



## **OPERATIONS PLAN**

**RECOLOGY PORTLAND, INC.  
DAN DAVIS RECYCLING YARD  
WEST LINN RECOVERY FACILITY**

**4001 WILLAMETTE FALLS DRIVE  
WEST LINN, OREGON - 97068**

**REVISION DATE: SEPTEMBER 2017**

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## ACRONYMS AND ABBREVIATIONS

ACM	Asbestos-Containing Material
ACWM	Asbestos Containing Waste Material
DEQ	Oregon Department of Environmental Quality
ft	Foot
H&S	Health and Safety
MRF	Material Recovery Facility
NPDES	National Pollutant Discharge Elimination System
O&M	Operation and Maintenance
OAR	Oregon Administrative Rule
PPE	Personal Protective Equipment
RPI	Recology Portland, Inc.
SWPCP	Stormwater Pollution Control Plan

## **1.0 Introduction**

### **1.1 Purpose**

This Facility Operations Plan pertains to a yard debris depot facility operated by Recology Portland, Inc. (RPI), located at 4001 Willamette Falls Drive, West Linn, Oregon, 97068. This plan contains procedures for receiving, handling, and re-loading yard debris, clean wood waste, landscape waste, and scrap metal.

This Facility Operations Plan is part of the supporting documentation required by Metro, in accordance with Metro Contract Number 930896, and the Intergovernmental Agreement between Metro and the City of West Linn.

Any time this Operations Plan is updated, RPI shall submit an updated plan to Metro and the City of West Linn for approval, prior to implementing operational changes.

### **1.2 Overview of Operations**

The total area of this site is approximately 1.5 acres, including the outdoor stockpiles, office building, shop, and the surrounding area.

Acceptable materials include: yard debris (i.e., grass and leaves), land clearing debris (i.e., brush, limbs, sod, and stumps), clean wood waste and scrap metal.

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## 2.0 Facility Description

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### 2.1 Site Location and Topography

The Dan Davis Recycling Yard is located at 4001 Willamette Falls Drive, West Linn, Oregon 97068. It encompasses tax lot 1705 and a portion of 1700, City of West Linn, Clackamas County, and State of Oregon.

The site is accessed by Willamette Falls Drive from the northern border of the property, and is located at the top of a steep slope adjacent to the Willamette River. The site is sloped to the northeast and consists primarily of impervious surfaces.

### 2.2 Facility Layout - Site Access and Egress

Trucks delivering waste materials to the facility are required to enter through of the northwestern gate and check in with site personnel. Loads of yard debris, clean wood, and land clearing debris are tipped near the appropriate outdoor stockpile. Scrap metal is received and stored within a drop box. Vehicles are directed to exit the facility through the northeastern gate.

Currently, the volume of incoming loads are estimated by the yard, and charged accordingly. Vehicles delivering material to the facility will be instructed not to park or queue on public streets or roads, except under emergency conditions.

### 2.3 Surface Water Flow and Stormwater Management

The surface water at the facility flows from west to east, following the natural slope of the property. Yard debris and land clearing debris are stored in outside stockpiles. These materials are in contact with rain and generate stormwater runoff. Metals are stored inside a drop box to prevent stormwater from coming into contact with it. At present, there is no stormwater discharge permit held by the facility. However, RPI employees will maintain the quality of stormwater runoff by following basic best management practices during operations (i.e., general housekeeping, maintain heavy equipment to ensure no oil or fuel leakage occurs, clean up spills or leaks from vehicle traffic immediately, etc.).

## **2.4 Leachate Management System**

Should any leachate water develop from the stockpiled material onsite, it can be absorbed with wood chips, eco bags (which are wood chips within a netting material), booms, and/or absorbent materials. These materials would be scooped up with shovels and loaded into a suitable container for disposal at an appropriate offsite disposal location on an as needed basis.

## **3.0 General Facility Operations**

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### **3.1 Hours of Operation**

The Dan Davis Recycling Yard operates Tuesday through Saturday. Commercial and public vehicles are accepted at the facility on Tuesday through Saturday between 8:30 a.m. and 4 p.m. The facility is closed on Sunday and Monday.

### **3.2 Access Control**

Access to the site is controlled by a fenced entrance from Willamette Falls Drive located on the northern side of the property. Vehicular access is limited on three sides by steep slopes and landscaping. During non-business hours, the fence gate is closed and locked to prevent unauthorized entry and dumping.

Incoming vehicles are directed by the site operator to the appropriate area to unload. After unloading, vehicles work with the site operator to complete their transaction and then exit the site.

### **3.3 Reporting Requirements**

The site maintains records to document when and how much material enters and leaves the facility. Truck logs and receiving tickets document the volume of loads entering the facility and the quantity material re-loaded and exported off site.

RPI's management maintains all records for facility management purposes, as well as to comply with Metro reporting requirements.

All records pertaining to the Dan Davis Recycling Yard will be kept electronically, and can be printed onsite upon request.

### **3.4 Opportunity to Recycle**

All materials deemed recyclable are recycled. This includes clean wood, yard debris, land clearing debris, and metal. RPI continually seeks to maximize diversion from landfilling.

### **3.5 Litter Prevention**

Site personnel will keep all areas within the site and all vehicle access roads within 1/4 mile of the site free of litter and debris generated as a result of the facility's operation. Regular litter patrols will be conducted for this purpose.

### **3.6 Vector Prevention and Control**

Vectors, such as flies, rodents, and birds, are minimized by not accepting putrescible solid waste, food waste, or yard debris that has reached a state of decomposition. Any incidental putrescible waste received is immediately placed into a covered container and then disposed of at a fully permitted and licensed site. Ongoing measures such as containerizing any waste residuals and minimizing the duration of the on-site storage of yard and land clearing debris helps prevent and control any potential vector issues.

### **3.7 Dust, Odor, and Noise Control**

Numerous best management practices (BMPs) are implemented at the facility in order to minimize potential nuisance (odor, dust, noise) conditions.

All equipment onsite is operated within the noise levels allowed for the zoning of our facility. Equipment is only operated during business hours, and has appropriate mufflers and other noise reducing mechanisms.

Yard debris and any other potential odorous loads are mixed and removed promptly to minimize odors on-site or leaving the site.

Any potential fugitive dust emissions would be controlled by using water to mist loads as necessary. A water truck (which can be brought in from other RPI facilities when necessary) and a sprinkler system could be used to control dust around the exterior stockpiles and access road, as needed.

### **3.8 Truck Washing Facilities**

Washing trucks is not permitted at the Dan Davis Recycling Yard. All vehicle and equipment washing will take place offsite.

### **3.9 Facility Operation Equipment**

Facility operation equipment used at the site includes the following:

- 1 excavator
- 1 skid steer

Additional equipment from other RPI facilities would be available in the event that onsite equipment was to be taken out of commission for any reason.

#### **3.9.1 Maintenance Records and Schedules**

All equipment used in the onsite operations, as well as RPI owned and/or operated vehicles used to transfer or transport materials to and from the facility are maintained to prevent leaks and spills from occurring. Vehicle maintenance is performed on a regularly scheduled basis by a Recology mechanic. Maintenance records for all RPI operating equipment are maintained by the mechanic, and will be made available for inspection to Metro or the City of West Linn upon request.

### **3.10 Complaint Response Procedures**

A sign is posted on the front of the office stating how customers can file a complaint. Complaints are able to be received by phone or in person by onsite personnel. The complaint is logged each time one is received. Complaints will be kept on file for no less than 1 year and records will be made available upon request to Metro. The person filing the complaint is contacted if possible and informed how the complaint has been addressed. The complaint form contains the following:

- The nature of the complaint
- The date and time the complaint was received
- The name, address and telephone number of the person or persons making the complaint
- Actions taken by the operator in response to the complaint

## **4.0 Waste Handling Operations**

### **4.1 Acceptable Wastes**

Acceptable materials include: yard debris (i.e., grass and leaves), clean wood waste, land clearing debris (i.e., brush, limbs, sod, and stumps), and scrap metal.

#### **4.1.1 Prohibited and Unacceptable Wastes**

The Dan Davis Recycling Yard is prohibited from receiving, processing, reloading or disposing of any solid waste not authorized by Metro or the City of West Linn. The facility will not knowingly accept or retain any material amounts of the following types of waste: roofing wastes; putrescible waste; special wastes (friable and non-friable asbestos containing materials, septage and sewage sludge); creosote-treated wood waste; lead acid batteries; liquid waste for disposal; vehicles; infectious, biological or pathological waste; radioactive waste; hazardous waste; and any waste prohibited by the DEQ, METRO Regional Government or the City of West Linn permits, codes or regulations.

### **4.2 Waste Receiving**

Loads of incoming materials are visually inspected at the time they are tipped. As the vehicles initially arrive at the facility, the onsite operator will query each vehicle as to its contents and the presence of any prohibited wastes. All loads of material tipped within the unloading areas are thoroughly inspected by personnel trained to identify prohibited materials. Any load which is observed to contain prohibited materials (see Section 4.1.1) will be rejected and/or reloaded. If prohibited materials are discovered in a load that has been tipped, the prohibited wastes will be separated and reloaded for proper disposal offsite either by the generator or by an appropriately licensed contractor. In order to discourage attempts to dispose of unauthorized material RPI will back charge all costs to the offending generator. If a pattern of recurring violation occurs, RPI reserves the right to suspend facility privileges and/or seek legal remedy against the generator and/or hauler involved depending on the nature and severity of the issue.

Prohibited wastes will be disposed of in a timely manner at an appropriate offsite disposal facility. In no case will prohibited waste remain on site for more than 90 days after receipt.

### **4.2.1 Load Checking**

A qualified operator will be on site at all times to inspect all inbound loads when they are tipped, and attempt to stop the driver who delivered unacceptable materials before they leave the facility. Whenever possible, prohibited wastes will be reloaded onto the delivering vehicle.

### **4.2.2 Rejection Procedures**

RPI reserves the right to reject all or part of any loads containing prohibited or unauthorized waste, at its discretion. Loads with more than a nominal amount of putrescible waste are rejected and referred to a transfer station for disposal. A load rejection form is included within this plan to be completed by an operator whenever a load is rejected.

### **4.2.3 Storage and Processing**

Recyclable materials are removed during receiving and processing and are placed into containers for preparation for sale to recycling markets. Materials that cannot be recycled are loaded into containers for disposal.

Clean wood, yard debris and land clearing debris loads are tipped and transported with front-end loaders into the outside stockpiles. Metal is transported with the front-end loader into a drop box or bin onsite.

Yard debris and land clearing debris is re-loaded into a semi-truck for transport to a compost facility. Clean wood waste may either go for transport to a compost facility, or to be processed and shipped as hog fuel, depending upon the market for these items. Yard debris will remain onsite for no more than 7 days, and wood will remain onsite for no more than 180 days.

### **4.2.4 Stockpile Management**

RPI Management will monitor the volume of incoming and outgoing materials, and adjust the flow of shipments accordingly to ensure that the size of the outdoor stockpiles do not hinder the ability to handle, store, or process incoming materials, or create nuisance conditions or safety hazards.

### **4.2.5 Grinding Procedures**

Wood waste and woody yard debris may be ground outside to produce biomass fuel (hog fuel) near the exterior stockpile. Alternatively, wood waste and woody yard debris may be stockpiled in this area and reloaded to be processed at another facility. A portable grinder is delivered to or collected from the facility using a 5<sup>th</sup> wheel or tractor. The grinder is parked at the facility for use in grinding material, which occurs roughly twice per week. Water may be used to mist material prior to and during grinding to reduce dust generation, if needed. Ground materials are loaded into trucks for



transportation offsite to appropriate reuse facilities. Wood chips or other residuals are used to absorb water generated from dust mitigation, if needed.

### **4.3 Waste Control**

The Dan Davis Recycling Yard is contained within a fenced and secured facility. Access by people and vehicles entering the facility are controlled by RPI personnel. All loads are inspected. Signs listing acceptable materials are posted for the public to read. Prohibited wastes that cannot be reloaded on the offending vehicle and rejected are isolated and stored prior to removal and disposal. If the hauler or generator can be identified, RPI may charge this customer for the proper disposal of prohibited wastes.

## **5.0 Inspection and Maintenance Schedule**

All equipment is inspected daily, before use, for breakage, leaks, fluid levels, tire pressures, and wear and tear. The maintenance schedule is unique to each individual piece of equipment and maintained by an employee service technician. The cleaning/replacement of filters and oil and lubrication are done on a schedule or an as needed basis. All facility problems are reported to the RPI Operations Manager.

## 6.0 Contingency Plan

### 6.1 Safety Program

Monthly safety committee meetings are held and recorded for all RPI facilities, and the Dan Davis Recycling Yard is represented within these meetings. Any training sessions or safety meetings held for facility employees are lead by qualified and informed personnel and are documented. Regular inspections are completed at the facility to ensure employees are wearing the proper personal protective equipment; fire extinguishers are in good working condition, etc. All safety concerns, problems and violations shall be reported immediately to the RPI Operations Manager and the Safety Manager.

### 6.2 Emergency Contacts

Fire / Medical Emergencies Dial:	911
METRO Solid Waste- ODEQ	503-234-3000 503-229-5263
RPI Environmental Compliance Manager	503-849-9114
RPI Safety Manager	971-300-7553
Spill Response- Oregon Emergency Response System	1-800-452-0311
Spill Response-National Response Center	1-800-424-8802

### 6.3 Emergency Access

Site Supervisor: Jose Placencia 503-849-6337

Operations Manager: Greg Moore 503-804-6867

### 6.4 Personal Protective Equipment

All persons working at the Dan Davis Recycling Yard will wear the following personal protective equipment (PPE) while operating heavy equipment, and while receiving handling incoming

materials: hard hat, safety glasses, gloves, safety shoes and hearing protection as appropriate.

## **6.5 Onsite Emergency Equipment**

Fire extinguishers are mounted on the heavy equipment and within the scale house.

## **6.6 Spill Prevention and Response Procedures**

Oil absorbent materials including pads, booms, and diapers are at the facility. These materials will allow Recology employees to quickly contain accidental spills or leaks resulting from equipment failure.

## **6.7 Disposal Procedures for Prohibited Waste**

Any prohibited waste that is discovered in a load brought to the Dan Davis Recycling Yard is addressed on an individual basis. For example, if tires were found within the stockpile, they will be properly collected, stored, and sent to an appropriate recycler. All prohibited items will be disposed of properly by RPI.

## **7.0 Job Description and Training**

### **7.1 Personnel Training**

All Recovery facility personnel are trained on the following:

- Applicable operations equipment
- PPE to be worn and used properly.
- Emergency procedures including fire, medical, violence and accidents.
- Spill prevention and response.
- Firefighting equipment and procedures.
- Dust nuisance prevention and control procedures.
- Monitoring of all incoming loads.

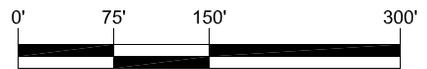
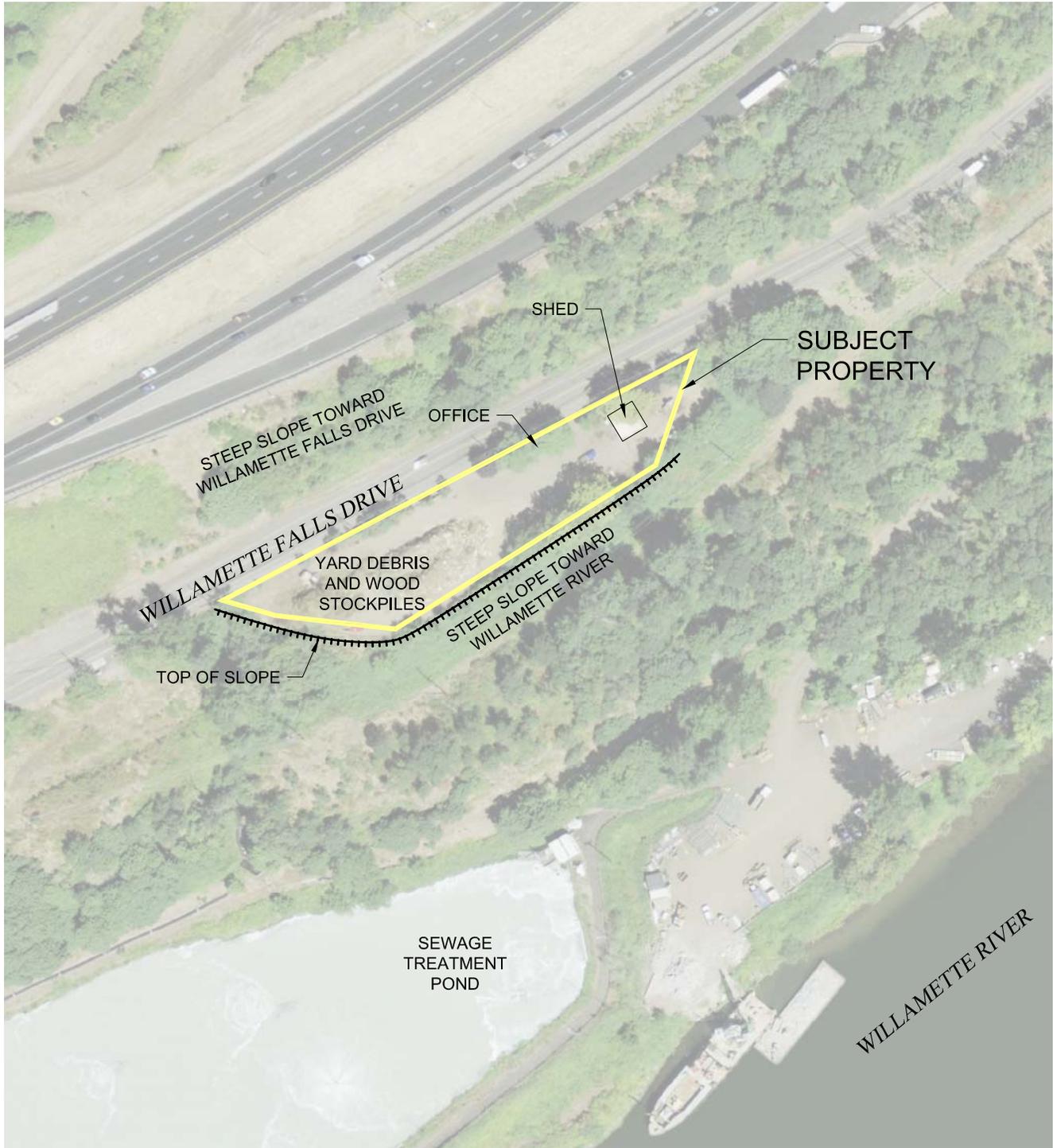
## **Figures**

*Figure 1 - Site Diagram*

**FIGURE 1:**  
**SITE DIAGRAM**



L:\PORTLAND\20000\20001-20499\20056 Ruby\Compliance Audits\DWG\IDRY(2).dwg Aug 25, 2010 08:55am steveg



APPROXIMATE SCALE: 1" = 150'

PREPARED FOR: RECOLOGY



PROJECT #  
20056.000

DATE  
AUG 2010

**DAN DAVIS RECYCLING YARD**  
4001 WILLAMETTE FALLS DRIVE  
WEST LINN, OREGON

FIGURE

**4**

## Forms

*Complaint Log Form*

*Rejected Load Form*



# Unacceptable Waste Form

Use this form to report and track unacceptable waste delivered to the facility. Information to complete this form is collected by Recology staff. Fill out the form and forward to the Operations Manager, via email with attached pictures for review and further action.

RPI Facility Location: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Outbound Scale Time: \_\_\_\_\_

Type of incident (check one):  hospital  hazmat  asbestos containing waste  other

If "other" is checked above, please specify: \_\_\_\_\_

Area: Witness: \_\_\_\_\_

First Responder: TIME: Start \_\_\_\_\_ End \_\_\_\_\_

**Hauler info:**

**Generator info:**

Company name: \_\_\_\_\_ Generator name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Trk. # \_\_\_\_\_ Address: \_\_\_\_\_

**Initial Inventory of waste:**

**Hazard Description** (containers, commercial appearance?) Est. amount (gal. / lbs.)

Corrosive		
Toxic		
Flammable		
Medical Waste		
Asbestos Containing Waste		
Other		

Photos taken? Y N

**Recology staff notified:** Who: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Who: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Form completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Was generator billed?  Yes  No

Expenses incurred (supplies, labor and disposal)

Contractor \$ \_ Internal \$ Disposal \$ Total \$

**Evidence of final disposition** (Attach copy of correspondence, bill and additional supporting documentation):

\_\_\_\_\_ Removed by generator signature Date:

By signing this statement, you are acknowledging that this material is unacceptable for disposal at this Recology Portland, Inc. Facility. It is your responsibility to find a legal disposal option for this material. DEQ will be notified that you have assumed responsibility for disposal of hazardous waste.

\_\_\_\_\_ Removed by hauler signature Date:

By signing this statement, you are acknowledging that this material is unacceptable for disposal at this Recology Portland, Inc. Facility. It is your responsibility to find a legal disposal option for this material.