and allow the Agency to carry out HHW collection activities as described below.

NOW, THEREFORE, Pursuant to the above recitals, the Agency and Program Participant do hereby agree as follows:

1. Agency Responsibilities: The Agency will:
 - A. Provide and maintain the existing Facility at Program Participant's place of business in a neat, clean and sanitary condition.
 - B. Provide a professionally prepared sign displaying operating hours, disposal limits, etc. The Agency shall install said signage in a location visible to the public.
 - C. Submit an annual schedule to Program Participant staff prior to the Facility opening for HHW collection events. The HHW collection events are any time the facility is open to the public. The schedule should include the days and times the Facility will be open to the public. Agency shall notify Program Participant staff at least 30 days prior to implementing any changes to the operations schedule.

- D. Engage a licensed and trained contractor (hereinafter "Contractor") to operate the Facility on the scheduled dates and times of operations. Licensing and training may include, but not be limited to, items listed in Attachment A, "Household Hazardous Waste Training, Permits and Approvals." The Contractor shall operate the Facility in accordance with the contract entered into between the Contractor and the Agency, and with experienced personnel and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by contracts in similar fields; and in accordance with sound professional practices, and in compliance with applicable federal, state and local laws and regulations. The Contractor will be chosen by the Agency.
 - E. The Agency reserves to itself the right to operate the Facility during weekdays and other times that the Contractor is not operating the Facility.
 - F. Inform the public that the Facility is accepting HHW on the aforementioned scheduled dates and times.
 - G. Limit the quantity of HHW disposed by the public to 5 gallons or 50 pounds per person per day.
 - H. Pay for pickup, transport and processing of the HHW from the Facility.
 - I. Be responsible for spills at the Facility at the Agency's expense.
 - J. Maintain records of the number of residents using the Facility.
2. Program Participant Responsibilities: The Program Participant agrees to:
- A. Allow for the existence of the current Agency-owned Facility located at the Program Participant's place of business and allow the Agency to carry out HHW collection activities as described above.
 - B. Notify Agency staff in the event that a spill occurs during hours the Facility is not open as soon as possible. This will allow for Agency staff to arrange for the cleanup of any spill.
3. Term. The term of this Agreement shall be for five (5) years and shall commence on March 1, 2019 and expire on April 30, 2024.
4. Lack of Good Faith Effort: Should the Program Participant and/or agents neglect to notify Agency staff in the event of a HHW spill pursuant to Section 2.B. above, then Program Participant will pay for the cleanup, transport and disposal of the spilled HHW, and liability arising therefrom.
5. Severability: Either party may terminate this Agreement at any time by providing the other party with 90 days written notice. Upon termination of the Agreement, all parts of the Facility, including collection drums, storage containers and signage, shall be returned to the Agency. The Agency shall have six months from the date of written notice to remove all property owned by Agency.
6. Indemnification: The Program Participant agrees to defend, indemnify, save and hold harmless the Agency, its officers, agents and employees, to the fullest extent allowed by law, from all

liabilities, claims, expenses, losses and damages for death, sickness or injury to persons or property including, without limitation, all consequential damages from any cause whatsoever arising from or connected with the operations or performances of this Agreement.

7. Jurisdiction: This Agreement is made in Tehama County and shall be governed and constructed in accordance with the laws of the State of California.
8. Entire Agreement and Amendment: The terms of this Agreement are limited and shall constitute the entire agreement between and among the parties and inure to the benefit of and bind the parties hereto, and their successors and assigns. This Agreement may not be altered, amended, modified or otherwise changed in any manner except by writing executed by all parties.
9. Exclusive Right: This Agreement, in no way, is intended to provide Program Participant with exclusive rights for HHW collection in any area of the County, nor does it prevent the Agency from conducting or supporting any other HHW collection program activities.
10. Costs: Except as specifically provided otherwise in Paragraph 4 above, the Agency shall bear all costs for its HHW collection program activities and for compliance with the terms of the Agreement.
11. Assignability: Neither this Agreement nor any duties or obligations under this Agreement may be assigned by the Program Participant to another party without the prior written approval of the Agency.
12. Practical Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remaining portions shall, nevertheless, continue in full force without being impaired or invalidated in any way.
13. Independent Agent: In its performance under this Agreement, the Program Participant is and shall be considered as an independent contractor and not an agent or employee of the Agency.
14. Attorney's Fees: In any action to enforce the terms of this Agreement, the prevailing party shall be entitled to their attorney's fees.

IN WITNESS HEREOF, the parties hereto have hereunto executed the AGREEMENT the day and year first above written.

PROGRAM PARTICIPANT:
USA Waste of California, Inc.
dba Corning Disposal

By 

Barry Skolnick, President

Date 4/8/2019

AGENCY:
Tehama County Solid Waste
Management Agency

By 

Amanda Jenkins, Chair

Date June 3, 2019

Attachment A

Household Hazardous Waste Training, Permits, and Approvals

Training (as applicable, some trainings maybe combined)

- 24-hour HAZWOPER (40-hour may be acceptable if HHW specific operations is included)
- Hazardous Materials Transportation
- Bloodborne pathogens
- Respiratory protection
- Personal protective equipment
- Universal waste management
- Injury Illness Prevention Plan including hazard communication
- Heat illness prevention
- Ergonomics
- Emergency response
- First aid/CPR

Permits and Approvals (as applicable, some plans can be combined)

- CEQA review
- Zoning compliance
- Permit-by-Rule (PBR)
- Operations plan
- Hazardous materials security plan
- New technology plan
- California Environmental Reporting System (CERS) including aboveground storage tank statement
- Spill prevention control and countermeasure plan (if greater than 1.320 gallons petroleum)
- Fire department approval maybe required for hazardous materials storage
- Approval of local fire and air district for bulking
- Home-Generated Sharps Consolidation Point
- Fire suppression system approvals
- Engineer certification of aboveground tanks
- Engineer certification of facility secondary containment

Transportation

- Hazardous waste transporter registration with financial assurance document
- Driver hazardous materials endorsement if more than 1,001 pounds and placarded vehicles



USA WASTE OF CALIFORNIA, INC

3281 HIGHWAY 99 W
CORNING, CA 96021

Oct 15, 2024

Rachel Ross-Donaldson
Agency Manager
Tehama County Solid Waste Management Agency
20000 Plymire Road
Red Bluff, California 96080

Dear Ms. Ross-Donaldson:

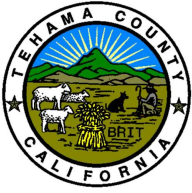
This letter is to follow up on the Tehama County Solid Waste Management Agency's request on Sept 19, 2024, to extend the Agreement for the operation of a permanent Household Hazardous Waste Collection Facility Between the Tehama County Solid Waste Management Agency and USA Waste of California DBA Corning Disposal. WM is agreeable to extend the agreement until January 31, 2025. This will allow appropriate time to complete sole sourced negotiations of the site location.

Sincerely,

A handwritten signature in blue ink that reads "Diana Ramirez". The signature is written in a cursive, flowing style.

Diana Ramirez
Public Sector Manager

CC: Cahill Chavers, District Manager



Tehama County

Agenda Request Form

File #: 24-1904

Agenda Date: 11/7/2024

Agenda #: 5.

Household Hazardous Waste Facility Operations Plans

Requested Action(s)

Review and provide feedback to staff.

Financial Impact:

None

Background Information:

In preparation for the new Household Hazardous Waste Operations contract starting January 1, 2025, Agency staff updated the Operations Plans for both the Corning and Red Bluff facilities. The Operations Plans dictate how the facilities accept waste from the public and businesses, how waste is handled, how much waste can be stored onsite before shipping, emergency procedures, and the closure plan for the facilities. Agency staff are requesting feedback on the draft Operations Plans from the Executive Committee before bringing the final plans back to the Full Board for final approval.

OPERATIONAL PROCEDURES

TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY

HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY

I. INTRODUCTION

The objective of the Tehama County Solid Waste Management Agency (TCSWMA) Household Hazardous Waste Collection Program (HHWCP) is to provide a safe and efficient means for residents of Tehama County to dispose of hazardous materials generated within their households. Towards that objective, TCSWMA has established a Permanent Household Hazardous Waste Collection Facility in Corning (PHHWCF). The facility is located at the Corning Disposal, 3281 Highway 99 West, Corning California 96021.

The intent of the procedures contained in this plan is to provide a safe environment for collection center operations. TCSWMA’s PHHWCF operates according to the procedures outlined herein.

Storage of waste at the Household Hazard Waste Collection Facility (HHWCF) is limited to household hazardous wastes, Very Small Quantity Generator (VSQG) wastes and agricultural wastes. Wastes will be stored until transportation to an appropriate recycling, treatment or disposal facility. In no case will wastes generated through the HHWCP be stored for longer than one year at the collection facility.

II. FACILITY INFORMATION

EPA identification numbers: CAH 111000427

Facility Names: Tehama County Solid Waste Management Agency
Permanent Household Hazardous Waste Collection Facility
3281 Highway 99 West
Corning, CA 96021

Facility Operator: Advanced Chemical Transport Environmental (“ACTenviro”)
4 Wayne Ct. #9
Sacramento, CA 95829

Hours of Operation:

HHW collections: Third Saturday each month, 8:00 a.m. - 12:00 p.m.

VSQG collections: Third Saturday each month, 12:00 p.m. – 2:30 p.m. (after closing to the public)

Facility Waste Manager/Operations Manager/Emergency Coordinator:

Marc Winkler, Operations Manager
Advanced Chemical Transport Environmental
4 Wayne Ct. #9
Sacramento, CA 95829
(916) 693-4496

The Facility Operations/ Emergency Coordinator will be in direct contact with the TCSWMA Program Manager.

TCSWMA Program Manager:

Rachel Ross-Donaldson
Agency Manager, TCSWMA
(530) 528-1103 (8 a.m. to 5 p.m.)
(530) 736-2698 (cell phone)

Site Owner:

USA Waste of California, Inc. dba Corning Disposal
3281 Hwy 99W
Corning, CA 96021
(530) 824-2632

III. COLLECTION FACILITY SITE AND SURROUNDINGS

1. TCSWMA PHHWCF

1. Physical Location

The PHHWCF is located at the Corning Disposal, 3281 Highway 99 West Corning, CA. The HHW collection facility is located on the northeast portion of the property (see Sheet Number 1, Appendix C).

Siting of the collection facility at Corning Disposal was based on the following factors:

- The Public's familiarity with the location of the Corning Disposal.
- Whether the site has established public access routes that allow for adequate ingress and egress.

2. Site Information:

The permanent household hazardous waste collection facility project site consists of the following items:

- One (1) 20' x 6' hazardous materials storage unit equipped with a fire suppression system and secondary containment.
- One (1) 30' x 10' hazardous materials storage unit equipped with a fire suppression system and secondary containment.
- One (1) 40' x 8' storage seatrain for equipment and supplies.

In addition to the permanently installed items, the site also has several transportable items such as bins for trash (see Sheets Numbers 1 and 2, Appendix C).

3. Traffic Information:

The TCSWMA PHHWCF is designed for public traffic flow. The PHHWCF does not adversely impact traffic patterns.

The PHHWCF may only be accessed via a dirt/gravel access road onto an asphalt pad from the north. Traffic coming to the collection facility would drive onto the asphalt pad to be serviced at the collection facility. After materials are removed, vehicles than exit southeast back onto Highway 99 West (see Sheet Number 2, Appendix C, for traffic flow).

IV. PERSONNEL

The TCSWMA PHHWCF is staffed by personnel from TCSWMA’s contractor, Advanced Chemical Transport Environmental. ACTenviro’s personnel (Collection Attendants) conduct their responsibilities while the HHWCF is open to the public (i.e., operation hours). The Collection Attendants responsibilities include:

- Inspection of collection facility prior to the start of daily operations
- Setup facility for collection activities
- Determine participant eligibility
- Distribute educational information to participants
- Collect signed declaration of residence
- Proper segregation of materials
- Securing HHWCF at end of work period

ACTenviro’s personnel (Waste Technicians) are also responsible for waste management operations and implementation of emergency procedures at the collection facility. Their responsibilities at the collection facility include:

- Proper segregation of hazard classes
- Proper packing (i.e., loose packing, lab packing, and bulking) of waste
- Separating out all re-usable materials
- Hazard class identification of known accepted waste
- Maintenance of required inventory sheets
- Implementation of emergency procedures

ACTenviro’s personnel (Waste Technicians) are responsible for waste management operations and implementation and management of emergency procedures at the collection facility. Their responsibilities include:

- Regulatory compliance
- Periodic review of contingency plan to ensure its adequacy

- Implementation of emergency procedures
- Ensuring proper evacuation procedures
- Reviewing/scheduling training programs
- Site security development

All contractor personnel are trained in safe hazardous material management procedures including the proper identification, handling and categorization of materials. Workers also possess a thorough understanding of emergency response procedures and personal protective equipment. Additionally, the contractor possesses all required federal, state and local licensing and/or certifications regarding the handling and transport of hazardous materials and waste (Refer to section IX for a discussion on personnel training).

Administrative functions of the collection facility are the responsibility of the TCSWMA Program Manager, responsibilities include:

- Project development and planning
- Satisfying state and local permitting requirements
- Waste management planning
- Budgetary and fiscal planning
- Satisfying state and local reporting
- Contact development

V. COLLECTION CENTER DESIGN/STORAGE

A. Design:

The TCSWMA PHHWCF consists of a 20' x 6' and a 30' x 10' hazardous materials storage unit equipped with fire suppression systems and secondary containment, and a 40' x 8' storage seatrain. The storage units comply with all applicable regulatory requirements. Facility design plans are included in Appendix D.

1. Security

The TCSWMA PHHWCF is located at the Waste Management Corning Disposal and is enclosed by a perimeter security fence. Both hazardous materials storage units are always secured with an appropriate security locking device during non-operating hours.

2. Lighting

Although both hazardous materials storage units do not have interior lighting, all PHHWCF operations are performed during daylight hours.

3. Hazardous Materials Storage Units:

General Design

Household hazardous materials received at the PHHWCF are stored in hazardous materials storage units specifically designed and constructed for the storage of hazardous materials. The storage units meet Factory Mutual requirements, UFC and NFPA standards. The hazardous material storage units have a corrosion resistant, non-sparking grate floor (see Sheet Number 3, Appendix C). Each unit is equipped with a dry-chemical fire suppression system that can be activated automatically or manually. The storage units comply with all applicable regulatory requirements.

Design Specifications

Design specifications as well as information on the hazardous materials storage units is provided in Appendix D.

Storage Capacity

The 20' x 6' and the 30' x 10' hazardous materials storage units have the capacity to hold 48 and 30, 55-gallon drums respectively. At no time shall the amount of hazardous materials stored within each hazardous materials storage unit exceed the equivalent of 20, 55-gallon containers.

Containment System

The storage unit has a secondary containment sump below the grate floor with a capacity equal to or in excess of 10% of the aggregate volume stored, or 100% of the largest container volume whichever is greater (40 CFR 264.175 (b)(3)). Design specification for the sump are provided in Appendix D.

Ventilation

The secured hazardous materials storage unit is ventilated by a lower sidewall and roof vents. Full opening doors provide additional ventilation for staff working with in the interior of all the hazardous materials storage units.

B. Precipitation:

1. Storage Units/Area

The hazardous materials storage unit provides protection from exposure to the elements for all stored materials and equipment by nature of their design and construction.

2. Sorting Area

The sorting area is located within the hazardous materials storage locker and is covered by the locker's metal roof.

C. Permits and Notifications:

Permits and notifications for the HHWCF including the following have been included in the operations plan (see Appendix E).

- Department of Toxic Substance Control Permit by Rule Notification
- Department of Toxic Substance Control Permit by Rule Authorization
- Corning Fire Department PHHWCF Bulking Procedures Approval
- County of Tehama Air Pollution Control District Bulking Procedures Approval

VI STORAGE CAPACITY EXCEEDANCE

The 20' x 6' and 30' x 10' hazardous material storage units have the capacity to hold 48 and 30, 55-gallon drums respectively. At no time shall the amount of hazardous materials stored within each hazardous materials storage unit exceed the equivalent total of 20 55-gallon containers. As part of the Storage Capacity Exceedance Procedures, three items are discussed below for compliance.

1. Operation Procedures for Meeting/Exceeding Storage Capacity of the TCSWMA PHHWCF.
 - a. The total storage capacity for the TCSWMA PHHWCF is 2,200 gallons. This represents a maximum storage capacity of twenty (20) full 55-gallon drums per storage unit. When the total amount of stored waste reaches the equivalent of the maximum capacity of hazardous waste transport vehicles(s), arrangements are made with the current hazardous waste contactor to pick up the drums.
 - b. The average time between request and shipment of the hazardous waste is two weeks. This ensures that there is enough reserve capacity to contain any or all materials in case of an uncontrolled spill.
 - c. Worst possible scenario, the TCSWMA PHHWCF containment and secondary containment systems will not be exceeded if the hazardous wastes are shipped promptly, within two weeks. If an unforeseeable spill occurs, the secondary containment system, will contain any spills by nature of its design.
2. A System in Place to Contain 24-Hour 25-Year Storm, plus 10% of the Aggregate Volume of all Containers.
 - a. The TCSWMA PHHWCF is designed to withstand and prevent intrusion of a 24-hour 25-year storm. The hazardous materials storage unit roofs are sloped and built on

either channel or I-beams, thus allowing for any storm water to freely move away from the unit.

3. The Containment System is Designed and Operated to Protect the Containers from Contact with Accumulated Liquids.
 - a. A facility layout showing household hazard waste storage and segregation is provided in Appendix C (see Sheet 3). The household hazardous wastes are stored in drums on a grated floor. There is sealed separation (24 inches) between similar and incompatible wastes to prevent any chemical from accidentally intermixing or contaminating other materials stored at the TCSWMA PHHWCF.

Containment System:

Each storage unit has a secondary containment sump below the grate floor with a capacity equal to or in excess of 10% of the aggregate volume stored, or 100% of the largest container volume, whichever is greater (40 CFR 264.175 (b)(3)). Design specifications for the sump are provided in Appendix D.

The base underlying the hazardous materials storage unit and receiving area is asphalt covering which provides for an impervious base to the wastes and it free of cracks or gaps.

VII. WASTE ACCEPTANCE AND WASTE ANALYSIS PLAN

A. Overview of Operations:

The vehicle staging area is located on the asphalt covering in front of the 30' x 8' x 8' hazardous materials storage unit (see Sheet 2, Appendix C). People seeking to drop off household hazardous materials (HHW) are instructed to remain in their vehicles by collection attendants while at the HHW collection facility. Acceptable materials are removed from vehicles by collection attendants within the staging area, transferred to the sorting area for subsequent proper sorting, segregation and packaging. Materials are stored in their original container unless the container is found to be unsound or leaking. The unsound or leaking container is placed in a secondary container to secure the contents. Identifiable materials are shelved separately based on label identification. Acceptable materials include; cleaners, polishes, automobile fluids, aerosols, paint and related products, pesticides, acids, caustics, solvents and adhesives.

Waste Technicians further segregate the materials by hazard class and compatibility based upon the waste's chemical constituents and concentrations. The Waste Technician evaluates each waste using the following methods; label information, product information, treatment/recycling facility data, and reference data. The waste is then inventoried and appropriately lab-packed, loose packed or bulked into DOT approved shipping containers.

All unidentified or unlabeled wastes and unknowns received are segregated in a designated location of the sorting area and subsequently analyzed by the Waste Technician using a hazardous categorization chemical identification, each unknown or unlabeled material is inventoried and transferred to the appropriate container.

Containers are not normally opened. It is the policy of the HHWCF that the label accurately reflects the contents of the container, since it presents a greater hazard to open and verify many labeled containers. Non-original containers (i.e., food containers, etc.) must be opened and contents verified and analyzed to properly categorize. Safety precautions used in identifying any waste include wearing protective clothing.

Waste oil, Antifreeze, and solvents are bulked into their respective DOT approved 55-gallon drums. The following bulking protocol shall apply at all times:

- All bulking operations will be conducted in secure area away from the receiving area
- During bulking operations eye protection, gloves, and Tyveks must be worn at all times
- No smoking or flames of any sort will be allowed within 25 feet of the hazardous waste collection area
- Safety equipment will be inspected for function and adequate supply prior to commencing bulking operations
- No unauthorized persons will be allowed in the bulking area without permission
- Bulking operations will follow procedures outlined in CCR Title 22, Section 66730
 - Each container shall be emptied as much as possible so that the material within the container when inverted, can no longer be poured or drained.
 - Each container (5-gallons and/or less in capacity) as emptied must be managed by puncturing or otherwise changing the container to prevent subsequent use or reuse, prior to disposal at a solid waste facility or reclamation of its scrap value.

Lab-packed containers (drums) are numbered, labeled with the appropriate hazardous waste markings, drum identification number and DOT hazard class label. The drum is prepared with a 2 to 3-inch layer of compatible absorbent material poured into the bottom of the container. Waste is placed in the drum, so materials are not touching each other. Another layer of compatible absorbent materials is poured into the drum, covering the tops of the waste by an additional 2 to 3-inches. This process is repeated until the drum is full. Once the drum is full, the lid is secured and the word “full” is written on the lid and at the top of the inventory sheet. Inventory sheets for the partial filled drums are kept with the drums, and inventory sheets for the full drums are kept at the collection facility until transportation offsite occurs. The containers are stored within the storage units or on secondary containment pallets in accordance with 49 CFR 177.848(d).

Drums and containers marked “full” and additional containers to be transported to a Transfer, Storage, and Disposal Facility (TSDF), recycling or reclamation facility are stored prior to shipment. Drum counts

and inspections are performed by Waste Technicians prior to signing the manifest. The transport vehicle is guided on site by Waste Technicians. The truck and each container are then carefully inspected prior to loading. All drums are loaded in a safe manner and secured within the truck per the DOT segregation requirements.

Disposal of the waste is either by recycling, incineration, fuel blending, neutralization, or landfilling depending upon the best available technology for the specific hazardous waste class.

B. Waste Analysis Data

See Appendix F for waste analysis data specific to the types of wastes received at the site.

C. Generic Classes of Materials Accepted:

The PHHWCF **ONLY** accepts household hazardous waste that is manageable by the collection attendants during normal operation hours. Business generated waste is accepted on a reservation only basis at the collection facilities when the facility is closed to the public. Acceptable materials include; cleaners, polishes, automobile fluids, aerosols, paint and related products, pesticides, acids, caustics, solvents and adhesives.

D. Excluded and Extremely Hazardous Materials

Radioactive materials, partially full or full compressed gas cylinders (i.e., welding tanks), and explosives (including ammunition) are not accepted. If such materials are inadvertently received, the material is segregated from other waste and stored in the appropriate storage unit while appropriate authorities are notified, including the Waste Manager and Program Manager, and proper disposition is determined.

In order to avert the receipt of excluded materials, public information provided in the local recycling guide of the telephone book indicated that the aforementioned items are not acceptable. Alternative treatment and/or disposal options are provided to the public upon request.

Materials are **NOT** removed from a vehicle until determination is made by the collection attendants that the materials were generated by a Tehama County resident and are safe to handle.

The HWW collection attendants are directed to notify any persons attempting to drop off materials suspected of being generated in the course of a business operation that such materials are not eligible for drop off during normal collection facility hours of operations. Collection attendants will gather information from the person (i.e., company name and telephone number) and arrange for a follow-up drop off appointment.

E. Allowable Quantities of Household Hazardous Materials:

State law prohibits the transport of unmanifested hazardous materials in excess of 15-gallons or 125-pounds. Advertising and promotional materials specify that those quantities may be exceeded in any one drop-off.

The purpose of the program is to eliminate illegal disposal of household hazardous waste and to divert it from the solid waste system. Rather than discourage residents from proper disposal activities, quantities in excess of the legal transportable amounts will be accepted at the collection center if brought in by a household. Collection attendants will inform any person arriving with excessive quantities of the legal restrictions on transportation.

Material Handling and Identification:

1. Routine Identification:

Collection attendants through a review of the product/label information accomplish routine identification. The hazard class and category of the product which is determined by the Waste Technician is based on the vehicle/solvent/carrier and the concentration of the ingredients contained. To assist in proper hazardous classification, reference guides are used. ACTenviro's Waste Technician training includes instruction in the proper use of these reference materials.

2. Non-routine (unknown) Identification:

HHW received in unmarked non-original containers, or questionable materials (i.e., product label illegible) are considered an unknown material and identified in the following manner;

- Collection attendant will ask person delivering material to identify it
- If identified by person delivering it, the container is marked with "Unknown – possible identity is _____"
- If not identified by party delivering it, the material's container will be placed in the designated area marked for "Unknowns"
- Hazard categorization testing is accomplished by ACTenviro's Waste Manager

Once the "unknown" waste is identified, the waste material is then incorporated into the regular waste stream for lab-packing, loose packing, or bulking and storage.

F. Paint Handling/Storage – PaintCare

1. Paint accepted at the HHWCF is segregated for collection under the California PaintCare Program. Latex paint is separated from other paint and program materials and loose packed in a cubic yard box for transportation. Oil-based paint and other program products are collected and loose-packed into pallet sized collection containers.

G. Used Motor Oil/Antifreeze/Oil Filters/Lead-Acid Batteries:

1. Waste oil is bulked into DOT approved 55-gallon drums.
2. Used antifreeze is transferred and bulked into 55-gallon drums and subsequently transported for reclamation.
3. Used oil filters are bulked into 55-gallon drums and subsequently transported for reclamation.
4. Automobile and motorcycle lead-acid batteries are shipped in drums. If a large amount is received at one time they will be palletized for shipment.

H. Road Flares:

Unused road flares are accepted and packaged with other flammable solids inside the 20' x 6' hazardous materials storage unit.

I. Smoke Detectors:

The National Radiological Commission (NRC) has determined household smoke detectors are acceptable for disposal with regular trash. Smoke detectors are accepted at the HHWCF and disposed of with other refuse taken to the landfill. In compliance with existing NRC guidelines, the Waste Technician ensures the detectors are not disassembled or disposed of in concentrated quantities.

J. Household Batteries:

Household batteries will be segregated by type (i.e., rechargeable, alkaline, lithium) into 55-gallon drums. Once full the drums are transferred to the 40' x 8' storage searain for subsequent transportation and reclamation.

K. Fluorescent Tubes and Bulbs:

Fluorescent tubes and bulbs will be packaged for subsequent transportation and reclamation.

L. Estimated Quantities:

Operating an average of 1 day per month, the average participation is 10 cars per day, and 1,000 pounds of waste per month. The estimated total storage capacity for the HHWCF is identified in Section VI.

Reports and revised projections are provided to the State Department of Toxic Substances Control and local regulatory agencies as required.

In order to provide a safe environment at the collection facility, quantities stored on-site at any one time shall not exceed the limits allowed for the storage structure containment system, nor exceed a 1-year storage limit. For the purpose of hazardous waste management, the HHWCF will be serviced (i.e., processed) weekly by ACTenviro's Waste Technicians. In addition, "as needed" servicing will be conducted as determined by program manager at any time during operation of the HHWCF.

VIII. COLLECTION FACILITY EQUIPMENT SUPPLIES AND MATERIALS

A. Material Management:

Equipment used at the collection facility for properly managing waste materials include:

- Hazardous materials storage containers (DOT approved cardboard cubic yard boxes; 55, 30, 20 and/or 5-gallon steel, plastic and/or fiber drums (or other approved hazardous material containers)
- Absorbent packing materials
- Hazardous materials storage units with dry chemical fire suppression system and secondary containment
- Polyethylene sheeting and bags
- Plastic drum liners, plastic bins, tubes, and/or buckets
- DOT approved drum labels
- Drum inventory sheets
- Hand tools, drum dolly
- Hazardous categorization test kit
- Utility carts

All hazardous material handling equipment (i.e., trucks, forklifts, etc.) are supplied and used by the contracted hazardous waste hauler as necessary.

Storage structure specifications and related information is provided in Appendix D.

B. Personal Protective Equipment

The following personal protective equipment will be maintained at the HHWCF:

- Chemical resistant disposable coveralls
- Chemical splash goggles, safety glasses and face shields
- Chemical resistant gloves
- Vinyl disposable gloves
- Respirators with appropriate cartridges

HHW collection attendants are trained in the use and care of personal protective equipment pursuant to their specific responsibilities. All personal protective equipment used at the HHWCF complies with applicable regulations.

C. Safety and Emergency Equipment

The collection facility is outfitted with the following safety and emergency equipment:

- First aid kit
- Emergency eye wash
- Portable fire extinguishers
- Spill control equipment (i.e., absorbents, booms, shovels, brooms, etc.)
- DOT approved containers
- Secondary containment for storage units, storage pallets, and in flammable storage areas, each with a capacity equal to in excess of 10% if of the aggregate volume stored or 100% of the largest container volume, whichever is greater (40 CFG 264.175 (b)(3))

All safety and emergency equipment maintained within the HHWCF complies with all federal, state, and local requirements.

D. Signage

A sign with the following language has been placed on each collection facility door and is readable at 25-feet.

**CAUTION
HAZARDOUS WASTE STORAGE AREA
UNAUTHORIZED PERSONS KEEP OUT**

Signs have also been placed on each hazardous materials storage unit to identify the hazards and categories associated with the waste being stored inside.

IX. INSPECTIONS

A. Daily Operational Inspections:

The collection attendant inspects the HHWCF on the days of operation. Inspections include general site housekeeping functions, checking for leaking containers of potential discharges, and ensuring proper operation of emergency eyewash equipment. A copy of the inspection for daily operations is included in Appendix G. The waste technician conducts inspections during non-operation hours for errors such as mislabeling or incompatible storage, which are immediately corrected. In addition, safety equipment inventory inspections are conducted, and inventory sheets are reviewed for completeness and accuracy. A copy of the inspection form and drum inventory sheet used is included in Appendix G.

Any deficiencies noted by collection attendants are immediately reported to the waste manager for correction. The collection attendants complete and initial daily inspection logs. The logs are kept on file at the TCSWMA for reference.

B. Annual Inspections:

Annually, the ACTenviro project manager inspects the collection facility, hazardous materials storage units to ensure compliance with operation procedures, waste management policies and safety programs. Inspections are documented using a collection facility inspection form. A copy of the inspection form is filed as the TCSWMA for reference.

C. Department of Toxic Substance Control Inspections:

The state Certified Unified Program Agency (CUPA) inspects the HHWCF on an annual basis to ensure compliance with all regulatory requirements.

D. Fire Inspections:

The Corning City Fire Department performs an inspection of the HHWCF on an as needed basis to ensure compliance with fire and municipal code regulations. Results of these inspections are maintained at the TCSWMA Office.

X. PERSONNEL TRAINING PROGRAM

All personnel staffing the HHWCF must successfully complete training as required by regulations. It is the responsibility of the TCSWMA's contractor ACTenviro, to ensure that collection attendants and waste technicians have successfully completed training and that documentation of their training is maintained for a minimum of three years. ACTenviro maintains current training documentation of such training.

The contracted hazardous waste disposal contractor shall maintain at the TCSWMA a copy of their training program for reference and review. Personnel training records shall be maintained for each staff and employee to include; job title, job description, duties, training course, date and proof of successful completion.

A. HAZWOPER and Hazard Communication:

Prior to working at the HHWCF, collection attendants and waste technicians will have completed task specific hazardous awareness training including lifting hazards, material identification, and minor spill response measures. In addition, completion of a 24/40-hour Hazardous Wates Operations training is required. These training courses satisfy the requirements of the California Code of Regulations (CCR) Title 22 and Title 8 (Cal-OSHA). Copies of training documents are included in Appendix H. The following topics are included in this training.

- Hazards associated with chemicals
- Incompatibly of hazardous materials
- Respirator/self-contained breathing apparatus and personal protective equipment selection and use
- Levels of protection
- Laws and regulations
- Spill control/mitigation
- Emergency response and decontamination procedures
- Hazard categorization procedures
- Fundamentals of toxicology and chemistry
- Health and safety concerns, awareness, and prevention
- General work practices associated with hazardous materials/waste
- Interpretation of information on labels and Materials Safety Data Sheets (MSDS)
- Use of the Emergency Response Guidebook
- Proper manifesting of waste for transportation

B. Classification of Materials:

Training in the classification of materials shall include reading labels for collection attendants. ACTenviro's waste technician shall be trained in the identification of hazard classes based on ingredients, identifying hazard characteristics (i.e., corrosivity, ignitability, reactivity ...), and use of hazard categorization field test kits. Material identification is discussed in Section VII.

C. First Aid and Safety:

All HHWCF staff are knowledgeable in appropriate measures in the event of accidental contact with hazardous materials. Also, staff are trained in the use of fire extinguishers.

D. Emergency Response and Personal Protective Equipment:

Training shall provide staff with a working knowledge of emergency response procedures including spill containment and decontamination techniques. HHW collection attendants are versed in the use of personal protective equipment (PPE) to LEVEL D. And the regulatory requirements regarding the use of PPE, including the use of gloves, boots, protective clothing, and safety glasses. Waste technicians are versed in the use of PPE to LEVEL C, which includes the use of air purifying respirators, gloves, boots, protective clothing, and safety glasses. Copies of training documents are included in Appendix H.

E. Manifesting and Transportation:

Manifesting and transportation of wastes is the responsibility of the certified hazardous waste hauler contracted by the TCSWMA for that purpose.

The certified hazardous waste hauler shall possess required and valid licenses and be registered in the state of California as well as any other state through which waste is transported. The contractor is responsible for the proper manifesting of the wastes and shall comply with all applicable requirements.

XI. EMERGENCY PROCEDURES

Emergency procedures are detailed in the HHWCF Emergency Procedures/Contingency Plan, included at Appendix B. The plan satisfies all state and local health and safety requirements. The plan addresses the following areas:

- Notification procedures in the event of a release or incident
- Evacuation procedures
- Mitigation, containment and clean-up provisions
- Reporting and record maintenance procedures
- Maintenance of emergency equipment

- Facility monitoring for integrity of storage structures

XII. RECORDS AND REPORTS

All records, reports, documents, amendments, and revisions, regarding HHWCF permits, operations and material management are maintained by the TCSWMA. Documentation files may be inspected during normal business hours. Copies of some of these materials are also on-site at the collection facility and available for review upon request. Material inventory records are available at the HHWCF for all filled drums. Original manifests are kept on file at the TCSWMA office.

An annual report, Form 303, required by the California Department of Toxic Substances Control is submitted on an annual basis by the first Monday of October for the previous fiscal year ending June 30th. The report contains the total volume of hazardous waste managed and the disposal methods used. A copy of this report is kept at the TCSWMA office.

XIII. CLOSURE PLAN

In the event HHWCF operations are discontinued at the TCSWMA PHHWCF, the following procedures will be implemented:

1. The collection facility will be inspected by the TCSWMA program manager to locate and identify any hazardous wastes remaining on-site after cessation of operations.
2. Contaminated equipment and supplies will be decontaminated or properly disposed of.
3. A TCSWMA contacted hazardous waste hauler will contain, package and transport, in compliance with all relevant regulations, all hazardous waste on-site. The contacted hazardous waste hauler shall be licensed and certified by the state of California. All hazardous wastes shall be transported to a licensed and/or permitted recycling, treatment, or disposal facilities.
4. After removal of all hazardous wastes, the HHWCF shall be closed in accordance with applicable legal or regulatory requirements.
5. The state Department of Toxic Substances Control shall be notified of closure procedures to verify the closure has been effected in compliance with applicable laws or regulations.
6. An environmental assessor registered in the State of California will certify the closure of the HHWCF.

XIV. COST ESTIMATE FOR CLOSURE

Cost estimates for closure are based on site and equipment clean up, laboratory testing of sump and sidewalls, demolition or scrapping of hazardous material storage units, and an environmental site assessment of the facility including subsurface.

On average, inclusive costs for site and equipment clean up, laboratory analysis, and environmental site assessment is currently \$10,500. The TCSWMA shall assume financial responsibility for closure of the collection facility.

XV. FINANCIAL RESPONSIBILITY

The TCSWMA PHHWCF is insured under the Tehama County self-insurance certification.

XVL. CERTIFICATION

I certify under penalty of law that this document and all the attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fines and imprisonment for violations of which I have knowledge.

Rachel Ross-Donaldson, Agency Manager
Tehama County Solid Waste Management Agency

HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY REQUIREMENTS CHECKLIST/GUIDELINE (DTSC/CUPA)

CHECKLIST ELEMENT

= Completed

COMMENT/STATUS

A. SUBMITTALS: Has the following document been submitted by the operator of the PHHWCF?

- | | | |
|---|--|--|
| 1 | PHHWCF Permit by Rule Notification form (DTSC 1094B) (10/01) to CUPA/ or DTSC (if no CUPA).
[Title 22, Cal. Code Regs., section 66270.60(d)(6)(A)] | In Appendix E - Permits |
| 2 | PHHWCF has developed/maintained/implemented operational procedures to be followed whenever the PHHWCF meets or exceeds its maximum storage capacity.
[Title 22, Cal. Code Regs, section 67450.25(a)(3)(A)]. | In Section VI – Storage Capacity Exceedance |
| 3 | PHHWCF only accepts approved classifications of waste:
[HSC 25218.1(f)] | In Section VI – Waste Acceptance and Waste Analysis Plan |

B. CONTAINMENT:

- | | | |
|---|---|---|
| 4 | Container storage area has a containment system that is designed and operated to contain a 24-hour, 25-year storm plus 10% of the aggregate volume of all containers or the volume of the largest container, whichever is greater.
[Title 22, Cal. Code Regs., sections 67450.25 (a)(1) and 66264.175(b)(3)] | Addressed in Section VI - Storage Capacity Exceedance & Appendix D - Facility Design Specifications |
| 5 | The base underlying the containers in the receiving*, handling and storage areas is free of cracks or gaps and is impervious to the wastes. [Title 22, Cal. Code Regs., sections 67450.25(a)(4)(A) and 66264.175(b)(1)] | Addressed in Section VI- Storage Capacity Exceedance |

*Tables and carts on which wastes are placed are considered the receiving area.

- | | | |
|---|--|---|
| 6 | The containment system is designed and operated to protect the containers from contact with accumulated liquids.
[Title 22, Cal. Code Regs., sections 67450.25(a)(1) and 66264.175(b)(2)] | Addressed in Section VI- Storage Capacity Exceedance |
| 7 | Run-on into the containment system is prevented.
[Title 22, Cal. Code Regs., sections 67450.25(a)(1) and 66264.175(b)(4)] | Addressed in Section VI- Storage Capacity Exceedance |
| 8 | Spilled or leaked waste and accumulated precipitation is removed in a timely manner as is necessary to prevent overflow of the collection system. [Title 22, Cal. Code Regs., sections 67450.25(a)(1) and 66264.175(b)(5)] | Addressed in Appendix B – Emergency Procedures/Contingency Plan, Section X Spill Management |

HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY REQUIREMENTS CHECKLIST/GUIDELINE (DTSC/CUPA)

- | | | |
|--|--|---|
| 9 | <p>a. The operator has submitted to CUPA /or DTSC (if no CUPA) a written statement signed by an independent, qualified professional engineer, registered in California, indicating that the containment system is suitably designed. [Title 22, Cal. Code Regs., section 66264.175(c)]</p> <p>or</p> <p>b. A engineering certification as required by Title 22, Cal. Code Regs., section 66274.175(c) shall be provided by a manufacturer, an independent professional engineer registered in the state of California or professional engineer employed by the local government entity from a different division or agency than the operator. [Title 22, Cal. Code Regs., section 67450.25(a)(1)(A)]</p> | <p>In Appendix D – Facility Design Specifications</p> <p>In Appendix D – Facility Design Specifications</p> |
| <p>C. DOCUMENTATION REQUIREMENTS: Does the PHHWCF have the following documents at the facility?</p> | | |
| 10 | <p>a. Receipt or proof of mailing notification to CUPA/ or DTSC (if no CUPA). [Title 22, Cal. Code Regs., sections 66270.60(d)(6)(A) and 67450.25(a)(3)]</p> <p>b. CUPA/ or DTSC’s (if no CUPA) Authorization letter. [Title 22, Cal. Code Regs., sections 66270.60(d)(6)(B) and 67450.25(a)(3)]</p> | <p>In Appendix E - Permits</p> <p>In Appendix E - Permits</p> |
| 11 | <p>A written waste analysis plan (WAP) describing the procedures to characterize unidentified wastes received at the facility into federal DOT hazard classes (operator may use HAZCAT). [Title 22, Cal. Code Regs., section 67450.25(a)(2)(A)]</p> <p>An operation plan with the following information:</p> | <p>In Section VII – Waste Analysis and Waste Acceptance Plan</p> |
| 12 | <p>The PHHWCF is complying with Chapter 15, Article 8 (Financial Assurance), except that the coverage to be maintained is in accordance with Title 22, Cal. Code Regs., section 67450.30.**</p> | <p>In Appendix E - Permits</p> |
| <p>**Financial Assurance for closure exemptions:</p> | | |
| | <p><u>PHHWCF is operated no more than 30 days per year:</u>
Submit a certification to DTSC with a statement why facility is exempt.</p> | <p>Not Applicable</p> |
| | <p><u>Estimated closure cost is less than \$10,000:</u> Submit a certification to DTSC with a statement why facility is exempt and adjust closure cost estimate annually for closure plan changes and national inflation index.</p> | <p>In Appendix E - Permits</p> |

HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY REQUIREMENTS CHECKLIST/GUIDELINE (DTSC/CUPA)

13	Phase I environmental assessment due to DTSC within one year of commencing operation. [HSC, section 25200.14; and Title 22, Cal. Code Regs., sections 66270.60(d)(B)(6) and 67450.25(a)(5)]	Completed - In Appendix E - Permits
14	PHHWCF closure plan and post closure. [Title 22, Cal. Code Regs., sections 67450.25(a)(2)(E) and 66265.110-66265.115]	In Section XIII – Closure Plan
15	Site supervisor name(s). [Title 22, Cal. Code Regs., sections and 67450.25(a)(3)(B) 67450.4(b)(6)]	In Section II – Facility Information
16	Description of operating procedure in the event of inclement weather. [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(8)]	In Section V – Collection Center Design/Storage
17	Contingency plan which describes the following: [Title 22, Cal. Code Regs., sections 67450.25(a)(2)(C) and 66265.52]	In Appendix B – Emergency Procedures/Contingency Plan
	a. actions to take	In Appendix B – Emergency Procedures/Contingency Plan
	b. local arrangements	In Appendix B – Emergency Procedures/Contingency Plan
	c. emergency coordinator list	In Appendix B – Emergency Procedures/Contingency Plan, Section IV – Facility Information
	d. list of emergency equipment	In Appendix B – Emergency Procedures/Contingency Plan, Section X – Spill Management, Subpart G
	e. evacuation plan	In Appendix B – Emergency Procedures/Contingency Plan, Section X – Spill Management, Subpart B
18	Preparedness & prevention: [Title 22, Cal. Code Regs., section 67450.25(a)(2)(B)]	
	a. Operator minimizes possibility of fire, explosion or release; [Title 22, Cal. Code Regs., section 66265.31]	In Appendix B – Emergency Procedures/Contingency Plan
	b. Existence of Internal communication or alarm system, portable fire extinguishers, spill control equipment, decontamination equipment, & water at facility; [Title 22, Cal. Code Regs., section 66265.32]	In Appendix B – Emergency Procedures/Contingency Plan, Section X – Spill Management, Subparts B & G

HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY REQUIREMENTS CHECKLIST/GUIDELINE (DTSC/CUPA)

c. Access to communication device; [Title 22, Cal. Code Regs., section 66265.34]	In Appendix B – Emergency Procedures/Contingency Plan, Section X – Spill Management, Subpart A
d. Aisle space is maintained for emergencies; and [Title 22, Cal. Code Regs., section 66265.35]	See Storage Plan (Figure 2) (Appendix C)
e. Arrangements with police, fire departments, emergency response teams and OES including facility layout & operation. [Title 22, Cal. Code Regs., section 66265.37]	Layout and operating procedures sent to these organizations
19 Copy of documents as specified in Title 22, Cal. Code Regs., section 66264.17(c) if applicable. (Ignitables, Reactives, & Incompatible wastes) [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(13)].	In Section VII – Waste Analysis and Waste Acceptance Plan
20 If bulking solvents, oil-based paints or gasoline PHHWCF follows a written protocol approved by local fire & air pollution prevention agencies. [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(14)]	In Appendix E - Permits
21 Copies of all local permits obtained. [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(16)]	In Appendix E - Permits
22 A written agreement between the property owner and the operator if different. [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(17)]	Not Applicable
23 A written agreement between the contractor and the operator [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(18)]	In Appendix E - Permits
24 Follows Generator requirements, Chapter 12, Cal. Code Regs.	
a. Meet container management standards (storage time limits, closed, labeled, compatibility, inspected weekly, in good condition, with ignitables/reactives stored at a shorter distance (<50 feet from property line) with written approval of local fire authority. [Title 22, Cal. Code Regs., sections 67450.25(a)(2)(D), 66262.34, and 66265.170]	In Section IX - Inspections
b. Copies of manifests retained for 3 years & a legible copy of each manifest used submitted to DTSC within 30 days. [Title 22, Cal. Code Regs., sections 66262.20 and 66262.23]	In Appendix A – Operational Procedures, Section V, Subpart B

HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY REQUIREMENTS CHECKLIST/GUIDELINE (DTSC/CUPA)

- c. Inspection standards for hazardous waste accumulation area (container-weekly and tanks-daily).
[Title 22, Cal. Code Regs., sections 66265.15 and 66265.195] In Section IX - Inspections
- D. CESQG WASTE ACCEPTED:**
- 25 A description of how CESQG HW will be received separately from the HHW: [Title 22, Cal. Code Regs., sections 67450.25(a)(3)(B) and 67450.4(b)(9)] In Appendix A – Operational Procedures, Section III, Subpart D
- a. either accepts at different hours or
b. receives at separate receiving area from other HHW.
- 26 Maintains separate record identifying name, address, and identification number (if available) of CESQG, types and quantities of hazardous wastes accepted, and the fees paid to the PHHWCF for the management of those wastes. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(g)] In Appendix G – Facility Operation Operation Forms (CESQG Waiver)
- E. WALK THROUGH OBSERVATIONS**
- 27 Location of HHW handling area is clearly marked to control public access. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(1)] All Appropriate Signs in Place
- 28 Facility has a buffer zone which has written approval of local agencies. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(2)] See Facility Layout (Figure 1, Appendix C)
- 29 Facility is large enough to accommodate all equipment, personnel and anticipated number of vehicles for a safe operation. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(3)] See Facility Layout (Figures 1 & 2, Appendix C)
- 30 Facility is paved with asphalt or concrete in good repair. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(4)] See Facility Layout (Figure 1, Appendix C)
- 31 All waste handling and storage areas have a continuous base that meet the requirements of 66264.175(b)(1). [Title 22, Cal. Code Regs., sections 67450.25(a)(4)(A)] Addressed in Section VI- Storage Capacity Exceedance
- 32 There is a physical barrier to delineate the perimeter of HHW handling and storage areas. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(5)]. See Storage Plan (Figure 2, Appendix C)

HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY REQUIREMENTS CHECKLIST/GUIDELINE (DTSC/CUPA)

33	The area(s) or structure(s) has the written approved of local agencies, to store ignitable and/or reactive waste. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(6)].	Layout and operating procedures sent to local agencies
34	Waste handling areas are covered for excessive heat Or precipitation. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(7)].	Waste handling area has sufficient ventilation and coverage from excessive heat and precipitation (see Figure 2, Appendix C)
35	Warning signs are posted outside the receiving, handling and storage areas in English and in languages predominant in the area which state "Danger! Hazardous Waste Area - Unauthorized Personnel Keep Out". [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(8)]	Complete
36	Warning signs are legible from a distance of at least 25 feet. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(8)(B)]	Signs meet this requirement
37	Signs are posted prohibiting food, beverages, and smoking in the receiving, handling, and storage areas. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(8)].	Complete
38	Storage area is a secured area with controlled access or is surrounded by a fence or monitored by 24-hour surveillance system. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(9)(C)]	Storage area inside locked hazmat units and perimeter fencing
39	If facility operates during hours of darkness there is artificial lighting to provide a safe operation. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(9)(D)]	Not Applicable
40	There is a separate storage area for wastes which are ready to be transported off-site. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and [67450.4(d)(9)(E)]	Wastes are removed from each Hazmat Storage unit just prior to off-site transportation
41	Local agency has approved the traffic control. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(10)(A) and (B)]	Tehama County Solid Waste Mgmt. Agency has approved traffic control measures

HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY REQUIREMENTS CHECKLIST/GUIDELINE (DTSC/CUPA)

- | | | |
|-------------------------------------|---|---|
| 42 | Traffic is routed in a one-way direction to minimize backing up or turning around.
[Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(10)(C)] | See Figure 2, Appendix C |
| 43 | Persons delivering wastes remain in their vehicles while in the waste acceptance area of the facility. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(d)(10)(D)] | Applicable Signs are Posted |
| F. WASTE HANDLING PROCEDURES | | |
| 44 | Waste handling is performed by trained personnel and provides safety for the participants and workers.
[Title 22, Cal. Code Regs., sections 67450.25(a)(4), 67450.4(e)(4), and 66265.16(D)] | In Section X – Personnel Training |
| 45 | Bulking of wastes is done in a manner which prevents Regs., section 66264.17(c) if applicable. (Ignitables, the mixing of incompatible wastes. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(1)(A)] | In Section VII – Waste Analysis and Waste Acceptance Plan |
| 46 | Bulking of wastes is performed in a secured area away from the receiving area. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(1)(B)] | In Section VII – Waste Analysis and Waste Acceptance Plan |
| 47 | Limit bulking and filtering of wastes to paints compatible solvents, gasoline, antifreeze, used oil and roofing tar. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(2)(B)] | In Section VII – Waste Analysis and Waste Acceptance Plan |
| 48 | If bulking solvents, oil-based paints or gasoline during the waste acceptance hours, follows a written protocol approved by local agencies. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(2)(B)] | In Appendix E - Permits |
| 49 | Bulks, packages and ships used oil to a facility authorized to receive used oil pursuant to HSC Section 25200. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(3)] | In Section VII – Waste Analysis and Waste Acceptance Plan |
| 50 | Properly packages, sorts and labels waste in accordance with Department of Transportation (DOT) requirements pursuant to Code of Federal Regulation (CFR), Title 49, Subchapter C. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(4)] | ACT Enviro (private contractor) responsible for shipping hazardous wastes to TSDF |

HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY REQUIREMENTS CHECKLIST/GUIDELINE (DTSC/CUPA)

- | | | |
|----|---|--|
| 51 | Personnel who handle waste meet training requirements specified in Title 22, Cal. Code Regs., section 66264.16(a) and Occupational Safety and Health Administration (OSHA) requirements. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(e)(5)] | In Appendix H – Training Documentation |
| 52 | A written report was submitted to CUPA or DTSC (If no CUPA) within 15 days if an incident of noncompliance with these regulatory requirements occurred. [Title 22, Cal. Code Regs., sections 67450.25(a)(4) and 67450.4(I)] | In Appendix B – Emergency Procedures/Contingency Plan, Section X – Spill Management, Subpart F |
| 53 | Manifest Record keeping & Reporting - PHHWCF receiving manifested waste to be in compliance with [Title 22, Cal. Code Regs., sections 67450.25(a)(2)(D) and 67450.4 | In Appendix A – Operational Procedures, Section V, Subpart B |
| 54 | PHHWCF limited to store waste at the facility up to one year from the date of collection. [Title 22, Cal. Code Regs., section 67450.25(a)(6)] | In Compliance with this requirement |

I. INTRODUCTION

The objective of the Tehama County SWMA Household Hazardous Waste Collection Program (HHWCP) is to provide a safe and efficient means for residents of Tehama County to dispose of hazardous materials generated within their households. Towards that objective, Tehama County Solid Waste Management Agency (TCSWMA) has established a permanent household hazardous waste collection facility (PHHWCF). The facility is located at the Tehama County Landfill at 19995 Plymire Rd., Red Bluff, CA.

The intent of the procedures contained in this plan is to provide a safe environment for collection center operations. TCSWMA PHHWCF operates according to the procedures outlined herein.

Storage of wastes at the HHW collection facility is limited to household hazardous wastes, very small quantity generator (VSQG) wastes and agricultural wastes. Wastes will be stored until transportation to an appropriate recycling, treatment or disposal facility. In no case will wastes generated through the household hazardous waste collection program be stored for longer than six-months for paint and one-year for all other wastes at the collection facility.

II. FACILITY INFORMATION

EPA identification numbers: CAH 111000889

Facility Names: Tehama County Solid Waste Management Agency
Permanent Household Hazardous Waste Collection Facility
19995 Plymire Road
Red Bluff, California 96080

Facility Operator: Advanced Chemical Transport Environmental (“ACTenviro”)
4 Wayne Ct. #9
Sacramento, CA 95829

Hours of Operation:

Second Saturdays from October-April and the Second and Fourth Saturdays from May-September (excluding New Year’s Day, Independence Day and Christmas Day) 8:00 a.m. - 12:00 p.m. for residents and 12:00 p.m. – 2:30 p.m. for VSQG businesses.

Facility Waste Manager/Operations Manager/Emergency Coordinator:

Marc Winkler, Operations Manager
Advanced Chemical Transport Environmental
4 Wayne Ct. #9
Sacramento, CA 95829
(916) 693-4496

The Facility Operations/ Emergency Coordinator will be in direct contact with the TCSWMA Program Manager.

TCSWMA Program Manager:

Rachel Ross-Donaldson
Agency Manger, TCSWMA
(530) 528-1103 (8 am – 5 pm)
(530) 736-2698 (Cell)

Site Owner:

Tehama County Solid Waste Management Agency
20000 Plymire Road
Red Bluff, CA 96080
(530) 528-1103

III. COLLECTION FACILITY SITE AND SURROUNDINGS

A. TCSWMA PHHWCF

1. Physical Location

The PHHWCF is located at the Tehama County/Red Bluff Landfill, 19995 Plymire Road, Red Bluff, CA. The HHW collection facility is located on the eastern portion of the property (see Sheet Number 1, Appendix C). Siting of the collection facility at the Tehama County/Red Bluff Landfill was based on the following factors:

- The Public's familiarity with the location of the Landfill.
- Whether the site has established public access routes that allow for adequate ingress and egress.

2. Site Information:

The permanent household hazardous waste collection facility project site consists of the following items:

- One (1) 24' x 8' hazardous materials storage unit equipped with a fire suppression system and secondary containment
- One (1) 20' x 6' hazardous materials storage unit equipped with a fire suppression system and secondary containment
- Three (3) 40' x 8' storage seatrains for equipment and supplies.

In addition to the permanently installed items, the site also has several transportable items such as bins for trash (see Sheets Numbers 1 and 2, Appendix C).

3. Traffic Information:

The TCSWMA PHHWCF is designed for public traffic flow. The PHHWCF does not adversely impact traffic patterns.

The PHHWCF may only be accessed from the east entrance to the collection facility. Traffic coming to the collection facility would drive onto the asphalt pad to be serviced at the collection facility. After materials are removed, vehicles then exit west back onto gravel access roads (see Sheet Number 2, Appendix C, for traffic flow).

IV. PERSONNEL

The TCSWMA PHHWCF is staffed by personnel from the TCSWMA's contractor, ACTenviro. ACTenviro's personnel (Collection Attendants) conduct their responsibilities while the HHW collection facility is open to the public (i.e., operation hours). The Collection Attendants responsibilities include:

- inspection of collection facility prior to the start of daily operations
- setup facility for collection activities
- determine participant eligibility
- distribute educational information to participants
- collect signed declaration of residence
- proper segregation of materials
- securing HHW collection facility at end of work period

ACTenviro's personnel (Waste Technicians) are also responsible for waste management operations and implementation of emergency procedures at the collection facility. Their responsibilities at the collection facility include:

- proper segregation of hazard classes
- proper packing (i.e., loosepacking, labpacking and bulking) of wastes
- separating out all re-usable materials
- hazard class identification of known accepted wastes
- maintenance of required inventory sheets
- categorization of unknown and/or hard-to-identify wastes
- implementation of emergency procedures

ACTenviro's personnel (Waste Manager) are responsible for waste management operations and implementation and management of emergency procedures at the collection facility. Their responsibilities include:

- regulatory compliance
- periodic review of contingency plan to ensure its adequacy
- implementation of emergency procedures
- ensuring proper evacuation procedures
- reviewing/scheduling training programs
- site security development

All contractor personnel are trained in safe hazardous materials management procedures including the proper identification, handling and categorization of materials. Workers also possess a thorough understanding of emergency response procedures and personal protective equipment. Additionally, the contractor possesses all required federal, state and local licensing and/or certifications regarding the handling and transport of hazardous materials and waste. (Refer to section IX. for a discussion on personnel training.)

Administrative functions of the collection facility are the responsibility of the TCSWMA Program Manager. Responsibilities include:

- project development and planning
- satisfying state and local permitting requirements
- waste management planning
- budgetary and fiscal planning
- satisfying state and local reporting
- contract development

V. COLLECTION CENTER DESIGN/STORAGE

A. Design:

The TCSWMA PHHWCF consists of a 24' x 8' & 20' x 6' hazardous materials storage unit equipped with fire suppression systems and secondary containment and three 40' x 8' storage seatrains. The storage units comply with all applicable regulatory requirements. Facility design plans are included in Appendix D.

1. Security:

The TCSWMA PHHWCF is located at Tehama County/Red Bluff Landfill and has security fencing. Both hazardous material storage units are secured at all times with an appropriate security-locking device when a trained collection staff member is not present.

2. Lighting:

Although both of the hazardous material storage unit do not have interior lighting, all HHW collection facility operations are performed during daylight hours.

3. Hazardous Materials Storage Units

General Design:

Household hazardous materials received at the PHHWCF are stored in hazardous materials storage units specifically designed and constructed for the storage of hazardous materials. The storage units meet Factory Mutual requirements, UFC, and NFPA standards. The hazardous material storage units have a corrosion resistant, non-sparking grate floor (see Sheet Number 3, Appendix C). Each unit is equipped with a dry-chemical fire suppression system that can be activated automatically or manually. The storage units comply with all applicable regulatory requirements.

Design Specifications:

Design specifications as well as information on the hazardous materials storage units is provided in Appendix D.

Storage Capacity:

The 24' x 8' and 20' x 6' hazardous material storage units have the capacity to hold 48 and 30 55-gallon drums, respectively. At no time shall the amount of hazardous materials stored within each hazardous materials storage unit exceed the equivalent of 78 55-gallon containers.

Containment System:

The storage unit has a secondary containment sump below the grate floor with a capacity equal to or in excess of 10% of the aggregate volume stored or 100% of the largest container volume, whichever is greater (40 CFR 264.175 (b)(3)). Design specifications for the sump are provided in Appendix D.

Ventilation:

The secured hazardous materials storage unit is ventilated by lower sidewall and roof vents. Full opening doors provide additional ventilation for staff working within the interior of all of the hazardous materials storage units.

B. Precipitation:

1. Storage Units/Area:

The hazardous materials storage unit provides protection from exposure to the elements for all stored materials and equipment by nature of their design and construction.

2. Sorting Area:

The sorting area is located within the hazardous materials storage unit and is covered by the units metal rook and outside awning.

C. Permits and Notifications:

Permits and Notifications for the HHW collection facility including the following have been included in the operations plan as Appendix E.

Department of Toxic Substance Control Permit By Rule Notification
Department of Toxic Substance Control Permit By Rule Authorization
Tehama County Fire Department PHHWCF Bulking Procedures Approval
County of Tehama Air Pollution Control District Bulking Procedures Approval

VI. STORAGE CAPACITY EXCEEDANCE

The 24' x 8' x 8' and 20' x 6' x 8' hazardous material storage units have the capacity to hold 48 and 30 55-gallon drums, respectively. At no time shall the amount of hazardous materials stored within each hazardous materials storage unit exceed the equivalent total of 78 55-gallon containers. As part of the Storage capacity exceedance procedures, three items are discussed below for compliance.

1. Operational Procedures for Meeting/Exceeding Storage Capacity of the TCSWMA PHHWCF.

The total storage capacity for the TCSWMA PHHWCF is 4,290 gallons. This represents a maximum storage capacity of seventy-eight (78) full 55-gallon drums. When the total amount of stored waste reaches 75 drums (equivalent to maximum capacity of hazardous waste transport vehicle(s) arrangements are made with the current hazardous waste contractor to pickup the drums.

The average time between request and the shipment of the hazardous waste is two weeks. This ensures that there is sufficient reserve capacity to contain any or all materials in case of an uncontrolled spill.

In the worst possible scenario, the TCSWMA PHHWCF containment and secondary containment systems will not be exceeded if the hazardous wastes are shipped promptly, within two weeks. If for some unforeseeable reason a spill occurs, the secondary containment system, by nature of its design will contain any spills.

2. A System in Place to Contain 24 Hour, 25 Year Storm plus 10% of the Aggregate Volume of all Containers.

The TCSWMA PHHWCF is designed to withstand and prevent intrusion of a 24 hour, 25 year storms. The hazardous material storage unit roofs are sloped and are built on either channel or I-beams thus allowing for any storm water to move freely away from each unit.

3. The Containment System is Designed and Operated to Protect the Containers from Contact with Accumulated Liquids.

A facility layout, showing household hazard waste storage and segregation is provided in Appendix C (See Sheet 3). The household hazardous wastes are stored in drums on a grated floor, with sufficient sealed separation (24 inches) between similar and incompatible wastes to prevent any chemical from accidentally intermixing or contaminating other material stored at the TCSWMA PHHWCF.

Containment System:

Each storage unit has a secondary containment sump below the grate floor with a capacity equal to or in excess of 10% of the aggregate volume stored or 100% of the largest container volume, whichever is greater (40 CFR 264.175 (b)(3)). Design specifications for the sump are provided in Appendix D.

The base underlying the hazardous materials storage units and receiving area is asphalt covering which provides for an impervious base to the wastes and is free of cracks or gaps.

VII. WASTE ACCEPTANCE AND WASTE ANALYSIS PLAN

A. Overview of Operations:

The vehicle staging area is located on the asphalt covering in front of the 24' x 8' x 8' hazardous materials storage unit (see Sheet 2, Appendix C). People seeking to drop off household hazardous waste (HHW) are instructed to remain in their vehicles while at the HHW collection facility. Acceptable materials are removed from vehicles by Collection Attendants within the staging area, transferred to the sorting area underneath the outside awning for subsequent proper sorting, segregation and packaging. Materials are stored in their original container unless the container is found to be unsound or leaking. The unsound or leaking container is placed in a secondary container to secure the contents. Identifiable materials are shelved separately based on label identification. Acceptable materials include: cleaners, polishes, automobile fluids, aerosols, paint and related products, pesticides, acids, caustics, solvents and adhesives.

Waste Technicians further segregate the materials by hazard class and compatibility based upon the waste's chemical constituents and concentrations. The Waste Technician evaluates each waste using the following methods: label information, product information, treatment/recycling facility data, and reference data. The waste is then inventoried and appropriately lab-packed or bulked into DOT approved shipping containers.

All unidentified or unlabeled wastes and unknowns received are segregated in a designated location of the sorting area and subsequently analyzed by the Waste Technician using a hazardous categorization chemical identification test to determine its' associated hazards. Upon determining the materials hazard classification, each unknown or unlabeled material is inventoried and transferred to the appropriate container.

Containers are not normally opened. It is the policy of the HHW collection facility that the label accurately reflects the contents of the container, since it presents a greater hazard to open and verify many labeled containers. Non-original containers (i.e., food containers, etc.) must be opened and contents verified and analyzed to properly categorize. Safety precautions used in identifying any waste include wearing protective clothing.

Waste oil , Antifreeze, latex paint, oil-based paints and solvents are bulked into their respective D.O.T approved 55-gallon drums. The following bulking protocol shall apply at all times:

- All bulking operations will be conducted in secure area away from the receiving area
- During bulking operation eye protection, gloves, and tyveks must be worn at all times
- No smoking or flames of any sort will be allowed within 25 feet of the hazardous waste collection area
- Safety equipment will be inspected for function and adequate supply prior to commencing bulking operations.
- No unauthorized persons will be allowed in the bulking area without permission
- Bulking operations will follow procedures outlined in CCR Title 22, Section 66730:
 - Each container shall be emptied as much as possible so that the material within the container when inverted, can no longer be poured or drained
 - Each container (5 gallons and/or less in capacity) as emptied must be managed by puncturing or otherwise changing the container to prevent subsequent use or reuse, prior to disposal at a solid waste facility or reclamation of its scrap value.

Lab-packed containers (drums) are numbered, labeled with the appropriate hazardous waste markings, drum identification number and DOT hazard class label. The drum is prepared with a 2 to 3 inch layer of compatible absorbent material poured into the bottom of the container. Waste is placed in the drum so materials are not touching each other. Another layer of compatible absorbent material is poured into the drum, covering the tops of the waste by an additional 2 to 3 inches. This process is repeated until the drum is full. Once the drum is full, the lid is secured and the word "full" is written on the lid and at the top of the inventory sheet. Inventory sheets for the partially filled drums are kept with the drums, and inventory sheets for the full drums are kept at the collection facility until transportation offsite occurs. The containers are stored within the storage units or on secondary containment pallets in accordance with 49 CFR 177.848(d).

Drums and containers marked "full" and additional containers to be transported to a Transfer, Storage, and Disposal Facility (TSDF), recycling, or reclamation facility are stored prior to shipment. Drum counts and inspections are performed by Waste Technicians prior to signing the manifest. The transport vehicle is guided on site by Waste Technicians. The truck and each container are then carefully inspected prior to loading. All drums are loaded in a safe manner and secured within the truck per the D.O.T. segregation requirements.

Disposal of the waste is either by recycling, incineration, fuel blending, neutralization, or landfilling, depending upon the best available technology for the specific hazardous waste class.

B. Waste Analysis Data

See Appendix F for waste analysis data specific to the types of wastes received at the site.

C. Generic Classes of Materials Accepted:

The PHHWCF ONLY accepts household hazardous waste that is manageable by the Collection Attendants during normal operation hours. Business-generated waste is accepted on an appointment-only basis at the collection facilities when the facility is closed to the public. Acceptable materials include: cleaners, polishes, automobile fluids, aerosols, paint and related products, pesticides, acids, caustics, solvents and adhesives.

D. Excluded and Extremely Hazardous Materials

Radioactives, partially full or full compressed gas cylinders (i.e. welding tanks), and explosives (including ammunition) are not accepted. If such materials are inadvertently received, the material is segregated from other waste and stored in the appropriate storage unit while appropriate authorities are notified, including the Waste Manager and Program Manager, and proper disposition is determined.

In an effort to avert the receipt of excluded materials, public information provided by TCSWMA indicate that the aforementioned items are not acceptable. Alternative treatment and/or disposal options are provided to the public upon request.

Materials are NOT removed from a vehicle until determination is made by the Collection Attendants that the materials were generated by a Tehama County resident and are safe to handle.

The HHW Collection Attendants are directed to notify any persons attempting to drop off materials suspected of being generated in the course of a business operation that such materials are not eligible for drop off during normal collection facility hours of operation. Collection Attendants will gather

information from the person (i.e., company name and telephone number) and arrange for a follow-up drop off appointment.

E. Allowable Quantities of Household Hazardous Materials:

State law prohibits the transport of unmanifested hazardous materials in excess of 15 gallons or 125 pounds. Advertising and promotional materials specify that those quantities may not be exceeded in any one drop-off.

The purpose of the program is to eliminate illegal disposal of household hazardous waste and to divert it from the solid waste system. Rather than discourage residents from proper disposal activities, quantities in excess of the legal transportable amounts will be accepted at the collection center if brought in by a household. Collection Attendants will inform any person arriving with excessive quantities of the legal restrictions on transportation.

Material Handling and Identification:

1. Routine Identification:

Collection Attendants through a review of the product/label information accomplish routine identification. The hazard class and category of the product which is determined by the Waste Technician is based on the vehicle/solvent/carrier and the concentration of the ingredients contained. To assist in proper hazardous classification, reference guides are used. ACTenviro's Waste Technician training includes instruction in the proper use of these reference materials.

2. Non-routine (unknown) Identification:

HHW received in unmarked non-original containers, or questionable materials (i.e., product label illegible) are considered an unknown material and identified in the following manner:

- Collection Attendant will ask person delivering material to identify it
- if identified by person delivering it, the container is marked with "Unknown - possible identity is ----"
- if not identified by party delivering it, the material's container will be placed in the designated area marked for "Unknowns"
- hazard categorization testing is accomplished by ACTenviro's Waste Manager

Once the "unknown" waste is identified, the waste material is then incorporated into the regular waste stream for lab-packing, loosepacking, or bulking, and storage.

F. Paint Handling/Storage - PaintCare

1. Paint accepted at the HHW collection facility is segregated for collection under the California PaintCare Program. Latex paint is separated from other paint and program materials and packed in a roll-off container for transportation. Oil-based paint and other program products are collected and packed into pallet-sized collection containers.

G. Road Flares:

Unused road flares are accepted and packaged with other flammable solids inside the 24' x 8' x 8' hazardous material storage unit.

H. Smoke Detectors:

The National Radiological Commission (NRC) has determined household smoke detectors are acceptable for disposal with regular trash. Smoke detectors are accepted at the HHW collection facilities and disposed of with other refuse taken to the landfill. In compliance with existing NRC guidelines, the Waste Technician ensures detectors are not disassembled or disposed of in concentrated quantities.

I. Household Batteries:

Household batteries will be segregated by type (rechargeable vs. alkaline) into 55-gallon drums. Once full the drums are transferred to the 40' x 8' storage seartrain for subsequent transportation and reclamation.

J. Fluorescent Tubes and Bulbs

Fluorescent tubes and bulbs will be packaged for subsequent transportation and reclamation.

K. Estimated Quantities:

Operating an average of 4 days per month, the average participation is 25 cars per day, and 1,500 gallons or 12,500 pounds of waste per month. The estimated total storage capacity for the HHW collection facility is identified in Section VI.

Reports and revised projections are provided to the State Department of Toxic Substances Control and local regulatory agencies as required.

In order to provide a safe environment at the collection facility, quantities stored on-site at any one time shall not exceed the limits allowed for the storage structure containment system, nor exceed a one-year storage limit. For the purpose of hazardous waste management, the HHW collection facility will be serviced (i.e., processed) weekly by ACTenviro's Waste Technicians. In addition, "as needed" servicing will be conducted as determined by the Program Manager at any time during operations of the HHW collection facility.

VIII. COLLECTION FACILITY EQUIPMENT SUPPLIES and MATERIALS

A. Material Management:

Equipment used at the collection facility for properly managing waste material received includes:

- hazardous materials storage containers (DOT approved cardboard cubic yard boxes, 55, 30, 20 and/or 5 gallon steel, plastic, and/or fiber drums or other approved hazardous material containers)
- absorbent packing material
- hazardous materials storage units with dry chemical fire suppression system and secondary containment
- polyethylene sheeting and bags

- plastic drum liners plastic bins, tubs, buckets
- DOT approved drum labels
- drum inventory sheets
- hand tools/drum dolly
- hazard categorization test kit
- utility carts
- Forklift

All hazardous material handling equipment (i.e., trucks, forklifts, etc.) are supplied and used by the contracted hazardous waste hauler as necessary.

Storage structure specifications and related information is provided in Appendix D.

B. Personal Protective Equipment:

The following personal protective equipment will be maintained at the HHW collection facilities:

- chemical resistant disposable coveralls
- chemical splash goggles, safety glasses, and faceshields
- chemical resistant gloves
- vinyl disposal gloves
- respirators with appropriate cartridges

HHW Collection Attendants are trained in the use and care of personal protective equipment pursuant to their specific responsibilities. All personal protective equipment used at the HHW collection facilities complies with applicable regulations.

C. Safety and Emergency Equipment:

The collection facility is outfitted with the following safety and emergency equipment:

- first aid kit
- emergency eye wash
- portable fire extinguishers
- Spill control equipment (i.e., absorbent, booms, shovels, brooms, etc.)
- DOT approved containers
- Secondary containment for storage units, storage pallets, and in flammable storage area, each with a capacity equal to in excess of 10% of the aggregate volume stored or 100% of the largest container volume, whichever is greater (40 CFR264.175 (b)(3))

All safety and emergency equipment maintained within the HHW collection facilities complies with all federal, state and local requirements.

D. Signage

A sign with the following language has been placed on each of three collection facility doors and is readable at a distance of 25 feet

**CAUTION
HAZARDOUS WASTE STORAGE AREA
UNAUTHORIZED PERSONS KEEP OUT**

Signs have also been placed on each hazardous materials storage unit to identify the hazards and categories associated with the waste being stored inside.

IX. INSPECTIONS

A. Daily Operational Inspections:

The collection attendant inspects the HHW collection facilities on the days of operation. Inspections include general site housekeeping functions, checking for leaking containers or potential discharges, and ensuring proper operation of emergency eyewash equipment. A copy of the inspection for daily operations is included in Appendix G. The Waste Technician conducts inspections during non-operating hours for errors such as mislabeling or incompatible storage, which are immediately corrected. In addition, safety equipment inventory inspections are conducted and inventory sheets are reviewed for completeness and accuracy. A copy of the inspection form and drum inventory sheet used is included in Appendix G.

Any deficiencies noted by Collection Attendants are immediately reported to the Waste Manager for correction. The Collection Attendants complete and initial daily inspection logs. The logs are kept on file at the TCSWMA for reference.

B. Annual Inspections:

Annually, the ACTenviro Project Manager inspects the collection facility, hazardous materials storage units to ensure compliance with operational procedures, waste management policies and safety programs. Inspections are documented using a collection facility inspection form. A copy of the inspection form is filed at the TCSWMA for reference.

C. Department of Toxic Substance Control Inspections:

The state Certified Unified Program Agency (CUPA) inspects the HHW collection facility on an annual basis to ensure compliance with all regulatory requirements.

D. Fire Inspections:

The Tehama County Fire Department performs an inspection of the HHW collection facility on an as-needed basis to ensure compliance with Fire and Municipal Code Regulations. Results of these inspections are maintained at the TCSWMA.

X. PERSONNEL TRAINING PROGRAM

All personnel staffing the HHW collection facilities must successfully complete training as required by regulations. It is the responsibility of the TCSWMA's Contractor, ACTenviro, to ensure that Collection Attendants and Waste Technicians have successfully completed training and that documentation of their training is maintained for a minimum of 3 years. ACTenviro maintains current training and documentation of such training for their responsibilities.

The contracted hazardous waste disposal contractor shall maintain at the TCSWMA a copy of their training program for reference and review. Personnel training records shall be maintained for each staff employee to include job title, job description, duties, training course, dates, and proof of successful completion.

A. HAZWOPER and Hazard Communication:

Prior to working at the HHW collection facilities, Collection Attendants and Waste Technicians will have completed task specific hazardous awareness training including lifting hazards, material identification, and minor spill response measures. In addition, completion of a 24/40-hour Hazardous Waste Operations is required. These training courses satisfy the requirements of the California Code of Regulations (CCR) Title 22 and Title 8 (Cal-OSHA). Copies of training documents are included in Appendix H. The following topics are included in this training:

- hazards associated with chemicals
- incompatibility of hazardous materials
- respirator/self-contained breathing apparatus and personal protective equipment selection and use
- levels of protection
- laws and regulations
- spill control/mitigation
- emergency response and decontamination procedures
- hazard categorization procedures
- fundamentals of toxicology and chemistry
- health and safety concerns, awareness, and prevention
- general work practices associated with hazardous materials/wastes
- interpretation of information on labels and Materials Safety Data Sheets (MSDS)
- use of the Emergency Response Guidebook
- proper manifesting of waste for transportation

B. Classifications of Materials:

Training in the classification of materials shall include reading labels for Collection Attendants. ACTenviro's Waste Technician shall be trained in the identification of hazard classes based on ingredients, identifying hazard characteristics (e.g., corrosivity, ignitability, reactivity...), and use of hazard categorization field test kits. Material identification is discussed in Section VII.

C. First Aid and Safety:

All HHW collection facility staff are knowledgeable in appropriate measures in the event of accidental contact with hazardous materials. Also, staff are trained in the use of fire extinguishers.

D. Emergency Response and Personal Protective Equipment:

Training shall provide staff with a working knowledge of emergency response procedures including spill containment and decontamination techniques. HHW Collection Attendants are versed in the use of personal protective equipment (PPE) to Level D which includes the use of gloves, boots, protective clothing, and safety glasses, and the regulatory requirements regarding the use of this equipment. Waste Technicians are versed in the use of PPE to Level C which includes the use of air purifying respirators, protective clothing, gloves, boots and safety glasses. Copies of training documents are included in Appendix H.

E. Manifesting and Transportation:

Manifesting and transportation of wastes is the responsibility of the certified hazardous waste hauler contracted by the TCSWMA for that purpose.

The certified hazardous waste hauler shall possess required and valid licenses, and be registered in the State of California as well as any other state through which waste is transported. The Contractor is responsible for the proper manifesting of the wastes and shall comply with all applicable requirements.

XI. EMERGENCY PROCEDURES

Emergency procedures are detailed in the HHW collection facility Emergency Procedures/Contingency Plan included as Appendix B. The plan satisfies all state and local health and safety requirements. The Plan addresses the following areas:

- Notification procedures in the event of a release or incident
- Evacuation procedures
- Mitigation, containment and clean-up provisions
- Reporting and record maintenance procedures
- Maintenance of emergency equipment
- Facility monitoring for integrity of storage structures

XII. RECORDS AND REPORTS

All records, reports, documents, amendments, and revisions, regarding HHW collection facility permits, operations and material management are maintained by the TCSWMA. Documentation files may be inspected during normal business hours. Copies of some of these materials are also on-site at the collection facility and available for review upon request. Material inventory records are available at the HHW collection facility for all filled drums. Original manifests are kept on file at the TCSWMA office.

An annual report, Form 303, required by the California Department of Toxic Substances Control is submitted on an annual basis by the first Monday of October for the previous fiscal year ending June 30th. The report contains the total volume of hazardous waste managed and the disposal methods used. A copy of this report is kept at the TCSWMA office at the address listed above.

XIII. CLOSURE PLAN

In the event HHW collection facility operations are discontinued at the TCSWMA PHHWCF, the following procedures will be implemented:

1. The collection facility will be inspected by TCSWMA Staff to locate and identify any hazardous wastes remaining on-site after cessation of operations.
2. Contaminated equipment and supplies will be decontaminated or properly disposed of.
3. A TCSWMA contracted hazardous waste hauler will contain, package and transport, in compliance with all relevant regulations, all hazardous wastes on-site. The contracted hazardous waste hauler shall be licensed and certified by the State of California. All hazardous wastes shall be transported to a licensed and/or permitted recycling, treatment, or disposal facilities.
4. After removal of all hazardous wastes, the HHW collection facility shall be closed in accordance with applicable legal or regulatory requirements.
5. The State Department of Toxic Substances Control shall be notified of closure procedures to verify the closure has been affected in compliance with applicable laws or regulations.
6. An environmental assessor registered in the State of California will certify the closure of the HHW collection facility.

XIV. COST ESTIMATE FOR CLOSURE

Cost estimates for closure are based on site and equipment clean up, laboratory testing of sump and side-walls, demolition or scrapping of hazardous material storage unit, and an environmental site assessment of the facility including subsurface

On average, inclusive costs for site and equipment clean up, laboratory analysis, and environmental site assessment is currently \$10,500. The TCSWMA shall assume financial responsibility for closure of the collection facility.

XV. FINANCIAL RESPONSIBILITY

The TCSWMA PHHWCF is insured under the Tehama County self-insurance certification.

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APPENDIX A

OPERATIONAL PROCEDURES

TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY
HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY

OPERATIONAL PROCEDURES

I. PARTICIPATION

A. WHO MAY PARTICIPATE?

The TCSWMA Household Hazardous Waste Collection Program (HHWCP) facility is open to all Tehama County residents. VSQG Businesses may participate in the HHWCP by reservation only.

B. WHO MAY NOT PARTICIPATE?

Residents from outside the County of Tehama are prohibited from participating in the Tehama County HHWCP activities. If residents from outside the Tehama County boundary seek collection facility services, efforts are made to put the person in contact with a program/agency within their respective area.

II. OPENING PROCEDURES

A. Opening Inspection

The first responsibility of the HHW facility collection attendant when he/she prepares to work is to open several doors of the storage facility. This will allow for ventilation of the area, and the observation of any unusual occurrences that may have taken place over the time the facility was closed.

If on opening the facility a worker observes any major leaks, or any type of chemical reactions, the employee should evacuate the premises and call the Waste Manager. Otherwise the following duties should be performed to facilitate smooth operation of the HHW collection facility for the day.

1. The Daily Inspection & Unusual Occurrence Log should be completed. All employees should legibly sign the bottom half of the checklist. Refer to Appendix G.
2. The waste receiving area should be organized and clipboards with participant log sheets, pen/pencils, and other handouts should be in place.
3. The previous week's inspection report should be read. Any mistakes that may have been made and were noted and/or corrected by Waste Technician should be noted and care should be taken that the same mistakes are not made again.
4. The opening inspection checklist should be completed at least fifteen minutes before opening to the public. This will ensure that everything is in place for a productive day.

B. Opening Checklist

- Open several doors for ventilation – secure doors against wind
- Don PPE (safety glasses, Tyvek, & gloves)

- Complete Daily Inspection & Unusual Occurrence Log – Pre-hazardous Material Operations Inspection
- Material receiving area and traffic control set up (put out signs & carts)

III. ACCEPTANCE OF MATERIALS

A. Accepted Materials:

The TCSWMA Household Hazardous Waste Collection Facility is established to accept household hazardous waste such as cleaners, polishes, automotive products (including batteries), paints and thinners, solvents, adhesives, aerosol products, pool chemicals, pesticides, waste oil, oil filters, and hobby supplies (i.e. photographic chemicals, art supplies, etc.).

Publicity for the collection facility will indicate that materials:

- will be limited to 15-gallons or 125 pounds of materials from any vehicle bringing in household wastes,
- should be in structurally sound and sealed containers,
- should be in labeled containers, and
- waste in containers should be known by the participant transporting the waste to the collection facility.

Despite this advertised policy, all routine household hazardous waste from a residence regardless of the quantity brought in should be accepted in accordance with the procedures established in this Operations Manual. The publicity emphasizes limits which are mandated by state law for safety reasons. Since the material has been brought in without incident, it is counter-productive at that point to turn it away. Additionally, if the material is turned away, there is the possibility that it will be disposed of illegally.

B. Unacceptable Waste

Publicity for collection facilities will indicate that explosives, radioactives, compressed gas cylinders, infectious wastes and site remediation wastes will not be accepted. If anyone brings these materials to a collection facility, the following protocol should be followed:

- Radioactive Waste and Explosives

Will not be accepted. The participant will be asked to park their vehicle on the side. They should then be informed that Operations/Emergency Coordinator will have to be called for directions. If Explosives are present, the HHW collection attendant should also call the Tehama County Sheriff: 911

- Site Remediation Waste

Should not be accepted. Unfortunately, from time to time some County residents discard used motor oil on the ground in their back yards. Frequently they are cited by code enforcement agencies and are ordered to cleanup the contaminated soil. Such soil does not fall within the parameters of household hazardous waste. Participants who might

bring in such waste to a Household Hazardous Waste Collection Facility should be directed to call the Department of Toxic Substances Control (DTSC) at (916) 255-3545.

C. Participant Log Sheets

When a resident brings wastes to a collection facility, they should be asked to provide information on a participant log sheet (See Appendix G). This log sheet includes a declaration that the waste is household and not commercially generated. All completed log sheets should be left on a clipboard for Waste Technician and/or manager to examine and remove on inspection. Any participant who brings in an unusual amount of household hazardous waste more than once may be investigated by HHW staff in order for the HHW Program to ensure that the waste is not commercially generated.

D. Possible Business Wastes

As earlier discussed, household hazardous waste is that which is produced incidental to owning and/or maintaining a place of residence. Household hazardous waste does not include:

- Waste generated in the course of conducting business including a non-profit business.
- Waste generated by government agencies e.g. cities, school districts, Police Departments, Fire Departments, State Agencies, etc.
- Waste collected by emergency response personnel.
- Waste generated by “backyard” mechanics.

1. Refusing Business Waste

If the volume of material brought into a collection facility is so large (such as a truckload of paint) or if the nature of the material is such that it is suspected of being commercial rather than household waste, or if the individual indicates that it is commercial waste, the following procedures should be followed:

- The individual should be informed to setup an appointment for waste drop off.
- An estimate of the type and quantity of the waste should be noted.

E. Appointment Only Business Wastes Accepted

The TCSWMA HHW collection facility accepts very small quantity generator (VSQG) wastes from businesses in the County that generate no more than 2,640 pounds or 324 gallons of hazardous waste per calendar year or 26.4 pounds of extremely hazardous waste per calendar year. Only the Waste Technician and TCSWMA staff are involved in the management of this program. Businesses that wish to participate in the VSQG program should be referred to the TCSWMA to set an appointment. The Waste Technician will complete the VSQG/Waiver Form (see Appendix G). A disposal and handling fee will be charged for waste collected.

IV. CLOSING PROCEDURES

A. Closing Inspection

At the end of each operation day the Collection Attendants should complete a closing inspection checklist.

B. Closing Checklist

- Complete Daily Inspection & Unusual Occurrence Log – Post Hazardous Materials Operations Inspection
- Material receiving area and traffic control secured
- Remove PPE (safety glasses, Tyvek, & gloves)
- Secure Facility

V. RECORD KEEPING

A. Materials Inventories:

When a resident brings materials to a collection facility, they should be asked to provide information on a participant log sheet. The log sheet will provide information on resident participation. Collection Attendants will sort and segregate the materials separately based on label identification. The Waste Technician further segregates the materials by hazard class and comparability based upon the waste's chemical constituents and concentrations. The waste is then inventoried and appropriately lab-packed, loosepacked or bulked into DOT approved shipping containers. The TCSWMA Program Manager, Waste Manager, or respective designees, also reviews and approves all inventory sheets prior to materials being removed from the facility.

B. Manifests:

Manifests are prepared by the contracted certified hazardous waste hauler and approved by the Program Manager or his/her designee. All manifests are signed off by the Program Manager or his/her designee. The manifest shall comply with all applicable regulatory requirements.

Generator copies of the manifest are maintained by TCSWMA. Copies of the manifests are sent to DTSC within 30 days. Originals are kept at the TCSWMA office for three years.

C. Inspection Forms:

All required inspections are documented in writing and bear the signature of the qualified inspector. Inspection forms are forwarded to and maintained at the TCSWMA office.

APPENDIX B

EMERGENCY PROCEDURES AND CONTINGENCY PLAN

TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY
HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY

EMERGENCY PROCEDURES/CONTINGENCY PLAN

I. PURPOSE

The purpose of the following outline and plan is to establish responsibilities and procedures in the event of an incident at the TCSWMA PHHWCF in order to ensure the health and safety of employees and property.

II. PERSONAL PROTECTIVE EQUIPMENT

Since the majority of materials received at the HHW collection facility during operation hours are household materials only and are usually contained in their original or sealed and labeled containers, use of safety equipment is precautionary and provided to protect in the event of a spill or accident. Nevertheless, each employee is required to wear safety glasses, gloves and apron, or Tyvek at all times while working at the facility.

It is the responsibility of the personal protective equipment (PPE) user to thoroughly check gloves before each use. Changing of gloves should be done as often as necessary to maximize skin protection. If gloves are stained on the inside or show signs of degradation, they must be changed.

Gloves should be removed last when changing or removing PPE. They should also be peeled off inside out, so that there is no exposure to any level of contaminant.

Each HHW Collection Attendant is issued a pair of safety glasses for personal use. Additional pairs are issued on an "as needed" basis.

To further maximize skin protection, it is required that each employee at the HHW collection facilities observes a basic dress code which includes:

- Closed Toe Shoes (No sandals)
- Long pants (No shorts)
- Shirts with sleeves (No tank tops)

III. OCCUPATIONAL INJURY & ILLNESS PREVENTION PROGRAM

Personnel working at the Household Hazardous Waste collection facility are directly employed by ACTenviro. It is the responsibility, therefore of ACTenviro to provide for an Occupational Injury and Illness Prevention Program in addition to the safety precautions and procedures outlined in this manual. It cannot be over emphasized, however, that the personnel should be familiar with and observe emergency procedures and basic safety practices.

The following are some rules designed to prevent illness and injury, that must be obeyed at all times:

- There shall be no smoking within 25 feet of the hazardous waste area.
- No eating or drinking shall take place in the hazardous waste area.
- No electrical equipment, such as stereos or fans shall be allowed to function in the hazardous waste storage facility.
- The aisle of the storage facility shall be kept clear at all times during operation of the facility.

- Any spill must be contained and cleaned up immediately using absorbent, broom, and shovel.
- Any spill that is beyond the ability of facility staff to manage should be contained with absorbent. Facility staff should then evacuate, account for other employees, and call 911, Program Manager, and waste manager. Management of spills will be further discussed under the Safety Procedures and Waste Management section of this manual, and will also be practically demonstrated by Household Hazardous Waste staff during training.
- Personnel shall wash hands with soap and water following working in the hazardous waste handling area.

IV. FACILITY INFORMATION

EPA identification numbers: CAH 111000889

Facility Names: Tehama County Solid Waste Management Agency
 Permanent Household Hazardous Waste Collection Facility
 19995 Plymire Road
 Red Bluff, California 96080

Facility Operator: Advanced Chemical Transport Environmental
 4 Wayne Ct. #9
 Sacramento, CA 95829

Hours of Operation:

Saturdays (excluding New Year's Day, Independence Day and Christmas Day) 8:00 a.m. - 12:00 p.m.

Facility Waste Manager/Operations Manager/Emergency Coordinator:

Marc Winkler, Operations Manager
 Advanced Chemical Transport Environmental
 4 Wayne Ct. #9
 Sacramento, CA 95829
 (916) 693-4496

The Facility Operations/ Emergency Coordinator will be in direct contact with the TCSWMA Agency Manager.

TCSWMA Agency Manager:

Rachel Ross-Donaldson
 Agency Manger, TCSWMA
 (530) 528-1103 (8 am – 4:30 pm)
 (530) 736-2698 (Cell)

Site Owner: Tehama County Solid Waste Management Agency

20000 Plymire Road
Red Bluff, CA 96080
(530) 528-1103

V. EMERGENCY INFORMATION

Primary Emergency Coordinator: Marc Winkler, Operations Manager
Advanced Chemical Transport Environmental
4 Wayne Ct. #9
Sacramento, CA 95829

Secondary Emergency Coordinator: Rachel Ross-Donaldson, Agency Manager
Tehama County Solid Waste Management Agency
(530) 736-2698 (Cell)

Site Coordinator: Rachel Ross-Donaldson, Agency Manager
Tehama County Solid Waste Management Agency
(530) 736-2698 (Cell)

VI. NOTIFICATION INFORMATION

Police: 911

Fire: 911

Primary Emergency Coordinator: Marc Winkler, Operations Manager
Advanced Chemical Transport Environmental
4 Wayne Ct. #9
Sacramento, CA 95829
(916) 693-4496

TCSWMA Agency Manager / Secondary

Emergency Coordinator: Rachel Ross-Donaldson, Agency Manager
Tehama County Solid Waste Management Agency
(530) 736-2698 (Cell)

Site Coordinator: Rachel Ross-Donaldson, Agency Manager
Tehama County Solid Waste Management Agency
(530) 736-2698 (Cell)

Department of Toxic Substance Control: (916) 255-3545
Tehama County Sheriff Department: (530) 529-7900
Tehama County Air Pollution: (530) 527-3717
Calif. State Office of Emergency Services (OES) (800) 852-7550

VII. ROLES AND RESPONSIBILITIES

Police: **Scene Command**--responsible for overall scene activities including, but not limited to, evacuation management, traffic and crowd control, and area security.

Fire: **Incident Command**--responsible for incident response including, but not limited to, emergency medical response, incident evaluation and containment, and rescue and triage operations.

Primary/Secondary Emergency Coordinator:

Incident Coordination--responsible for incident notification and reporting, ensures emergency procedures and contingency plan are implemented properly, coordinates with police and fire in the area of incident control, and establishes communication system based on the following outline:

- coordination of all emergency response measures
- activation of communication and notification system
- coordinates with the appropriate emergency response personnel in assessing extent of incident, potential exposure levels, and safety requirements
- oversees site cleanup of any spilled or released materials; ensures proper handling, containment, storage, transport and disposal of materials; prepares required written reports regarding incident and initiates Plan Review process

Site Coordinator:

Site Safety--responsible for the safety and well being of hosting facility and staff, provides resources as needed to support coordination of all emergency response measures, coordinates with scene command on evacuation, crowd control, and area security.

TCSWMA Agency Manager:

Incident Evaluation--responsible for coordinating incident evaluation including, but not limited to, incident follow up, critique and reporting; facilitates the Plan Review process to evaluate the effectiveness of emergency procedures and contingency planning.

VIII. SAFE WORK PRACTICES

HHW collection facility personnel are required to perform all tasks in accordance with all the principles outlined under Personal Protective Equipment and Occupational Injury and Illness Prevention Program Sections, discussed earlier in this manual.

Good housekeeping is an integral part of safe work practices. The aisle of the facility should be kept clear. Brooms, shovels and absorbent should be neatly stacked, drawers should be kept closed and floors should be kept clean. This should be done to prevent slips and falls and provide an immediate path for evacuation.

Facility personnel should change gloves and wash hands as often as necessary. It is recommended that employees wash their hands before and after using the restroom.

Care should be taken when receiving, sorting, packing and lifting materials and wastes.

A. Lifting Basics

Publicity for the collection facility will indicate that materials accepted will be limited to 15-gallons or 125 pounds from any vehicle bringing in household waste. It is the responsibility of site personnel to safely remove wastes from the vehicle.

Knowledge and practice of good lifting techniques are important. Before any load is lifted, a site employee should ask them:

- Can I lift it alone?
- Is it too awkward for one person to lift?
- Should I ask for help?
- Is equipment available? (i.e. table, cart, etc.)

When Lifting

- Test the weight of the object.
- Keep your feet in a staggered position—one foot beside and one foot behind the object.
- Get down to the level of the load.
- A knee on the floor will give your leverage.
- An elbow on the knee may give additional leverage.
- Keep the load close.
- Lift with your legs, not your back.
- Control your load.
- Do not twist, pivot.
- Do not pivot while performing the lift, wait to pivot once you have the load under control.
- Only lift the amount of weight you can handle easily.
- If an object is too heavy, get some help.

If the load is manageable, the following steps should be followed:

- The pelvis should be tucked. By tightening stomach muscles, the pelvis can be tucked which helps the back to stay in balance while lifting.

- Knees should be bent. Knees should be bent instead of bending at the waist. This helps one's center of balance and allows the strong muscles in the legs to do the lifting.
- Twisting should be avoided. Twisting can overload one's spine and leads to serious injury. Feet, knees and torso should be orientated in the same direction when lifting.

Additionally, the person lifting should always make sure their footing is firm and their path clear. The same principle should be followed when setting down a load. It takes no more time to do a safe lift than it does to do an unsafe lift.

IX. HAZARD RECOGNITION

Most hazards that may be present at a Household Hazardous Waste Satellite Facility may be due to HHW Facility staffs' negligence and are preventable. Staff shall be trained to call and report to Waste Manager, or alternate, any hazard and safety concerns.

The importance of good housekeeping, personal hygiene, the practice of good lifting techniques, and spill management and the buddy system cannot be overemphasized.

The hazardous material storage units at the collection facility are prefabricated buildings. The safety characteristics built into each facility include corrosion resistant coating on the floor surface of the facility, blow-out panels in the roof in the event of an explosion, segregated storage for incompatible materials and ventilation to prevent buildup of toxic fumes. In addition, doors are to be kept open during hours of operation for further ventilation.

In order to separate incompatible materials, drums containing flammable materials, poisons and corrosive bases are to be stored separately from oxidizers and corrosive acids (see Sheet 3, Appendix C)

X. SPILL MANAGEMENT

The first line of approach a HHW collection facility employee is expected to take in case of a spill is to "Assess the Situation." Upon assessing the spill, whether minor or major, required notifications will be conducted using a cell phone. HHW collection facility staff shall be trained to ensure that these safety characteristics remain intact.

A. Notification:

Information conveyed during notification is vital to providing emergency response personnel with enough information to accurately evaluate situations and make appropriate response decisions. At a minimum, the following information should be provided in any notification:

- Name and title of notifying party
- Location of incident
- Hazardous materials involved; name or description
- Quantities of materials involved
- People and property affected
- Resource affected (storm drains, etc.)
- Need for assistance
- Evacuation necessary

If the spill is of a minor nature, it should be contained through the use of absorbent. Every precaution should be taken to avoid personal contact with the material. Required notifications for minor spills are:

- Waste Manager
- Site Coordinator

If the spill is beyond the management capability of HHW facility staff or the incident exhibits any of the following characteristics:

- Injuries
- Fire
- Spill into secondary containment
- Quantity of materials too great to handle with materials on hand
- Unknown materials or unstable materials are involved

Notification:

- Use cell phone
- Call 911; request police and fire assistance
- Waste Manager
- Site Coordinator
- Persons within immediate vicinity of incident

B. Evacuation:

The following procedures provide for internal evacuation procedures only. Should evacuation of surrounding area be required, Tehama County Fire and/or the Sheriff's Department are responsible for area evacuation measures.

The Emergency Coordinator and/or Site Coordinator, or alternate, is responsible for determining if evacuation is required, and for assuring safe employee evacuation. Evacuation would consist of HHW personnel staging at the transfer station scale house.

General Procedures:

- Verbally notify all personnel in the area
- Evacuate all non-response personnel (public) from area
- Remove any injured (provided no further injuries will be incurred)
- Regroup at designation area UP WIND
- Shut down all operations immediately, including power sources
- Ensure that all personnel are accounted for and provide further instructions

C. Containment:

Response personnel shall evaluate the scene to determine if it is safe to contain the release by eliminating the source and if measures can be taken to prevent material from spreading into the environment and onto adjoining properties. The following measures will be taken if determined safe to do so:

- Close containers
- Upright containers
- Place leaking containers into a secondary container
- Close and secure doors to adjacent storage container units
- Use absorbent and/or booms to dike the spill and prevent entrance to drains and channels

D. Cleanup

Once the release has been safely contained, the Waste Manager or alternate will determine proper clean-up procedures. The procedures will depend upon the physical state, quantity, and chemical properties of the released material. Assistance may be needed by the hazardous waste disposal contractor. Any contaminated soil, water, or other materials resulting from the release will be safely decontaminated or removed, properly packaged, stored, and/or disposed of according to all applicable regulations.

The Waste Technician must insure that all contaminated materials have been properly cleaned and/or disposed of prior to resuming operations. Samples of affected materials will be analyzed by a State Certified Laboratory, if required.

E. Disposal:

All containers and materials resulting from the clean-up of the release will be properly labeled, placarded, and manifested for disposal according to State, EPA, and DOT requirements. These items will be transported to the appropriate licensed Transfer, Storage, and Disposal Facility, depending upon the chemical properties and their hazards.

F. Reporting:

All information will be recorded as to the details of the release after notification to all agencies is performed. A verbal report to DTSC will be made by the Waste Manager within 24 hours from the time a release is known, and a written report will be submitted within 15 days. The report will include the following:

- HHW collection facility location release occurred at
- Date, time and type of release
- Name and quantity of materials involved
- Extent of injuries, if any
- Assessment of actual or potential hazards to human health and/or the environment
- Time periods of noncompliance due to release (include exact dates and times)
- Expected time of compliance if not already corrected
- Estimated quantity and disposition of released materials, including
- decontamination of affected equipment

- Preventative measures taken or planned to reduce or eliminate reoccurrence of release

A copy of this written report will be kept on file at the TCSWMA office.

G. Emergency Equipment:

The equipment at the HHW collection facilities is supplied by the TCSWMA. The equipment available on site includes:

- hazardous waste storage units with a dry chemical fire suppression system and a secondary containment sump
- emergency eye wash
- portable fire extinguishers

H. Maintenance of Emergency Equipment

- Dry-chemical fire suppression systems are serviced semi-annually, or as needed, by a certified fire inspection company based on State Fire Marshall requirements.
- Portable fire extinguishers are serviced annually, or as needed, by a certified fire inspection technician, as required by the State Fire Marshall.
- Secondary containment sumps for each hazardous waste storage unit are inspected annually for leaks and structural integrity.
- Emergency eye wash water flow is inspected daily prior to opening the HHW collection facilities. Repair, if necessary, is performed immediately.
- Inventory of all other emergency equipment is performed weekly, or as needed, and replenished as necessary.

All inspection reports are maintained on file at the TCSWMA Office.

EMERGENCY RESPONSE PROCEDURES - FLAMMABLE LIQUIDS
(Gasoline, Solvents, Thinners, Oils, Paints)

IF MATERIAL IS INVOLVED IN FIRE:

- Report fire to Fire Department – 911
- Do not extinguish fire unless flow can be stopped
- Use type A, B, C extinguisher

IF MATERIAL IS NOT INVOLVED IN FIRE

- Keep sparks, flames and other sources of ignition away
- Build Berms to contain flow as necessary
- Keep material out of water sources and sewers
- Try to stop leak
- Call the Fire Department and report incident

PERSONNEL PROTECTION

- Avoid breathing vapors
- Keep upwind
- Wear boots, protective gloves, goggles, clothing
- Do not handle broken packages without protective equipment
- Wash away any material which may have contacted the body with copious amounts of water or soap and water
- If injuries, notify paramedics – 911

EVACUATION

- If fire becomes uncontrollable or container is exposed to direct flame, evacuate for a minimum radius of 1,500 feet.
- If material is leaking (not on fire) - downwind evacuation must be considered

EMERGENCY RESPONSE PROCEDURES - CORROSIVES
(Sodium Hydroxide, Battery, Hydrochloric & Phosphoric Acid)

IF MATERIAL IS INVOLVED IN FIRE

- Report fire to Fire Department – 911
- Use type A, B, C extinguisher

IF MATERIAL IS NOT INVOLVED IN FIRE

- Keep material out of water sources and sewers
- Build berms to contain flow as necessary
- Neutralize and collect material using absorbent
- Call the Sheriff's Department and report incident

PERSONNEL PROTECTION

- Avoid breathing vapors, wear respiratory protection
- Keep upwind
- Avoid bodily contact with the material
- Wear protective boots, gloves, goggles and clothing
- Do not handle broken packages without protective equipment

IF INJURY

- Use eye wash if available for material in eyes
- Flush eyes with copious amounts of water a minimum of 15 minutes
- Remove clothing if contacted
- Wash affected area of body with copious amounts of water for a minimum of 15 minutes
- Notify paramedics - 911

EMERGENCY RESPONSE PROCEDURES - FLAMMABLE GASES
(Propane)

IF MATERIAL IS INVOLVED IN FIRE

- Evacuate
- Report fire to Fire Department - 911
- Do not extinguish fire
- Stay away from end of tank

IF MATERIAL IS NOT INVOLVED IN FIRE

- Report to Fire Department – 911
- Keep sparks, flames and other sources of ignition away
- Call the Sheriff’s Department and report incident

PERSONNEL PROTECTION

- Avoid breathing vapors, wear respiratory protection
- Keep upwind

IN CASE OF INJURY

- Notify paramedics – 911
- Thaw frostbite with cool water

EVACUATION

- Evacuate and stage at the TCSWMA office.
- If fire becomes uncontrollable or container is exposed to direct flame, evacuate for a radius of 2,500 feet

APPENDIX C

SITE LAYOUT & TRAFFIC PLANS

**TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY
HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY**

APPENDIX D

FACILITY DESIGN SPECIFICATIONS

TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY
HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY

APPENDIX E

PERMITS & NOTIFICATIONS

TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY

Department of Toxic Substance Control Permit By Rule Notification
Department of Toxic Substance Control Permit By Rule Authorization
Red Bluff City Department PHHWCF Bulking Procedures Approval
County of Tehama Air Pollution Control District Bulking Procedures Approval

APPENDIX F

WASTE ANALYSIS DATA

TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY
HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
1,1,1-Trichloroethane	Flammable Liquid
1,1,1-Trichlorethylene	Flammable Liquid
2,2-Dichloropropionic Acid	Poison
2,4,5-Trichlorophenoxyacetic Acid (2,4,5-T)	Unknown
2,4-Dichlorophenoxyacetic Acid (2,4-D)	Unknown
2-Cycle Oil	Waste Oil
Acephate.....	Poison
Acetic Acid	Corrosive Acid
Acetone.....	Flammable Liquid
Acrathane Resilient Floor Sealer.....	Flammable Liquid
Acidified Thiourea	Corrosive Acid
Adhesives (latex, e.g. carpet adhesive, tile adhesive)	Latex Paint
Adhesives (non latex).....	Flammable Solid
Aerosols (flammable/combustible)	Aerosol
Aerosols (oven cleaners)*	Corrosive Base
Air Fresheners (non aerosol).....	Flammable Liquid
Air Fresheners (solid).....	Flammable Solid
Alcohol	Flammable Liquid
Aldrin	Poison
Alkaline Cleaners	Corrosive Base
Aluminum Brightener.....	Corrosive Acid
Aluminum Jelly.....	Corrosive Acid
Ammonia and Ammonia Cleaners.....	Corrosive Base
Ammonium Chloride.....	Poison
Ammonium Hydroxide.....	Corrosive Base
Ammonium Nitrate	Oxidizer
Ammonium Nitrate Fertilizers	Fertilizer Crate
Ammunition.....	Unknown
Animal Medications.....	Poison
Ant and Roach Killer	Poison
Antifreeze.....	Antifreeze Container
Antifreeze & Solvent Mixture	Flammable Liquid
Asbestos Friable (DO NOT KNOWINGLY ACCEPT)	

**Check ingredients to be sure.*

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
Asbestos Roofing Tar.....	Flammable Solid
Asbestos Putty	Flammable Solid
Asphalt Driveway Topping	Flammable Solid
Auto Polish (liquid)	Flammable Liquid
Auto Wax (liquid).....	Flammable Liquid
Automatic Transmission Fluid	Waste Oil
Automotive Body Filler (remove hardner)	Flammable Solid
Automotive Paint.....	Oil Base Paint
Bacillus Thuringiensis	Poison
Baby Oil	Flammable Liquid
Bacterial Pipe Cleaner	Poison
Baking Soda	Corrosive Base
Barbecue Lighter Fuel.....	Flammable Liquid
Battery (auto) Acid/Electrolyte Fluid	Corrosive Acid
Battery Fluid.....	Corrosive Acid
Battery Terminal Cleaner	Corrosive Base
Baygon	Poison
BEHR Water Sealer (petroleum distillate)	Flammable Liquid
Bisulfate of Soda.....	Corrosive Acid
Black Flag (pesticide).....	Poison
Bleach.....	Oxidizer
Body Filler (remove hardener).....	Flammable Solid
Bone Meal Fertilizer	Latex Paint
Bordeaux Mix	Poison
Boric Acid.....	Poison
Brake Fluid.....	Flammable Liquid
Butane	Crate
Cacodylic Acid (Arsenic)	Poison
Cadmium Compounds	Poison
Calcium Carbide	Unknown
Calcium Carbonate	Latex Paint
Calcium Cyanide.....	Cyanide
Calcium Ferrocyanide	Cyanide
Calcium Hypochlorite	Oxidizer
Camping Fuel	Flammable Liquid

**Check ingredients to be sure.*

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
CaptanPoison	
Carbamate Insecticides.....	Poison
Carbaryl.....	Poison
Carbon Tetrachloride.....	Poison
Carburetor Cleaner (petroleum distillate).....	Flammable Liquid
Carpet Cleaner.....	Unknown
Carpet Spotters.....	Unknown
Casein.....	Latex Paint
Catalysts (Methyl Ethyl Ketone Peroxide).....	Unknown
Caulking Compounds (flammable/combustible).....	Flammable Solid
Caulking Compounds (latex).....	Latex Paint
Caustic Soda.....	Corrosive Base
Cement* (dry).....	Latex Paint
Cess Pool Cleaners*.....	Corrosive Base
CGI Positive Used Oil.....	Flammable Liquid
Charcoal Lighter Fluid.....	Flammable Liquid
Chimney Cleaner.....	Oxidizer
Chlorates.....	Oxidizer
Chlordane.....	Poison
Chlorinated Hydrocarbons.....	Posion
Chlorine.....	Oxidizer
Chloroacetic Acid.....	Poison
Chloroform.....	Poison
Chlorothalonil.....	Poison
Chromium Compounds.....	Poison
Cleaners/Degreasers >12.5 pH.....	Corrosive Base
Clothing Dye (w/sodium chloride).....	Poison
Coal Tar.....	Unknown
Contact Cement.....	Flammable Liquid
Contact Weed Killer.....	Poison
Cooking Oil.....	Flammable Liquid Cooling
System Cleaner(2 part).....	Unknown
Copper Cleaners (petroleum distillate).....	Flammable Liquid
Copper Oil (fungicides).....	Poison
Copper Sulfate.....	Poison
Creosote.....	Flammable Liquid

**Check ingredients to be sure.*

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
Cresylic Acid (not parts dip)	Corrosive Acid
Cutting Oil	Waste Oil
Cyanides.....	Cyanide
Dactal	Poison
Dalapon Grass Killer	Poison
DAP	Latex Paint
DDT	Poison
Degreasing Solvents.....	Flammable Liquid
Denatured Alcohol	Flammable Liquid
Diazinon.....	Poison
Dichlorobenzene	Poison
Dichlorophenoxyacetic Acid (2,4-D)	Unknown
Diesel Fuel.....	Waste Oil
Dip It* (coffee cleaner)	Oxidizer
Dip It Silver Cleaner/Acidified Thiourea	Corrosive Acid
Disinfectants*	Corrosive Acid
Disinfectants*	Poison
Disinfectants (pine oil).....	Flammable Liquid
Dog Repellant	Poison
Dormant Spray (non aerosol)	Poison
Dowpon.....	Poison
Drain Cleaners*.....	Corrosive Acid
Drain Cleaners*.....	Corrosive Base
Driveway Cleaner*	Corrosive Base
Duplicator Fluid.....	Flammable Liquid
Dursban	Poison
Engine Degreaser	Flammable Liquid
Epoxy Paint (separate parts A & B).....	Flammable Liquid
Ethanol	Flammable Liquid
Ether	Unknown
Ethylene Glycol.....	Poison
Ferric Chloride	Corrosive Acid
Ferricyanide	Cyanide
Ferrocyanide.....	Cyanide

**Check ingredients to be sure.*

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
Fertilizers (All)	Fertilizer Crate
Fiberglass Resin	Flammable Liquid
Fiberglass Resins (solidified)	Flammable Solid
Fingernail Polish	Flammable Liquid
Fingernail Polish Remover	Flammable Liquid
Fireworks	Unknown
Fish Emulsion	Fertilizer Crate
Flares.....	Unknown
Flea Powder.....	Poison
Floor Wax	Flammable Liquid
Floor Wax Stripper	Corrosive Base
Floor/Furniture Polish.....	Flammable Liquid
Folpet.....	Poison
Formaldehyde	Flammable Liquid
Formaldehyde Solution	Flammable Liquid
Formalin.....	Flammable Liquid
Freon <2 galls	Crate
Fuel System Additive	Flammable Liquid
Fungicides (heavy metal)	Poison
Gasoline.....	Flammable Liquid
Gear Oil	Waste Oil
Germain Non Selective Weed Killer	Unknown
Glazing Compound	Latex Paint
Glues	Flammable Liquid
Glues (epoxy, airplane, white) hardened	Flammable Solid
Glycerin.....	Flammable Liquid
Gopher Gasses.....	Unknown
Gopher Killer (w/strychnine)	Poison
Grass-B-Gon (2,4-D/2,4,5-T).....	Unknown
Grease.....	Flammable Solid
Grout*	Latex Paint
Gun Powder.....	Unknown
Gunk Remover.....	Flammable Liquid
Gypsum	Latex Paint

**Check ingredients to be sure.*

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
Hair Coloring.....	Oxidizer
Hair Dye.....	Oxidizer
Heptachlor.....	Poison
Hobby Car Fuel.....	Flammable Liquid
Hydraulic Fluid.....	Flammable Liquid
Hydrochloric Acid.....	Corrosive Acid
Hydrofluoric Acid (bagged).....	Unknown
Hydrogen Chloride.....	Corrosive Acid
Hydrogen Peroxide 3%.....	Oxidizer
Hydrogen Peroxide >3%.....	Unknown
Hydroquinone.....	Poison
Ink.....	Flammable Liquid
Insect Repellant.....	Poison
Iodine.....	Oxidizer
ISO Cyanate.....	Poison
ISO Thio Cyanate.....	Poison
Isopropyl Alcohol.....	Flammable Liquid
Isotox Insect Spray (non aerosol).....	Poison
Jasco Penta 5.....	Unknown
Joint Compound.....	Latex Paint
Kerosene.....	Flammable Liquid
Lamp Oil.....	Flammable Liquid
Latex Adhesive.....	Latex Paint
Latex Paint.....	Latex Paint
Latex Paint Additive.....	Latex Paint
Latex Putty.....	Latex Paint
Latex Wood Stain.....	Latex Paint
Laundry Blueing.....	Poison
Lead Arsenate.....	Poison
Lead Compounds.....	Poison
Lime.....	Latex Paint
Lime-A-Way.....	Corrosive Acid

**Check ingredients to be sure.*

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
Lindane	Poison
Linseed Oil	Oil Base Paint
Linseed Oil Base Paint	Oil Base Paint
Liquid Iron	Fertilizer Crate
Liquid Lubricants	Flammable Liquid
Liquid Mercury	Unknown
Liquid Sandpaper*	Flammable Liquid
Liquid Waxes	Flammable Liquid
Litharge	Poison
Lithium Hypochlorite	Oxidizer
Log Oil	Oil Base Paint
Lye	Corrosive Base
Lysol	Flammable Liquid
Mag Wheel Cleaner*	Corrosive Acid
Magnesium Chloride	Poison
Malathion	Poison
Marine Finishes	Oil Base Paint
Marvel Mystery Oil	Waste Oil
Mastics	Flammable Solid
Methyl Ethyl Ketone Peroxide	Unknown
Methyl Ethyl Ketone Solvent	Flammable Liquid
Methylene Chloride Parts Dip/Carburetor Cleaner*	Flammable Liquid
Mercury Compounds	Unknown
Mercury Thermometer	Unknown
Mesuroil	Poison
Metal Cleaner*	Corrosive Acid
Metal Polish (petroleum distillate)	Flammable Liquid
Metalddehyde	Poison
Methanol	Flammable Liquid
Methiocarb	Poison
Methoxychlor	Poison
Methylene Chloride Parts Dip/Carburetor Cleaner	Flammable Liquid
Miracid	Fertilizer Crate
Miracle Grow	Fertilizer Crate

**Check ingredients to be sure.*

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
Mole Killer	Poison
Monuron.....	Poison
Morpholine	Flammable Liquid
Moth Crystals or Moth Balls	Poison
Motor Bath (petroleum distillate)	Flammable Liquid
Muriatic Acid	Corrosive Acid
Nail Polish.....	Flammable Liquid
Nail Polish Remover.....	Flammable Liquid
Naphtha	Flammable Liquid
Naphtha (as active ingredient)	Flammable Liquid
Naval Jelly	Corrosive Acid
Nitric Acid.....	Corrosive Acid
Oil Base Paint	Oil Base Paint
Oil/Gas Mixtures	Flammable Liquid
Oil/Latex Paint or Stain	Oil Base Paint
Oil & Paint Mixture	Flammable Liquid
Oil Soaked Absorbent (bagged)	Flammable Solid
Oil Soaked Rags (bagged)	Flammable Solid
Oil/Solvent Mixtures	Flammable Liquid
Oven Cleaners*	Corrosive Base
Oxalic Acid.....	Corrosive Acid
Oxygen Plus	Fertilizer Crate
Paint Chips	Latex Paint
Paint Pigments (dry).....	Flammable Solid
Paint Strippers/Remover*	Flammable Liquid
Paint Thinner	Flammable Liquid
Paradichlorobenzene	Poison
Paraffin Oil	Flammable Liquid
Paraffin Wax	Flammable Solid
Parts Dip (ALL)	Flammable Liquid
Penetrol	Flammable Liquid
Penetrex	Fertilizer Crate
Pentachlorophenol	Unknown
Perchloroethylene.....	Poison
Pharmaceuticals	Poison

**Check ingredients to be sure.*

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
Perfume	Flammable Liquid
Permethrin	Poison
Peroxides	Unknown
Phosphorus (red)	CALL HHW
Phosphorus (white)	CALL HHW
Phosphoric Acid	Corrosive Acid
Phosphorothioate Insecticides	Poison
Photochemicals (w/o ingredients)	Unknown
Picric Acid	CALL HHW
Plant Food	Fertilizer Crate
Plastic Model Cement	Flammable Solid
Plumber's Putty (combustible)	Flammable Solid
Polishes*	Corrosive Acid
Polishes*	Corrosive Base
Polishes* (liquid)	Flammable Liquid
Polishes* (solid)	Flammable Solid
Poly Vinyl Alcohol	Flammable Solid
Polyurethane Finishes	Oil Base Paint
Pool Acid (liquid or dry)	Corrosive Acid
Pool pH Increasers	Corrosive Base
Portland Cement Powder	Latex Paint
Potassium Bromide	Poison
Potassium Chloride	Poison
Potassium Chromate	Oxidizer
Potassium Cyanide	Cyanide
Potassium Dichromate	Oxidizer
Potassium Ferricyanide	Cyanide
Potassium Ferrocyanide	Cyanide
Potassium Hydroxide	Corrosive Base
Potassium Metal	Unknown
Potassium Permanganate	Oxidizer
Power Steering Fluid	Waste Oil
Propane <2 galls	Crate
Pruning Paint	Flammable Solid

**Check ingredients to be sure.*

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
Putty (water base, "Rock Hard").....	Latex Paint
PVC Cement.....	Flammable Liquid
Pyrethrins.....	Poison
Radiator Flush* (alkaline).....	Corrosive Base
Resmethrin.....	Poison
Resin Beads.....	Flammable Solid
Resin Catalyst.....	Unknown
Resins.....	Oil Base Paint
Rochelle Salts.....	Poison
Rock Salts.....	Poison
Roofing Cement.....	Flammable Solid
Rose Dust.....	Poison
Rotenone.....	Poison
Round-up.....	Poison
Rubber Cement.....	Flammable Solid
Rubbing Compound.....	Flammable Solid
SAE Rated Oils.....	Waste Oil
Sealers.....	Flammable Liquid
Sealers (solid).....	Flammable Solid
Sealing Finishes.....	Oil Base Paint
Selenium Dioxide.....	Oxidizer
Septic Tank Cleaner*.....	Corrosive Base
Sevin.....	Poison
Sheep Dip*.....	Corrosive Acid
Sheep Dip (w/coal tar).....	Unknown
Shellac.....	Oil Base Paint
Shoe Polish (liquid type).....	Flammable Liquid
Shower & Stall Cleaner*.....	Corrosive Acid
Silver Nitrate.....	Oxidizer
Silvex.....	Unknown
Snail/Slug Killer.....	Poison
Soda Ash.....	Corrosive Base
Sodium Acid Sulfate.....	Corrosive Acid
Sodium Bicarbonate.....	Corrosive Base

**Check ingredients to be sure.*

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
Sodium Bisulfate/Sodium Bisulfite.....	Corrosive Acid
Sodium Chloride	Poison
Sodium Borate	Oxidizer
Sodium Carbonate	Corrosive Base
Sodium Chlorate	Oxidizer
Sodium Chromate	Oxidizer
Sodium Cyanide.....	Cyanide
Sodium Dichromate	Oxidizer
Sodium Ferricyanide	Cyanide
Sodium Ferrocyanide.....	Cyanide
Sodium Hydrosulfite.....	Unknown
Sodium Hydroxide.....	Corrosive Base
Sodium Hypochlorite (liquid pool chlorine)	Oxidizer
Sodium Metaborate.....	Oxidizer
Sodium Metal.....	Unknown
Sodium Metasilicate	Corrosive Base
Sodium Nitrate	Oxidizer
Sodium Perborate.....	Oxidizer
Sodium Sulfate.....	Poison
Soil Conditioners.....	Fertilizer Crate
Soldering Flux*.....	Corrosive Acid
Solvent Base Paint.....	Oil Base Paint
Soot Remover	Oxidizer
Spackling Compounds	Latex Paint
Spar Varnish	Oil Base Paint
Spot Remover (petroleum distillate)	Flammable Liquid
Starch	Poison
Sterno (liquid)	Flammable Liquid
Sterno (solid)	Flammable Solid
Stop Leak.....	Flammable Liquid
Strychnine.....	Poison
Stucco.....	Latex Paint
Stump Killer/Remover*	Oxidizer
Sulfur	Poison
Sulfuric Acid.....	Corrosive Acid
Sun Screen	Flammable Liquid

**Check ingredients to be sure.*

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
Talc/Talcum Powder	Latex Paint
Tar Remover	Flammable Liquid
Tetrahydrofuran	Flammable Solid
Thinners	Flammable Liquid
Thompson's Water Sealer (petroleum distillate)	Oil Base Paint
Thuricide Insecticide	Poison
Tile Grout (ALL)	Latex Paint
Tints (dry)	Flammable Solid
Toilet Bowl Cleaners*	Corrosive Acid
Tire Black	Flammable Liquid
Tire Black (solid)	Flammable Solid
Toilet Bowl Cleaner (w/hypochlorites)	Oxidizer
Toluene/Toluol	Flammable Liquid
Touch Up Paint	Oil Base Paint
Transmission Fluid	Waste Oil
Trichlorophenoxyacetic Acid (2,4,5-T)	Unknown
Triox Liquid Vegetation (w/prometon)	Poison
Triox Liquid Vegetation (w/pentachlorophenol)	Unknown
(TSP) Trisodium Phosphate	Corrosive Base
Tung Oil	Oil Base Paint
Turpentine	Flammable Liquid
Turpormin	Flammable Liquid
Unknowns	Unknown
Unlabeled Containers	Unknown
Unlabeled Paint Containers	Oil Base Paint
Urethane	Oil Base Paint
Vapam	Poison
Varathanes	Oil Base Paint
Varnishes	Oil Base Paint
Veterinary Pharmaceuticals	Poison
Vitamin B (beta-napthaoxyacetic acid)	Fertilizer Crate
Vitamin B ₁	Fertilizer Crate

**Check ingredients to be sure.*

TABLE OF HAZARDOUS WASTE CATEGORIES

WASTE	CATEGORY/DRUM
Wall Paper Stripper (petroleum distillate)	Flammable Liquid
Wallpaper Adhesive (non latex)	Flammable Solid
Wallpaper Adhesive (latex)	Latex Paint
Wallpaper Remover	Unknown
Wallpatching Compound*	Latex Paint
Waste Motor (drain) Oil	Waste Oil
Water Based Inks.....	Latex Paint
Water Reducible Paints.....	Latex Paint
Water Sealer (BEHR).....	Flammable Liquid
Water Sealer (Thompson's)	Oil Base Paint
Wax* (liquid)	Flammable Liquid
Waxes* (solid).....	Flammable Solid
Weed Killer (2,4,D & 2,4,5-T)	Unknown
Weed Killer (w/ hypochlorite).....	Oxidizer
Weed-B-Gon	Unknown
Window Cleaner (w/ammonia)	Corrosive Base
Window Cleaner (w/vinegar)	Corrosive Acid
Windshield Cleaner (w/alcohol).....	Flammable Liquid
Wood Bleach (w/hypochlorites).....	Oxidizer
Wood Bleach (w/sodium hydroxide).....	Corrosive Base
Wood Filler (combustible) remove hardener.....	Flammable Solid
Wood Patch or Fillers (non-acetone base)	Latex Paint
Wood Preservative (w/bis-oxide).....	Poison
Wood Preservative (w/caramate)	Poison
Wood Preservative (w/copper naphthenate)	Poison
Wood Preservative (w/foipet)	Poison
Wood Preservative (w/pentachlorophenol).....	Unknown
Wood Stain (oil base).....	Oil Base Paint
Wood/Tile Putty (combustible)	Flammable Solid
Woolite (soap).....	Poison
Xylene/Xycol	Flammable Liquid
Zaneb	Poison
Zinc Chloride.....	Corrosive Acid
Zinc Dust/Powder.....	Unknown
Zinc Phosphide	Unknown

**Check ingredients to be sure.*

APPENDIX G

FACILITY OPERATION FORMS

TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY
HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY

APPENDIX H

TRAINING DOCUMENTATION

TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY
HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY



Tehama County

Agenda Request Form

File #: 24-1899

Agenda Date: 11/7/2024

Agenda #: 6.

SB 1383 Regulation Review and Update

Requested Action(s)

This item is for informational purposes. No further action is required.

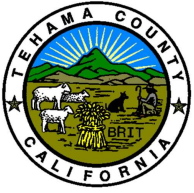
Financial Impact:

None.

Background Information:

As the Board is aware, the Office of Administrative Law approved the SB 1383 final regulations on November 3, 2020. The deadline by which jurisdictions must comply with SB 1383 regulations has not been changed. Below is a summary of work completed since the October 7th Full Board Meeting.

- Agency staff attended Tehama Together's Food Share meeting on October 10th. Staff shared information on AB 660, which bans the term "sell by" on food packaging. Staff also shared information on other programs and services that may assist local food pantries connect with more donors and find volunteers to help collect or distribute food to those in need.
- Agency staff attended the Tehama County-Red Bluff Chamber of Commerce's Good Morning Red Bluff on October 31st. Staff discussed upcoming organic recycling requirements for businesses once Tehama County and all cities are required to comply with AB 1826, the Mandatory Commercial Organics Recycling Law, that will become effective January 1, 2027.
- Agency staff provided backyard composting demonstrations and gave away food scrap pails at the Sacramento River Discovery Center's Fall Plant Festival on November 2nd.
- Agency staff participated in Meteer Elementary School's Field Trip to the Sacramento River Discovery Center on November 7th. Staff taught the importance of composting and waste reduction, provided composting demonstrations and a hands-on "Compost Critter" identification activity for about 85 4th Grade students.



Tehama County

Agenda Request Form

File #: 24-1902

Agenda Date: 11/7/2024

Agenda #: 7.

Tehama County Recycling Market Development Zone Update

Requested Action(s)

This item is for informational purposes. No further action is required.

Financial Impact:

None

Background Information:

Following the adoption of the State's budget, CalRecycle notified the Agency of the availability of Zone Incentive Funds (ZIF) to promote the Tehama County Recycling Market Development Zone. If all 39 zones in California apply, the amount should be more than \$36,000 over the two-year period. The Agency has an existing resolution allowing ZIF applications and submitted the application on October 16th. Funds should be awarded in January 2025, which would allow the Agency to continue to participate in the Tehama County-Red Bluff Chamber of Commerce's Business Expo in February and other events to promote the zone and meet the Agency's goal for FY 2024/25.



Zone Incentive Funds Application and Agreement

FY2024–2025 through FY2025–2026 (ZIF5)

Recipient Information
1. Recipient Name: Tehama County Solid Waste Management Agency
2. RMDZ Name: Tehama County Recycling Market Development Zone
3. Agreement Number (assigned by CalRecycle):
4. Term: Notice to Proceed Email Date – May 1, 2026

Payment Information
5. Funding Amount: <i>\$ 36,000.00</i>
6. Payee Address: 20000 Plymire Road. Red Bluff, CA 96080
7. Payment Department: N/A

Contact Information
8. Primary Contact Name: Rachel Ross-Donaldson
9. Primary Contact Title: Agency Manager
10. Signature Authority Name: Rachel Ross-Donaldson
11. Signature Authority Title: Agency Manager

Documents
12. Resolution uploaded <input checked="" type="checkbox"/>
13. Letter of Designation uploaded (if applicable) <input type="checkbox"/>

Funding Source	Funding Corrections (if needed)
Fund: Recycling Market Development Revolving Loan Subaccount Reference: 603 Enactment Year: 1996 Object of Expenditure: 7600-G9000-702 Fi\$Cal Comparable Expenditure Information: 39707600/3700000227/5432000	Fund: Reference: Enactment Year: Object of Expenditure: Fi\$Cal Comparable Expenditure Information:

Acceptance of ZIF Program Provisions
 Applicant acknowledges that submittal of this document constitutes acceptance of all provisions as contained in the Zone Incentive Fund Program Guidelines.

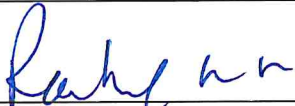

Charter City Confirmation
 California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead applicant must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that a participating jurisdiction is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated, and any disbursed grant funds shall be returned to CalRecycle. If any applicant or participating jurisdiction is a charter city or a joint powers authority that contains one or more charter cities, does Labor Code section 1782 prohibit those charter cities from receiving state funding for the project described in this grant application? Check the following, as applicable.

Yes. One or more charter cities included in this application are prohibited from receiving state funding for the project described in this grant application. We acknowledge that our organization will be disqualified because we are not eligible.

No. Applicant certifies that no charter cities included in this application are prohibited from receiving state funding for the project described in this grant application.

Not Applicable. This application does not include any charter cities.

Penalty of Perjury Statement
 I certify under penalty of perjury, under the laws of the State of California, that I am authorized to sign this document on behalf of the Recipient, that I have read the Zone Incentive Fund Program Guidelines, and that to the best of my knowledge and belief that information in this Agreement is true and correct.

X 	
Signature of Signature Authority (as authorized in the Resolution)	Date
Rachel Ross-Donaldson	Agency Manager
Print Name of Signature Authority	Print Title of Signature Authority
X	
Signature of CalRecycle's Authorized Signatory	Title of CalRecycle Signature Authority

Important - Applicant/Recipient must obtain signature of Signature Authority, upload this document in its entirety to the ZIRS system, and retain the original document in Applicant's cycle file.



October 2024

Department of Resources Recycling and Recovery

Zone Incentive Fund Program Guidelines

5th Cycle (ZIF5)

Fiscal Year (FY) 2024–25 through FY 2025–26

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The Zone Incentive Fund (ZIF) Program Application and these Guidelines, once signed and approved by CalRecycle, shall constitute the ZIF Agreement. Submittal of a ZIF Program, Cycle 5 (ZIF5) Application constitutes acceptance of these Guidelines as the controlling requirements for receiving, spending, and accounting for funds and annual reporting.

Program Overview and Statutory Authority

The Department of Resources Recycling and Recovery (CalRecycle) administers the Recycling Market Development Zone (RMDZ) Program and Zone Incentive Fund (ZIF) Program, which provides funds to each zone for local outreach. The objective of this program is to distribute and oversee funds for Fiscal Year (FY) 2024–25 and FY 2025–26. Total funding for the ZIF Program is an amount not to exceed \$1,404,000.

The goal of the RMDZ Program is to create a sustainable infrastructure and to enhance local markets for recyclable and compostable materials generated within California. The ZIF Program incentivizes local governments to provide outreach services, and to work closely with local post-consumer processing and manufacturing industries to stimulate the use of recyclable and compostable materials. By doing this, the ZIF Program helps create jobs in the post-consumer commodities industry and diverts valuable resources from disposal. The ZIF Program provides targeted financial support to Zones to fund vital local marketing and outreach activities and complements CalRecycle's marketing and outreach efforts to promote RMDZ services and activities.

These Guidelines describe the application and administrative processes to implement the ZIF Program, cycle 5 (ZIF5), authorized by California Public Resources Code (PRC) section 42023.1(g). ZIF5 Recipients are responsible and accountable for ensuring that expenditures are appropriate, and that proper internal supporting documentation is maintained. To ensure full compliance with ZIF processes and requirements, ZIF5 Applicants and Recipients must adhere to these Guidelines.

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The web-based application is in CalRecycle's web-based [Zone Information Reporting System \(ZIRS\)](https://secure.calrecycle.ca.gov/RMDZ/SignIn.aspx?ReturnUrl=%2fRMDZ%2f) (<https://secure.calrecycle.ca.gov/RMDZ/SignIn.aspx?ReturnUrl=%2fRMDZ%2f>). The applicant will need to sign into ZIRS to complete and submit an application.

Definitions

Note: The following terms used in this document are defined below, unless the context clearly indicates otherwise:

Applicant: Either the legal name of the entity that is legally responsible for ZIF Program administration, or to a person who is completing an application on behalf of the Applicant.

Existing Zone: A Zone designated prior to October 1, 2024.

Preapproval: Preapproval is not required. However, projects that CalRecycle determines are ineligible will not be reimbursed. Zone Administrators may submit their

projects for preapproval if they want to guarantee repayment. This can be done only by submitting a preapproval request through ZIRS and receiving preapproval through ZIRS that your ZIF Project has been preapproved by CalRecycle.

Recipient or ZIF Recipient: The recipient of funds pursuant to PRC § 42023.1(g). The Recipient may be a California local government entity associated with a RMDZ, including a chartered or general law city, a chartered or general law county, a city and county, a special district, or a joint powers authority. The Recipient may also be a California non-governmental entity (e.g., a Chamber of Commerce, Economic Development Corporation or Commission, or Council, college, etc.) that has been given authorization to act on behalf of a RMDZ and authority to receive funds by the lead entity of that Zone.

Signature Authority: The title of the person authorized by an adopted Resolution or in the Letter of Designation to sign all program-related documents on behalf of the authorizing entity.

Zone Administrator: RMDZ contact at the local level. The person selected by the RMDZ to administer the activities of the Zone and to report its activities to CalRecycle.

ZIF Agreement: A ZIF Application and Agreement document that is completed by the Zone Administrator, including concurrence with all provisions in these ZIF Guidelines and which has been signed and approved by CalRecycle.

ZIF Application: A ZIF Application and Agreement document that has been completed and submitted to CalRecycle by the Zone Administrator.

ZIF Coordinator: The administrators of CalRecycle's ZIF Program and ZIRS.

ZIF Marketing and Outreach Projects: Projects designed, proposed, and executed by participating Zone Administrators that use Program funds to perform outreach and/or training activities in a zone or a combination of zones. Reports and invoices on all projects must be filed in ZIRS upon completion and before costs can be approved for reimbursement. The invoices must document what is being purchased or rented and must be marked paid. If CalRecycle deems the project ineligible, then it will not reimburse the expenses.

Timeline and Cycle Activity

November 7, 2024: Application Due Date

- To receive funding after the state budget is approved, Applicants must submit applications to ZIRS by 11:59 p.m. on this date. The ZIF activity must not commence prior to approval.
- The applicant must upload the application to the ZIRS then email the ZIF Coordinators at bzassist@calrecycle.ca.gov notifying them that this has been done.
- Approval will take place after applications and required documents are submitted and approved. The ZIF Coordinator will inform you of approval.
- Contact the ZIF Coordinator at bzassist@calrecycle.ca.gov with any questions.

December 5, 2024: Secondary Due Date

- Approved Resolution and any other Applicant’s Required Authorization Documents must be uploaded into ZIRS by this date if it was not submitted with the application.

January 2025 (tentative): Funds Awarded

- CalRecycle considers funding recommendations, and if approved, conditionally awards funds during this month.

Eligible Applicants

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770–1782. If any applicants or participating entities are charter cities or Joint Powers Authorities that include charter cities, the lead participating entity must certify in the ZIF Application and Agreement that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that an applicant or participating entity is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

Eligible Applicants include:

- California local government entities associated with a Recycling Market Development Zone (RMDZ), including chartered or general law cities, chartered or general law counties, cities and counties, special districts, or joint powers authorities.
- California non-governmental entities (e.g., a Chamber of Commerce, Economic Development Corporation or Commission, or Council, college, etc.) that have been given authorization to act on behalf of a RMDZ and authority to receive funds by the lead entity of that Zone.

Public Records Requests

CalRecycle’s policy is to make records requested by the public promptly available in accordance with the laws governing disclosure of records and information to the public. In general, all records in the possession of a state agency are public records subject to disclosure, unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure.

Upon request, the entire contents of the submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. Public records may be requested from CalRecycle through the [California Public Records Act Requests web page](https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/) (<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>).

Confidentiality

The following describes the treatment of certain confidential or proprietary information under the California Public Records Act (Government Code 7920.000 et seq.) and related regulations. It also describes how questions are resolved on whether information is truly confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

Confidential or Proprietary Information

Title 14 of the California Code of Regulations (14 CCR), [sections 17041-17046](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (https://www.calrecycle.ca.gov/Laws/Regulations/Title14/), states that confidential or proprietary information shall include, but is not limited to:

- Personal or business-related financial data, customer client lists, supplier lists and other information of a proprietary or confidential business nature provided by persons in applications, reports, returns, certifications, or other documents submitted to [CalRecycle] which if released would result in harmful effects on the person's competitive position.
- Tax information prohibited from disclosure, pursuant to the Revenue and Taxation Code

Accordingly, appropriate documents submitted with an application that are clearly marked, on each page, "confidential or proprietary information" will be treated by CalRecycle pursuant to the procedures set forth in 14 CCR sections 17041-17046. However, the law does not treat documents marked as "confidential or proprietary information" (such as sales brochures, promotional literature, and other general non-financial documents) as confidential if they do not fall within the categories of protected financial documents listed above.

What if there is a question about what is confidential?

If CalRecycle receives a request to disclose data claimed by the applicant to be confidential, CalRecycle would notify the applicant of the request and state that the documents were under review to determine whether information was correctly identified as "confidential." If there was any question as to whether specific information was confidential, CalRecycle would contact the person(s) identified in the application to provide a justification and statement why the information is confidential. The process for evaluating confidentiality claims is set forth in section 14 CCR 17046.

What program procedures will keep information confidential?

Financial information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

Application Instructions

Application Process

The application process includes the following:

1. The CalRecycle ZIF Coordinator will email the ZIF Application and Agreement document to the Zone Administrators.
2. The Applicant must complete the Application and Agreement document, and the Signature Authority must sign the document using a certified e-Signature or original wet signature.
3. The Applicant must upload the completed ZIF Application and Agreement document to the Documents tab in the [Zone Information Reporting System \(ZIRS\)](https://secure.calrecycle.ca.gov/RMDZ/SignIn.aspx?ReturnUrl=%2fRMDZ%2f) (<https://secure.calrecycle.ca.gov/RMDZ/SignIn.aspx?ReturnUrl=%2fRMDZ%2f>).
4. The applicant must also upload their Resolution to ZIRS.
 - a. **Note:** Those who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass page](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).
5. Once the applicant has uploaded the Application and Agreement document and their Resolution to ZIRS, the applicant must email the ZIF Coordinator at bzassist@calrecycle.ca.gov to inform them.

CalRecycle cannot approve or fund ZIF expenditures for any purpose until both a ZIF Application and Agreement, and a Resolution are submitted and the Application and Agreement is signed by CalRecycle. Approval of the funds is also contingent upon the applicant having no outstanding debt(s) owed to CalRecycle.

If you have any questions regarding the application process, please contact the ZIF Coordinator at bzassist@calrecycle.ca.gov.

Electronic Signatures

CalRecycle now allows for certified e-Signature on documents or forms that certify legally binding information.

Note: Certified e-signatures must include the first and last name of the Signature Authority, be in the Adobe Digital ID format (or through another certified digital signature program), and cannot be completed using the “Fill and Sign” function within Adobe. Any documents using the “Fill and Sign” function are considered incomplete and may be sent back to the applicant.

Application Documents

CalRecycle Documents

CalRecycle documents will be accessible once the ZIF Coordinator emails the ZIF Application and Agreement document to the Zone Administrators. To access a document, click on the attachment link, open it up, fill it out, save it to your computer, and upload it to the Documents tab in ZIRS. Once all documents are uploaded, the applicant must email the ZIF Coordinator to inform them. If you are having trouble with a document, email bzassist@calrecycle.ca.gov.

Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application. Unless a document specifies that it may be reproduced as necessary, **do not** alter CalRecycle documents.

Note: Do not include special characters in file names. Doing so may result in automatic disqualification of your application.

ZIF Application and Agreement

The ZIF Application and Agreement document requests administrative information about the Zone such as contact information for the primary contact and Signature Authority, payment address, and a certified e-Signature or original wet signature from the Signature Authority.

Applicant's Required Authorization Documents

Below is a list of documents that the applicant is responsible for preparing and uploading into ZIRS.

Note: Use [this link](#) for the Resolution template. Use [this link](#) for the Letter of Designation template.

Resolution Authorizing ZIF Applications

If **subject to a governing body and board approval is required to legally bind the applicant (excluding Corporations)**, the applicant must submit a Resolution no later than the application due date or CalRecycle will deem the application incomplete and disqualify the applicant.

The Resolution must:

1. Authorize submittal of a ZIF Application on behalf of an existing zone.
2. Identify the Signature Authority by listing the job title of the person(s) authorized to sign on behalf of the applicant.
 - a. (Optional but encouraged) Authorize the Signature Authority to delegate their signature authority to another person identified by job title.
Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.
3. Identify the time period during which the authorizations are valid, which may be "until rescinded".

- a. If a Resolution does not specify a time that it is valid, CalRecycle will consider the Resolution valid for one year from the date of adoption

Some Applicants already have sufficient authority to apply for the ZIF Program in the form of an existing Resolution, including a Resolution granting authority to apply for all CalRecycle payment programs. This authority may also have been provided as part of an existing Zone's Resolution and will be assumed to be effective until the end of the designation period, unless otherwise specified. These Applicants will not need to submit a new Resolution for this cycle. However, for those zones with Resolutions allowing signature authority designation, it is highly recommended that the applicant complete a Letter of Designation.

Note: Resolutions for non-governmental applicants must come from an existing Zone's lead agency and must also authorize the non-governmental entity to apply for the ZIF Program and to receive funds on behalf of an existing Zone's lead agency. Resolutions for the ZIF Program can either specify an end date or state that it is effective until rescinded.

Letter of Designation

CalRecycle requires a Letter of Designation (LOD) only when the Signature Authority identified in the approved Resolution chooses to delegate their signature authority to another person. The applicant must upload the LOD **prior** to the designee's exercise of their authority. If the designee signs an application document in place of the Signature Authority, the applicant must upload the LOD with their application.

The LOD must:

1. Be on Applicant's letterhead.
2. Reference the Authorizing Resolution by number (or date adopted if not numbered).
3. Include the job title of the designee and the scope of the designee's authority.
3. Include the time period during which the designee may exercise the authority.
4. Be signed and dated by the Signature Authority.

Note: The designee's authority may not extend beyond the effective date of the approved Resolution. For example, if the Resolution is effective until December 31, 2025, then the Letter of Designation may not be effective beyond December 31, 2025.

Guidance for ZIF Outreach Projects

The ZIF Program helps zones create vital targeted local marketing and outreach activities that may include but are not limited to developing marketing materials, researching feedstocks, conducting local workshops, attending and participating in RMDZ related events (In-State only), purchasing of marketing information and software, and consulting services. Program funds are also provided to support travel for Zone Administrators or other zone representatives to and from Zone Works training workshops.

Preapproval Request

Requests for preapproval are not required, however, if the Zone Administrator (ZA) wants to ensure their project meets requirements for repayment, they may submit projects for preapproval before they begin a particular project. The ZA must use ZIRS to submit a Preapproval Request proposal to CalRecycle. The proposal must:

- Include an amount requested.
- Include a brief description of how the funds will be spent, including whether the funds will purchase or rent equipment.
- Include how the marketing or outreach activities will meet individual local marketing or business outreach objectives.
- Identify the audience.
- Identify the main purpose of an event, if funds are used for an event.
- Identify program metrics.

Examples of program metrics include, but are not limited to:

- The number of the public or businesses expected to be contacted or reached with outreach materials.
- The number of contacts expected to be initiated because of a postcard or brochure mailing.
- The number of new prospective businesses expected to be identified because of the purchase and use of a specialized mailing list or hiring of a specialized consultant.

Once the ZA uploads the project proposal to ZIRS, CalRecycle will review it, typically within a few business days. Following this review, the ZIF Coordinator (ZC) will send an email from the ZIRS database to the ZA notifying them that either: the proposal has been approved and is reimbursable; or, changes are necessary before the project can be approved. If a ZA wants preapproval, they shall not begin work or incur costs on the proposed project until they receive formal written approval from a CalRecycle ZC through the ZIRS database.

If the ZA wishes to modify the approved budget or scope of the project once a project has been approved, this must be discussed with the ZC. Projects may only be modified in ZIRS via written approval from the ZC, if the ZA requested preapproval.

Note: If a ZA emails questions about program funds to CalRecycle staff outside of ZIRS, the email correspondence does not constitute ZIF Approval. **ZIF Approval only occurs in ZIRS.**

Performing Marketing and Outreach Activities

The Recipient shall perform marketing and outreach activities within the RMDZ. See Eligible Costs Section for Zone-related marketing and outreach activities.

Eligible and Ineligible Costs for ZIF Outreach Projects

Eligible costs include, but are not limited to:

1. Graphics/Printing/Advertising
 - Advertising design and placement costs in industry and trade publications.
 - Customizing brochures (i.e., using CalRecycle’s template and CARMDZ materials or materials developed by the local ZA, with CalRecycle’s approval).
 - Customizing and placement of Public Service Announcements (i.e., using CalRecycle materials or local ZA materials, with CalRecycle’s approval).
 - Creating zone-specific logos, with CalRecycle’s approval.
 - Duplicating/reprinting brochures, posters, and other program graphics
 - Developing/updating local Zone web pages.
 - Internet-based marketing including content, hosting, and focused outreach such as online ads and targeted posts.
 - Zones may combine funds and share eligible project costs (e.g., if an eligible project costs \$10,000 and 10 zones contribute, CalRecycle can reimburse each zone for the eligible expense each zone paid).
2. Direct Zone Support/Outreach
 - Distribution expenses for brochures and follow-up letters.
 - Creation of localized marketing databases, newsletters, articles.
 - Feedstock for sample runs and/or technical analyses of feedstock availability and/or feasibility of recycling.
 - **Note:** This requires that the test findings are shared with the zone and CalRecycle so that all zones and businesses can benefit from the study. See the Feedstock Availability and Recycling Feasibility Reporting Requirements section below for more information.
 - Cover costs for zone expansion or re-designation
3. Industry Trade Shows and Conferences
 - Specialized training for ZAs and/or zone representatives related to Zone activities and skills, such as attending Zone Works Workshops. The Zone Works Training Workshop section below describes how these funds can be used.
 - Creation or upgrades for trade show display graphics and associated hardware (i.e., backdrop and lighting, etc.).
 - Exhibitor registration fees for Zone related events.
 - Hosting Zone related events.
 - Local and In-State travel for Zone related events (subject to the same travel rules that apply to Zone Works Training Workshops).
4. Business Leads and Tracking
 - Purchasing costs for lists of leads for marketing.
 - Purchasing of business tracking and communication software.
 - Hiring a consultant to develop leads and tracking of zone businesses.

5. Other qualifying projects

- Unique Zone Administrator's initiated projects are preapproved in writing by the ZIF Coordinator and the ZIF Coordinator's supervisor.
 - Example: the promotion of mulch, compost, and other recycled content products with a marketing or outreach campaign that touts the benefits of these products while offsetting their costs by sending out a newsletter to 10,000 residents about the benefits of compost and then paying for the delivery cost to discount the expense for the first 30 who apply.

Ineligible Costs include, but are not limited to:

- Food and drink costs, except for those costs deemed eligible immediately before, during, and after Zone Works.
- Costs not authorized in advance under a Preapproval Request (for those projects where a ZA requests preapproval).
 - **Note:** Zone Works does not require preapproval.
- Costs for projects that were submitted for preapproval and were rejected by CalRecycle.
- Membership dues for the California Association of RMDZs.
- Membership dues for any other organization, unless it includes marketing and outreach for the zone, such as adding zone logos and links to the organization's website.
- Tips
- SWAG (Stuff We All Get), e.g., canvas bags for outreach.

Terms and Payments

All Marketing and Outreach funds are available on the first day the Application and Agreement is fully executed and until the end of the ZIF5 term, Friday, May 1, 2026. All projects must be completed, and all invoices must be uploaded to ZIRS by May 1, 2026. No expenses or invoices are eligible for reimbursement after May 1, 2026.

Future Program Payments

Zones will be ineligible for ZIF Cycle 6 (ZIF6) Program funds if ZIF5 projects are not completed, unless the zone provides a compelling reason to CalRecycle why they did not complete ZIF5 projects and outline how they intend to correct this for ZIF6.

Review and Award Process

Application Review Process

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications will be considered for payment.

Disqualification of Application

CalRecycle will notify an applicant and provide the reasons for disqualification of an application and will work with the applicant to correct the application. If an application is not submitted in a timely manner for any particular year, Program funds for that year are forfeited and cannot be rolled over to future year(s).

Notice of Approved Agreement

Upon approval of the ZIF Agreement, CalRecycle will notify recipients by email that the approval has occurred and that they are authorized to incur costs and expend funds. The Recipient is contractually bound to carry out the ZIF Program in accordance with the ZIF5 Guidelines. CalRecycle will provide the Zone Administrator with a copy of the completed Agreement signed by both parties (recipient and CalRecycle) that authorizes the recipient to incur costs and expend funds in furtherance of their programs. Expenditures incurred prior to a fully executed Application and Agreement and approved resolution cannot be reimbursed.

Payment Award Conditions

When awarded, this payment will be subject to these conditions:

1. The recipient must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, within 60 days of the award email date.

Failure to comply with any of these requirements will void the award.

Payments

All invoices must be itemized, whether they are for Zone Works expenses or Marketing and Outreach expenses. Invoices must clearly state when purchases were made, and what was paid for (e.g., equipment was purchased or rented, dinner the night before the Zone Works workshop, etc.). If Program funds are used to pay for part of a larger project, like an environmental conference where the RMDZ is discussed and advertised, then the invoice must clearly state the total cost of the item, what portion of it is funded by Program funds, and what portion of it is funded by other funds. CalRecycle encourages Recipients to use spreadsheets or similar organizational techniques to expedite the review and approval of reimbursement expenses. Recipients can use electronic or handwritten techniques to clearly itemize costs. The documentation must be organized in a way that CalRecycle staff can easily identify the expenses and what they paid for. If this is not done, or if the documents are uploaded in the wrong section of ZIRS (e.g., ZIF documents are put under the Documents tab vs. under the ZIF Documentation tab, then CalRecycle staff may request that the Zone move those items to the appropriate place).

Food and drink costs are ineligible, except for those costs deemed eligible immediately before, during, and after Zone Works. Receipts are not required for eligible food and drink costs; however, it is the Recipient's responsibility to retain receipts and other records of the expense(s) and have them available for audit. Meal reimbursement amounts are maximums, not allowances. Recipients may claim only actual expense(s) and must have receipts substantiating the amount claimed. No reimbursement will be given for meals that were provided at the workshop (continental breakfasts are not considered to be meals).

Note: All invoices must be uploaded into ZIRS by Friday, May 1, 2026.

Acknowledgement

Recipients are not required to acknowledge CalRecycle's support when activities or projects funded by this Agreement are publicized in any media.

ZIF Outreach Project Reporting Requirements

Upon completion of all marketing and outreach activities, and when program activity metric information is available, the Recipient must submit the metrics and appropriate back-up documentation into the ZIRS database. A ZIF Coordinator will review the metrics and documentation to provide a recommendation to the ZIF Team regarding approval of the reimbursement request. A ZIF Coordinator will review all reimbursement requests. Should a request be rejected, the ZIF Coordinator will immediately coordinate with the Recipient to address the situation. However, only upon the ZIF Coordinator's written acceptance of the request may the reimbursement be made.

Feedstock Availability and Recycling Feasibility Reporting Requirements

1. The report(s) shall contain a description of the project and project deliverables.
2. Materials needed, if any.
3. The type and number of items diverted from the landfill.
4. The project findings.
5. Problems encountered and actions taken to rectify them.
6. Future recommendations.
7. Supporting documentation (e.g., photos, diagrams, and data).

Zone Works Training Workshop

Zone Administrators (ZAs) are strongly encouraged to attend Zone Works training workshops, which offer a unique opportunity for ZAs, CalRecycle staff, and valued program partners to convene and discuss current issues and to coordinate business assistance activities. The success of such trainings is dependent on the attendance of the ZAs and CalRecycle staff.

Travel reimbursement is subject to, and shall not exceed, the exempt rates in the California Code of Regulations Title 2, Chapter 3, Article 2, Section 599.615.1, et seq. All travel costs should be minimized wherever possible. There is no limit on Zone

Works travel costs under this Agreement.

A Zone may send additional representatives to a Zone Works training workshop with written preapproval from the ZIF Coordinator, and based on sufficient justification (e.g., the Zone is especially large, or an additional Zone Representative is being trained and will work in the RMDZ).

Compliance

The Recipient shall comply fully with all applicable federal, state, and local laws, ordinances, regulations, and permits.

Records Retention and Audit Considerations

Recipients are responsible and accountable for ensuring that expenditures are appropriate and that proper internal supporting documentation (including, but not limited to, the original signed ZIF Agreement) is maintained to provide clear separate tracking of Program funds and related transactions for fiscal program management and audit purposes. To ensure full compliance with Program processes and requirements, Recipients must adhere to these Guidelines.

Recipients must account for all Program funds in a manner that provides for clear tracking of expenditures in accordance with Generally Accepted Accounting Principles. Proper business procedures dictate that ZIF supporting documentation (including, but not limited to, the original signed ZIF Agreement) be retained in a single file to facilitate review and retention, as well as maintenance of a clear paper/audit trail.

Program funds are subject to audit. CalRecycle, the Department of Finance, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the use of Program funds and shall have the right to interview staff relevant to the audit. Recipients shall include this provision in all contracts and subcontracts funded in whole or in part from Program funds.

All such records shall be maintained by the Recipient for possible audit for a minimum of three (3) years after the ZIF term, or until completion of any action and resolution of all issues, which may arise because of any litigation, dispute, or audit, whichever is later.

Audit findings against Recipients can result in the need for reimbursement of Program funds and/or ineligibility for future funds.

Termination for cause

In the event the Recipient fails to comply with the requirements of these Guidelines at the time and in the manner herein provided, CalRecycle may terminate the ZIF Agreement for that zone.

Indemnity

The Recipient agrees to indemnify, defend, and save harmless the State and CalRecycle, and their officers, agents, and employees from all claims and/or losses

accruing or resulting from performance under this agreement or participation in the ZIF Program.

Changes to ZIF Guidelines

CalRecycle may make changes to these Guidelines, typically no more than once per year, if there is proper notice and consultation with all Zone Administrators (ZAs), or at a minimum with CARMDZ. Every effort shall be made to achieve mutual agreement on any significant changes to the Guidelines. Effective changes shall then be communicated by CalRecycle to all ZAs.

Note: CalRecycle may reduce funding amounts due to budget constraints or other factors.

RESOLUTION NO. 0802-2018

RESOLUTION OF THE
TEHAMA COUNTY SOLID WASTE MANAGEMENT AGENCY
BOARD OF DIRECTORS
AUTHORIZING SUBMITTAL OF APPLICATIONS FOR
ZONE INCENTIVE FUND PAYMENT PROGRAM
AND RELATED AUTHORIZATIONS

WHEREAS, pursuant to Public Resources Code section 48000 et seq. the Department of Resources Recycling and Recovery (CalRecycle) has established various payment programs to make payments to qualifying jurisdictions; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the administration of the payment programs; and

WHEREAS, CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment program.

WHEREAS, pursuant to Public Resources Code section 42023.1(g) CalRecycle is authorized to make payments to local governing bodies within a recycling market zone for services related to the promotion of the zone; and

NOW, THEREFORE, BE IT RESOLVED that the Tehama County Solid Waste Management Agency is authorized to submit an application to CalRecycle for Recycling Market Development Zone Program Zone Incentive Fund Payment Program; and

BE IT FURTHER RESOLVED that the Agency Manager, or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment; and

BE IT FURTHER RESOLVED that this authorization is effective until rescinded by the Signature Authority or this Governing Body.

Date Adopted: August 2, 2018

AYEs: *Schmid, Bagnett, Chamblin, Hatley*

NOEs:

ABSENT OR NOT VOTING: *A. Jenkins, C. Carlson*

Steve Chamblin
Signed: *Steve Chamblin*
Chair, Steve Chamblin

ATTEST/CERTIFIED *Rachel Ross*
Rachel Ross, Agency Manager

Attachment: ZIF Payment Program Resolution (12760 : Tehama County Recycling Market Development Zone - Zone Incentive Funds Payment



Tehama County

Agenda Request Form

File #: 24-1903

Agenda Date: 11/7/2024

Agenda #: 8.

Smart Business Alliance Quarterly Update

Requested Action(s)

This item is for informational purposes. No further action is required.

Financial Impact:

None

Background Information:

The Tehama County Smart Business Alliance (SBA) is a voluntary incentive program for Tehama County businesses, non-profits and government entities to engage in waste reduction, reuse and recycling in the workplace. Current SBA members, new and existing, are as follows:

- Cabernet Apartments
- Bud's Jolly Cone
- Masami Cattle Ranch Inc. Of Corning
- GreenWaste of Tehama Hauling Operations - Gold level
- Valley Vet Clinic - Silver Metal
- Dandy Lions Children's Shop - Platinum Level
- Washington Court Senior Housing - Gold level
- Oak Park Manor - Gold level
- The Window and Door Shop - Gold level
- Nu-Way Market - Gold level
- Comfort Inn - Gold level
- Poor and the Homeless Sale House
- Rockin' R Restaurant
- Riverview Manufactured Home Community, LLC
- Lake California POA
- Dale's Carpet & Design
- Corning City Hall & Fire Department
- Sportsman Lodge
- Red Bluff RV Park
- AlSCO, Inc.
- Gateway Mobile Home Park
- Island Park Mobile Home Park
- Villa Roma
- Villa Roma II
- Crown Cleaners
- F.C. Bickert
- Heritage RV Park - Corning
- Green Waste of Tehama - Landfill

- Sacramento River Discovery Center
- Round-Up Saloon
- Red Bluff Library
- Corning Library
- Los Molinos Library
- Red Bluff Chamber of Commerce
- Red Bluff Round-Up Association
- Red Bluff Bull & Gelding Sale Office
- Prime Cinemas
- Red Bluff Healthcare Center
- Red Bluff Interiors
- Bridgeway Community Church
- Red Bluff Daily News - Office
- Red Bluff Daily News - Warehouse
- Chimney Rock Market
- The Garage
- The Manor
- Heart S Ranch
- Marco's Pizza
- Brentwood Farms
- Poor and the Homeless - Winter Shelter
- O'Nite Mobile Home and RV Park
- Abbey Ranch
- Tobin & Associates
- Gary's Autobody
- Southridge HOA
- Red Bluff High School
- Main Street Apartments
- Point S Tires/I-5 Tires
- Moule's Tehama County Glass
- High Point Assembly
- Kevin's Donuts
- Hawes Ranch & Farm Supply
- Mill Stream MHP
- Corning RV Park
- Cabinet Specialties
- California Power Holdings
- Collision Pros
- Motel 6
- Elmore Pharmacy
- Red Bluff Gas
- Angela Casler, Sustainability Management Association
- SIP Coffee Bar
- Kimball Crossing Apartments
- Creekside Village Apartments
- Thomas Wilson (2130 Main St)
- Reiter's Bakery

- RET Rentals
- Salado Orchard Apartments
- Northern Permit Services
- Shasta Boxing Club
- Tehama Tire
- Red Bluff Senior Living
- Tehama eLearning Academy
- Red Bluff KOA (new member)
- Wanda Birdsong (105 Main St.) (new member)
- Frank Palermo (Villa Lisa Apts) (new member)
- Laine Moore (Sycamore Heights) (new member)
- River's Edge RV Park (new member)

The SBA program was developed by Agency staff in preparation of Assembly Bill 341, known as the Mandatory Commercial Recycling law. The SBA program fosters a positive relationship between local businesses and the Agency while providing businesses with recycling options that make financial sense. Agency staff continuously encourage businesses to recycle and have promoted the program to businesses through informational flyer mailings and in-person outreach. By joining the SBA, businesses gain community recognition for their efforts. Partners appreciate the Agency's assistance in complying with the Commercial Recycling mandate.

As the Agency begins enforcement of AB 1826, the Mandatory Commercial Organics Recycling law, January 1, 2027, the SBA will be transitioning to encompass those additional requirements. AB 1826 requires any business that produces two or more cubic yards of solid waste per week or is a multi-family dwelling of five or more units to recycle organic waste such as yard trimmings, nonhazardous wood waste, food scraps and food soiled paper (multi-family dwellings excluded) through on-site management, service with a waste hauler, or self-hauling to an organics recycling facility. AB 1826 will also require the Cities and County to amend or negotiate their franchise agreements to include organics recycling services for commercial accounts.

The new members of the SBA have all completed the 3-month free recycling service trial. River's Edge RV Park was able to eliminate one of their trash dumpsters now that they have added a recycling dumpster. One apartment that was self-hauling their recyclables to the Tehama County/Red Bluff Landfill now has service as part of the City of Red Bluff's new franchise agreement with Waste Connections.

Through recent franchise agreements that now include recycling service for all commercial trash accounts, the County's AB 341 compliance rate is finally 100%! Agency staff will continue to work with both waste haulers to ensure the recycling services are being utilized by businesses and assist with waivers where necessary. The Agency has recently begun collaborating with Waste Connections' Recycling Coordinator to rebrand the SBA and the addition of organics recycling for businesses presents us with a great opportunity to incorporate these new requirements while working to effectively engage the business community in Tehama County.