

Solid Waste Facility License Application



Metro

600 NE Grand Ave.
Portland, OR 97232
503-797-1835

INSTRUCTIONS

1. Complete Parts 1 and 2 of application.
2. Verify information is accurate and application is complete.
3. Sign page 14 of application.
4. Include application fee payment
5. Submit application and payment to:
Metro
Solid Waste Compliance and Cleanup
600 NE Grand Avenue
Portland, OR 97232-2736
Tel: (503) 797-1835
Fax: (503) 813-7544
SWCC@oregonmetro.gov

Metro use only

DATE RECEIVED: SEP 7 '18 RCVD

DATE DEEMED COMPLETE BY METRO:

PART 1 – Standard License Application Information

1. Type of Application (please check one)	
<input type="checkbox"/>	New license Date of Pre-Application Conference:
<input checked="" type="checkbox"/>	Renewal of an existing license Solid Waste Facility License Number:
<input type="checkbox"/>	Change of authorization to an existing license (other than a renewal) Please describe the proposed change below in Section 3.
<input type="checkbox"/>	Transfer of ownership or control of an existing license

2. Type of facility (please check one)	
<input type="checkbox"/>	Non-putrescible (dry) waste material recovery facility
<input type="checkbox"/>	Source-separated food waste reload facility
<input checked="" type="checkbox"/>	Yard debris reload facility
<input type="checkbox"/>	Other solid waste reload facility
<input type="checkbox"/>	Yard debris composting facility

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3. If seeking a change of authorization to an existing license, please explain the proposed change below (attach additional pages if necessary). Complete all remaining sections of this form as they pertain to the request.

4. Applicant (Licensee)	
Facility Name:	S&H Logging Co., Inc., dba Landscape Products & Supply
Company Name:	S&H Logging Co., Inc.
Street Address:	1748 NE 25 th Avenue
City/State/Zip:	Hillsboro, OR 97124
Mailing Address:	20200 SW Stafford Rd
City/State/Zip:	Tualatin, OR 97062
Contact Person:	David Miller
Phone Number:	971-235-4639
Fax Number:	503-638-3134
E-mail Address:	david@shbark.com

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5. Applicant's Owner or Parent Company (provide information for all owners)

Name:	same
Mailing Address:	
City/State/Zip:	
Phone Number:	
Fax Number:	
E-mail Address:	

6. Site Operator (if different from Applicant)

Company Name:	same
Contact Person:	
Street Address:	
Mailing Address:	
City/State/Zip:	
Phone Number:	
Fax Number:	
E-mail Address:	

7. Site Description

Tax Lot(s):100	Section:29	Township:1N	Range:2W

8. Land Use

Present Land Use Zone:	MP-Industrial	
Is proposed use permitted outright?	<input checked="" type="checkbox"/> Yes If yes, attach a copy of the <i>Land Use Compatibility Statement</i> (see Attachment E).	<input type="checkbox"/> No
Is a conditional use permit necessary for the facility?	<input type="checkbox"/> Yes If yes, attach a copy of the <i>Conditional Use Permit</i>	<input checked="" type="checkbox"/> No
Are there any land use issues presently pending with the site?	<input type="checkbox"/> Yes If yes, please explain the land use issues below.	<input checked="" type="checkbox"/> No

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Description of the pending land use issues identified above:		
Are any permits required from the Oregon Department of Environmental Quality (DEQ)?	<input checked="" type="checkbox"/> Yes If yes, please list all DEQ permits below and attach copies with this application (see Attachment G).	<input type="checkbox"/> No
Listing of all required DEQ permits:	1200-Z Stormwater Permit	
Are any other local permits or building codes required?	<input type="checkbox"/> Yes If yes, please list all other required permits below and attach copies with this application (see Attachment H).	<input checked="" type="checkbox"/> No
Listing of other required permits:		

9. Land Owner

Is the applicant the sole owner of the property on which the facility is located?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No If no, please complete this section with additional pages if necessary and attach a completed <i>Property Use Consent Form</i> (see Attachment F).
Property Owner:		
Mailing Address:		
City/State/Zip:		
Phone Number:		

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10. Public/Commercial Operations

Will the facility be open to the public (e.g., non-commercial self-haul customers)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will the facility be open to non-affiliated commercial solid waste collectors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will the facility accept waste from outside the boundary of Metro?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

11. Operating Hours and Traffic Volume

	Public (non-commercial self-haul)	Commercial Affiliated	Commercial Non-Affiliated
Operating Hours	M-F 7:30-4:30, Sat 8-4, Sun 10-3	same	same
Estimated Vehicles Per Day	80	10	40

12. Inbound Waste/Feedstock by Generator

Identify the expected annual tonnage amount of waste/feedstock that the facility will receive and recover from the following types of generators.

Generator	Tons Received	Tons Recovered	Tons Residual
Agricultural:	0		
Commercial:	10,000	9990	10
Industrial:	1,000	9999	1
Residential:	3,000	2995	5
TOTAL TONS:		13,984	16

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13. Inbound Waste/Feedstock by Type

Identify the types of waste/feedstock and annual tonnage amounts of each that the applicant expects to receive at the facility. Also, identify how the applicant will manage each waste stream, the expected tip fees that the applicant will be post at the facility, and estimate of typical length of time required to process each waste stream (attach additional pages if necessary).

Waste/Feedstock Type	Accepted at Facility	Expected Annual Tonnage Amount	Type of Activity to be Performed on Waste	Expected Tip Fee (per CY)	Estimate the maximum and typical lengths of time required to process each day's receipt of each waste/feedstock type
Source-Separated Wood:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1300 tons	ground	40/cy	2 days
Source-Separated Yard Debris:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	2500 tons	reload	18/cy	2 days
Source-Separated Residential Food Waste Mixed with Yard Debris:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Source-Separated Commercial and other Food Waste:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Inerts (e.g., rock, concrete, etc.):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6000 tons	crush	20/cy	Stock-piled and crushed periodically, e.g., every 3 months
Non-putrescible (dry) waste:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Source-Separated Recyclables:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Special Wastes (please specify):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Petroleum Contaminated Soil:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Putrescible (wet) waste:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Other Waste/Feedstocks (please specify): Fill dirt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	4000 tons	screen	30/cy	Stock-piled and screened periodically, e.g., every 3 months
Other Waste/Feedstocks (please specify): concrete	<input type="checkbox"/> Yes <input type="checkbox"/> No				

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14. Outbound Waste, Products, and By-Products

List the expected destination and amount of each type of outbound solid waste, products or by-products that the applicant expects to transport from the facility (attach additional pages if necessary).

Destination Site (Name and address)	Waste/Product/By- Product Type	Expected Annual Tonnage	Purpose of Delivery*
Longview	Hog Fuel	1300	Heat, Power
Residence and business landscapes	Compost	1500	Soil amendment
Development	Fill dirt	4000	Fill
Roads, foundation base	Crushed aggregate (recycled concrete)	6000	base

*For example: disposal, recovery, land reclamation, beneficial use, etc

15. Subcontractors

Provide the name, address and function of all subcontractors involved in the facility operations:

NAME	ADDRESS	FUNCTION
n/a		

PART 2 – Standard Attachments to License Application (License application continued)

- Metro requires the following attachments (Attachments A– I) for new applications in order for Metro to deem a license application complete. The applicant must clearly label each attachment.
- Application submittals such as facility design, building plans, site plans and specifications must be prepared, as appropriate, by persons licensed in engineering, architecture, landscape design, traffic engineering, air quality control, and design of structures.

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- An applicant seeking to renew an existing license without substantive changes to the current authorization may defer to previously submitted documents if Metro has the most current version of all attachments (Attachments A- I) on file, unless otherwise directed by Metro staff. The date of the document on file with Metro is required for each deferred attachment. To confirm that Metro has current documentation on file, please contact Metro's Solid Waste Compliance & Cleanup Division at (503) 797-1835 or via email at SWCC@oregonmetro.gov.

ATTACHMENT A: SITE PLAN

The applicant must submit a facility site plan that includes scaled maps and drawings showing the location of the facility at an appropriate scale, and no smaller than one inch equals 30 feet. Applicant must provide the following information on the site plan:

- (1) The location of the facility on a tax lot map.
- (2) Boundaries of the facility and property including all tax lots.
- (3) All buildings on the property (existing and proposed) and other pertinent information with respect to the operation of the facility, to include:
 - a) scale and scale house location
 - b) fencing and gates
 - c) access roads
 - d) paved areas
 - e) vegetative buffer zones and berms
 - f) sorting line and other major materials recovery equipment
- (4) All exterior stockpile footprints, material types stored outside, and the maximum height of each exterior material stockpile.
- (5) Identify water sources for fire suppression.
- (6) Identify on-site traffic flow patterns.
- (7) Facility signage. Facility signs must:
 - a) display all of the information required by Metro
 - b) be posted at all public entrances to the facility; and
 - c) conform with local government signage regulations.
- (8) All receiving, processing, reload and storage areas, as applicable, for solid waste, source-separated recyclable materials, yard debris, recovered materials, product/by-products, waste residuals, exterior stockpiles, hazardous waste, and other materials.
- (9) Load checking areas (as applicable).
- (10) Storage areas for the temporary containment of prohibited waste that the facility inadvertently receives, while awaiting proper removal or disposal of the prohibited waste. The facility must cover and enclose the containment areas and construct them in a manner to prevent leaking and contamination.
- (11) The location of all commercial and residential structures within a one mile radius of the facility, identified on a map or aerial photograph.

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- (12) The prevailing wind direction, by season, identified on a map or aerial photograph. (Compost facility only).

FACILITY RENEWAL APPLICANTS ONLY:

☒ By checking this box, I certify that to the best of my knowledge, the Site Plan on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT B: FACILITY DESIGN PLAN

The applicant must submit a facility design plan that addresses the following:

- (1) All solid waste facility license applicants must submit a written description of the following:
- Facility overview.
 - Facility design and technology.
 - Buildings and major equipment (existing and proposed).
 - Construction timeline (as applicable).
 - Types of wastes to be processed.
 - Residuals management.
- (2) A compost facility must submit a written description of the following (in addition to the items listed above in subsection 1):
- Feedstock receiving procedures.
 - Feedstock pretreatment and contaminant removal procedures and equipment (as applicable).
 - Feedstock processing details and methods. Dewatering and liquids management (as applicable).
 - Pathogen reduction / control procedures (as applicable).
 - Monitoring, quality control and testing.
- (3) Dust, odor, airborne debris and litter.
- Submit a proposed design or existing design plan that identifies the location of all areas for load checking, receiving/tipping, mixing, processing, reloading, and storage for all materials.

Compost facility only: Also, provide locations for compost/curing piles/windrows, aeration systems including bio-filters or enclosed structures to prevent odors from being detected offsite.
 - Describe control measures to prevent odors, fugitive dust, airborne debris and litter. Describe how the facility design will provide for shrouding and dust prevention for the receiving area, processing area, storage area, reload area, and all waste processing equipment and all conveyor transfer points where dust is generated.
- (4) Fire prevention.
- Submit proof of compliance with local and state fire codes.
- (5) Adequate vehicle accommodation.
- Provide documentation to demonstrate that the facility will provide adequate on-site areas at the facility's entrance, scales, loading and unloading points and exit points to allow safe queuing off the public roads and right-of-way given the number and types of vehicles expected to use the facility during peak times.

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(6) Water contaminated by solid waste and solid waste leachate.

Submit a DEQ (or equivalent) approved plan with pollution control measures to protect surface and ground waters, including runoff collection and discharge and equipment cleaning and washdown water.

FACILITY RENEWAL APPLICANTS ONLY:

☒ By checking this box, I certify that to the best of my knowledge, the Facility Design Plan on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT C: OPERATING PLAN

The applicant must submit an operating plan for review and approval by Metro. This section lists the procedures that the applicant must include in the required facility operating plan. The applicant must submit a proposed facility operating plan with the completed license application subject to any additional elements as required in the license - if one is approved and issued. The operating plan must include, at a minimum a detailed description of:

(1) Types of solid wastes the facility will accept.

(2) How the facility will further recycling or material recovery processing within the Metro region (as applicable). The description should address each of the following:

- a) How you will distinguish and manage loads of incoming source-separated recyclables from other materials.
- b) The steps you will take to recover materials from solid waste. Include the material recovery methods and equipment to be used on site (e.g. sorting lines, hand picking, magnets, etc.).
- c) How you will manage the materials and wastes and the type of equipment that you will use (from delivery to reload and transport to a processing or disposal facility).
- d) The general markets for the material recovered at the facility.
- e) The methods you will use for measuring and keeping records of materials received, recovered from processing, and solid waste disposed - consistent with Metro's reporting requirements.

(3) Procedures for inspecting loads including:

- a) Procedures for inspecting incoming loads for the presence of prohibited or unauthorized wastes.
- b) A set of objective criteria for accepting and rejecting loads.
- c) An asbestos testing protocol for all material that appears as if it may contain asbestos.

(4) Procedures for processing and storage of loads including:

- a) Processing of all authorized solid wastes.
- b) Reloading and transfer of authorized solid wastes.
- c) Managing stockpiles.
- d) Storing authorized solid wastes
- e) Minimizing storage times and avoiding delay in processing and managing of all authorized solid wastes and recovered materials.

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- (5) Procedures for rejecting or managing prohibited wastes. The operating plan must describe procedures for rejecting, managing, reloading and transporting to an appropriate facility or disposal site any prohibited or unauthorized wastes discovered at the facility. The plan must include procedures for managing:
- Hazardous wastes.
 - Other prohibited solid wastes (e.g., putrescible (wet) waste, special waste, asbestos).
 - Procedures and methods for notifying generators not to place hazardous wastes or other prohibited wastes in drop boxes or other collection containers destined for the facility.
- (6) Procedures for odor prevention. The operating plan must establish procedures for preventing all objectionable odors from being detected off the premises of the facility. The plan must include:
- A management plan that the facility will use to monitor and manage all objectionable odors of any derivation including malodorous loads delivered to the facility.
 - Procedures for receiving and recording odor complaints, immediately investigating any odor complaints to determine the cause of odor emissions, and promptly remedying any odor problem at the facility.
- (7) Procedures for emergencies. The operating plan must describe procedures that the facility will follow in case of fire or other emergency.
- (8) Procedures for preventing and controlling nuisances, including noise, vectors, dust, litter, and odors. Include a description of how the facility will encourage delivery of waste in covered loads.
- (9) Procedures for fire prevention, protection, and control measures used at the facility.

FACILITY RENEWAL APPLICANTS ONLY:

☒ By checking this box, I certify that to the best of my knowledge, the Operating Plan on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT D: INSURANCE

The applicant must submit proof of the following types of insurance, covering the applicant, its employees, and agents:

- The most recently approved ISO (Insurance Services Office) Commercial General Liability policy, or its equivalent, written on an occurrence basis. The policy must include coverage for bodily injury, property damage, personal injury, death, contractual liability, premises and products/completed operations. All insurance coverage must be a minimum of \$1,000,000 per occurrence and \$1,000,000 aggregate.
- Automobile bodily injury and property damage liability insurance must be a minimum of \$1,000,000 per occurrence and \$1,000,000 aggregate.
- The insurance must name Metro, its elected officials, departments, employees, and agents as ADDITIONAL INSUREDs on the Commercial General Liability and automobile insurance policies.
- Certification of Workers' Compensation insurance including employer's liability. If the applicant or licensee has no employees and will perform the work without the assistance of others, you may attach a certificate to that effect in lieu of the certificate showing current Workers' Compensation.

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FACILITY RENEWAL APPLICANTS ONLY:

☐ By checking this box, I certify that to the best of my knowledge, the Insurance on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT E: LAND USE COMPATIBILITY STATEMENT (LUCS)

The applicant must submit the following information:

A copy of a completed Metro LUCS or DEQ LUCS. The Metro LUCS is available at www.oregonmetro.gov/solidwasteforms.

FACILITY RENEWAL APPLICANTS ONLY:

☐ By checking this box, I certify that to the best of my knowledge, the LUCS on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT F: PROPERTY USE CONSENT FORM

The applicant must submit the following information:

If required in Part 1, section 9, of this application. The Property Use Consent Form is available at www.oregonmetro.gov/solidwasteforms.

FACILITY RENEWAL APPLICANTS ONLY:

☐ By checking this box, I certify that to the best of my knowledge, the Property Use Consent Form on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT G: DEQ PERMIT APPLICATIONS AND INFORMATION

The applicant must submit the following information:

A copy of all applications for necessary DEQ permits and any other information required by or submitted to DEQ, including closure plans, financial assurance for the costs of closure of the facility, and conditional use permit or land use compatibility statement, if applicable.

FACILITY RENEWAL APPLICANTS ONLY:

☐ By checking this box, I certify that to the best of my knowledge, the DEQ permit or applications on file with Metro dated _____ is the most current and accurate version of this document.

ATTACHMENT H: OTHER REQUIRED PERMITS

The applicant must submit the following information:

A copy of any required permit, license or franchise that a governing body or agency (whether federal, state, county, city or other) has granted or issued to the applicant (not including materials required by Attachment G). If the governing body or agency has not yet issued the required permit, license or franchise, the applicant must provide a copy of the application it submitted. Metro may also request copies of correspondence pertaining to any required permit, license or franchise.

FACILITY RENEWAL APPLICANTS ONLY:

☐ By checking this box, I certify that to the best of my knowledge, all other required permits on file with Metro dated _____ are the most current and accurate version of these documents.

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ATTACHMENT I: CLOSURE PLAN AND FINANCIAL ASSURANCE

The applicant must submit the following information:

- (1) If DEQ requires a closure plan and financial assurance, the applicant must include copies of these documents with the application per Attachment G.
- (2) If DEQ does **not** require a closure plan for the facility, attach a closure document describing closure protocol and associated costs. Closure means those activities associated with restoring the site to its condition before the applicant engaged in the licensable activity. Closure may include, but is not limited to, removal of all on-site solid waste stockpiles accumulated after Metro issued a Metro Solid Waste Facility License. The closure plan is the written protocol that specifies the activities required to properly close the facility and cease further solid waste activities.
- (3) If DEQ does **not** require any financial assurance for the costs of closure of the facility, applicant must attach proof of financial assurance for the costs of closure of the facility. Cost of closure means the costs associated with restoring the site to its condition before the applicant engaged in the licensable activity.

These costs may include but are not limited to:

- a) The cost to load and transport accumulated solid waste stockpiles to an authorized disposal site or recycling facility;
- b) The cost to "tip" the waste at an authorized landfill or recycling facility; and
- c) Other related costs such as site grading or additional disposal costs associated with restoring the site.

Examples of acceptable forms of financial assurance include, but are not limited to, the following: surety bond, irrevocable letter of credit, closure insurance, escrow account.

If the DEQ does not issue a permit or require financial assurance, then Metro may waive the requirement for financial assurance if the applicant demonstrates that the cost to implement the closure plan will be less than \$10,000.

FACILITY RENEWAL APPLICANTS ONLY:

☒ By checking this box, I certify that to the best of my knowledge, the closure plan on file with Metro dated _____ is the most current and accurate version of this document.

PUBLIC NOTICE AND CONFIDENTIAL INFORMATION

This application and all of the supporting documentation that the applicant provides is subject to Metro's public notice procedures. Metro will notify and provide the public with an opportunity to review and comment on the proposed application. The public notice may include, but is not limited to, posting the complete application on Metro's website.

The applicant may identify as confidential any reports, books, records, maps, plans, income tax returns, financial statements, contracts and other similar written materials of the applicant that are directly related to the proposed application and that are submitted to or reviewed by Metro.

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The applicant must prominently mark any information that it claims confidential with the mark "CONFIDENTIAL" before submitting the information to Metro. Subject to the limitations and requirements of ORS Chapter 192 (public records law) and other applicable laws, Metro will treat as confidential any information so marked and will make a good faith effort to not disclose that information unless Metro's refusal to disclose the information would be contrary to applicable Oregon law.

Within five days of Metro's receipt of a request for disclosure of information identified by the applicant (or licensee) as confidential, Metro will provide the applicant (or licensee) written notice of the request. The applicant (or licensee) will have three days within which time to respond in writing to the request before Metro determines, at its sole discretion, whether to disclose any requested information. The applicant (or licensee) must pay any costs incurred by Metro as a result of Metro's efforts to remove or redact any confidential information from documents that Metro produces in response to a public records request. These conditions do not limit the use of any information submitted to or reviewed by Metro for regulatory purposes or in any enforcement proceeding. In addition, Metro may share any confidential information with representatives of other governmental agencies provided that, consistent with Oregon law, those representatives agree to continue to treat the information as confidential and make good faith efforts to not disclose the information.

APPLICANT CERTIFICATION

An authorized agent of the applicant must sign this application. Metro will not accept an application without a signature.

I certify that the information contained in this application is true and correct to the best of my knowledge. I agree to notify Metro within 10 days of any change in the information submitted as a part of this application.

SIGNATURE OF AUTHORIZED AGENT

TITLE

Vice President

PRINT NAME

Casey Stroupe

DATE

8/6/2018

PHONE

503-638-1011

EMAIL

Casey@shbark.com

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OPERATING PLAN

Company: S&H Logging Co., Inc.
Facility Name: Landscape Products & Supply
1748 NE 25th Ave., Hillsboro
Metro License No. L-103-14 issued 2-22-14

(Revised 9-7-2018)

- 1. Purpose**
- 2. Plan Compliance**

S&H Logging Co., Inc. (S&H) will operate the facility in accordance with this Operating Plan.

- 3. Plan Maintenance**

The operator will revise the Operating Plan as needed to keep it current with facility conditions, procedures, and requirements.

- 4. Access to Operating Plan**

S&H will maintain a copy of the Operating Plan in the office where facility personnel and Metro representatives have access to it.

- 5. Procedures for Inspecting Loads**

- a. The types of solid wastes to be accepted and handled at the facility.
 - i. Existing and continuing: yard debris, wood waste, concrete and dirt
- b. How to distinguish and manage loads of incoming source-separated recyclables from other materials:
 - i. Visual inspections of the load will be performed as loads are being measured and paid for at the check-in office near the facility entrance to help prevent dumping any load that contains prohibited waste. Loads containing prohibited wastes will instead be directed to other facilities that accept these prohibited wastes.
 - ii. Visual monitoring will continue as the load is being dumped, and after dumping. If prohibited waste is observed at any point on the tip floor, the prohibited material and surrounding materials if affected or impossible or impractical to separate will be loaded into a bin and hauled to a proper disposal facility. A

premium dump fee will be charged the customer responsible for bringing the prohibited materials.

- iii. Hand sorting will place recyclable materials into their appropriate bins, as well as any prohibited materials into a separate, dedicated bin. Customers will be assessed a surcharge by estimated volume for any prohibited materials found in the load.
- iv. Workers will receive training in the following areas:
 - 1. The materials that are prohibited and unauthorized
 - 2. How to operate all equipment safely to prevent unnecessary exposure to prohibited and unauthorized materials
 - 3. The personal protective clothing and equipment to be worn and used properly
 - 4. How to inspect all incoming loads
 - 5. Dust prevention strategies
 - 6. Emergency procedures for fire, and accidents
 - 7. Spill prevention and response to spill events
- v. A list of acceptable materials and a list of prohibited and unauthorized materials will be posted at the entrance gate.

6. Procedures for processing and storage of loads

- a. Authorized Wastes: Measure incoming volume, visually inspect, and dump in staging area. Continued inspection while using equipment and hand labor to cull contaminants.
- b. Managing stockpiles: Yard debris, wood waste, concrete, and dirt will be stockpiled outside.
 - i. Yard debris: Reloaded into drop-boxes or belt trailers for transfer to compost facility within 1 week of receipt
 - ii. Wood Waste: When stock pile is large, a portable grinder is brought on-site and the wood waste is ground into hog fuel, loaded onto trailers, and transferred to end users
 - iii. Concrete: when stock pile is large enough, a portable crusher is brought on-site and an aggregate is produced and stockpiled for sale
 - iv. Dirt: ongoing screening to produce a value-added uniform fill or topsoil product which are off-loaded as sold
- c. Minimizing storage times and avoiding delay in processing and managing of all authorized solid wastes and recovered materials will be achieved by:
 - i. Assuring that adequate drop-boxes and roll-off trucks are available to store and transfer materials to their respective destinations
 - ii. Pro-actively marketing commodities and lining up second and third-tier outlets in case market conditions deteriorate.
 - iii. Obtain back-up options for disposal of residual
 - iv. Secure off-site storage options for full drop-boxes for temporary longer-term storage.

7. Procedures for rejecting or managing prohibited wastes:

- a. Hazardous Wastes: If hazardous waste is identified in a load before it is dumped, the driver will be informed and directed to an appropriate disposal facility, such as a transfer station or landfill. If hazardous waste is identified after the load is dumped, safety considerations will be made and, if appropriate, trained staff with proper protective clothing and equipment will bag or otherwise contain the material and place in a hazardous, sealed drop-box or bin. If safety of workers cannot be assured, emergency hazmat personnel will be enlisted. All hazardous materials will be transferred safely to an appropriate disposal facility.
- b. Prohibited Wastes: If prohibited wastes are identified in a load before it is dumped, the driver will be informed and directed to an appropriate disposal facility. If prohibited waste is identified in the staging area after dumping, it will be separated from authorized materials if possible and placed into a bin for transfer to the landfill. If separation is not possible, all waste will be reloaded into a drop-box for disposal. A disposal fee, transfer fee, and surcharge will be levied against the customer who delivered the load.
- c. Notification Procedures: In addition to the signs at the front gate, weigh scale, and the tipping floor, customers (haulers, contractors, or residents) will be given an agreement (containing lists of authorized as well as prohibited (including hazardous) materials) to sign. If unacceptable materials are found in the dumped material, the hauler, contractor, or resident will be given a written notice along with a transfer and disposal fee and surcharge. Residents will be required to stay after dumping until the material is adequately inspected, in order to be given specific feedback about their load. Haulers (including S&H) will be given labels to put on their drop-boxes listing acceptable and unacceptable materials.

8. Odor prevention procedures:

- a. Incoming loads will be monitored for strong odors (chemical, putrescible, or other) and rejected if noticed before dumping. If noticed after dumping, odorous materials will be evaluated for odor cause and further odor potential, and a choice between reloading and disposal or processing will be made. Reloading will be in either the client's vehicle or our drop box for transfer to an appropriate disposal facility. If further processing is chosen, it will be prompt (before the end of the day) with an emphasis on isolating the odorous material with residual in a covered drop box for transfer to a landfill. If odors are caused by putrescibles in the yard debris, they will be transferred to a compost facility promptly. If the putrescibles are other than yard debris, they will be transferred to a landfill.
- b. All off-site odor complaints, whether from neighbors, or forwarded by Metro or DEQ will be recorded in our Nuisance Complaint log, identifying person complaining (if name given), date, and perceived offense. These complaints will be immediately investigated with the findings also entered in the log. The facility manager will direct any necessary remedial action to mitigate the odor(s), including immediately transferring culprit

materials to appropriate disposal sites, or separating and sequestering material in a covered drop-box for prompt transfer.

9. Procedures for Dust Prevention

Dust: Some loads of mixed construction waste may contain considerable dust in the form of sawdust, gypsum dust, and floor sweepings. Loads will be observed as they are dumped on the sorting floor. If necessary, materials will be sprayed with water as they are sorted to suppress dust, especially the remaining residual as it is scooped off the floor and placed in a drop-box.

Best Management Practices (BMPs) that we use to minimize traffic-caused dust generation and/or migration from the site include:

1. Dust generated by truck traffic on the gravel areas during dry periods will be suppressed with an approved and environmentally acceptable tackifier product, applied with adequate frequency to minimize dust generation and track-out onto 25th Avenue. If this method does not adequately control dust, alternatives will be investigated and used. During dry weather we will water the paved area with our water truck in order to more consistently keep the drive area damp. This will prevent dust from being stirred-up when vehicles drive across the yard. The paved area will be constantly monitored to determine watering frequency. Starting with the 2016 dry season, the water truck will be dedicated primarily to the Hillsboro yard so that it is available to water pavement throughout the entire day instead of morning only.
2. During dry weather we will sweep the asphalt at least once a day to remove as much dirt as possible. It is possible for dry sweeping to produce dust, and therefore, we will sweep only pre-wetted asphalt. The on-site sweeper was not operating during 2015, but will be repaired and available for 2016 and beyond.
3. Although it is unlikely that much dust comes from uncovered loads entering or leaving the site, we will encourage all customers to cover their loads by posting a sign at the front of the office, and reminding them at the desk.
4. All off-site dust complaints, whether from neighbors, or forwarded by Metro or DEQ will be recorded in our Nuisance Complaint log. These complaints will be immediately investigated with the findings also entered in the log. The facility manager will direct any necessary remedial action to mitigate the dust generation and migration.
5. Road Track-Out can be caused by dust generation, settling, and pavement watering in the dry weather. It can also be a problem in winter, when the drive areas remain wet and dirt can accumulate and quickly turn to mud. We will address this issue by sweeping the asphalt drive areas more frequently. Visual monitoring will be used to determine the timing and frequency of sweeping, and special attention will be paid to the area leading up to the exit. We anticipate that sweeping this area 2-3 times a day may be needed to successfully reduce track-out.

6. Dust tackifier treatments will be used if needed. We have had good results with magnesium chloride and will continue to investigate and try other dust-suppression agents.

10. Procedures for Emergencies:

- a. Employee safety training is standard at S&H facilities, and will be at the MRF. This training includes procedures for handling emergencies, including spills, fires, and accidents. Critical phone numbers for emergency response will be posted, including:
 - i. Fire and Medical : 911
 - ii. Metro: 503-234-3000
 - iii. DEQ: 503-229-5263
 - iv. Spill Response – OERS (OR Emergency Response System): 1-800-452-0311
 - v. Spill Response – National Response Center: 1-800-424-8802
 - vi. S&H On-Site Recycling Manager: 503-969-8386
 - vii. S&H Off-Site Manager: 503-969-2121

11. Nuisance Complaint Procedures Include Recording the Following:

- a. Nature of the complaint
- b. The date the complaint was made
- c. The name, address, and telephone # of the person or persons making the complaint
- d. Any actions taken by the operator in response to the complaint (whether successful or unsuccessful).
- e. S&H will make records of such information available to Metro upon request. S&H will retain each complaint record for at least one year.

Additional nuisance BMPs include:

Noise: The facility is in an industrial zone, where reasonable industrial noise levels are expected. That said, all equipment will have appropriate mufflers, and operations that cause (grinding, crushing) will be performed within typical operating hours and in conformance with any zoning standards. Workers who are close to noise sources will be expected to wear hearing protection.

Vectors: The facility will not accept putrescible food waste, and therefore should not attract vectors such as rodents, gulls, or insects.

Litter: Incoming uncovered loads will be charged an additional fee to encourage covering loads. This will help prevent littering of streets around the facility. The floor sorting will be performed in a 3-sided structure, which will help prevent blowing of paper and plastic around the site. Frequent litter patrols on-site will help prevent the migration of litter off-site. Daily litter monitoring on 25th Street will help keep off-site littering to a minimum.

12. Closure Protocol

The relatively small amount of materials stored on site will enable S&H to perform closure and restoration of the within 30 days. Belt trailers and drop boxes will be used to transfer materials to appropriate locations using the S&H fleet or hiring other truckers.

13. Financial Assurance

The cost of closure will be less than \$10,000, and therefore Metro has waived the financial assurance requirement.

OPERATING PLAN

Company: S&H Logging Co., Inc.
Facility Name: Landscape Products & Supply
1748 NE 25th Ave., Hillsboro
Metro License No. L-103-14 issued 2-22-14

(Revised 9-26-2018)

1. Purpose
2. Plan Compliance

S&H Logging Co., Inc. (S&H) will operate the facility in accordance with this Operating Plan.

3. Plan Maintenance

The operator will revise the Operating Plan as needed to keep it current with facility conditions, procedures, and requirements.

4. Access to Operating Plan

S&H will maintain a copy of the Operating Plan in the office where facility personnel and Metro representatives have access to it.

5. Procedures for Inspecting Loads

- a. The types of solid wastes to be accepted and handled at the facility.
 - i. Yard debris, wood waste, concrete and dirt
- b. How to distinguish and manage loads of incoming source-separated recyclable and compostable materials from other materials:
 - i. Visual inspections of the load will be performed as loads are being measured and paid for at the check-in office near the facility entrance to help prevent dumping any load that contains prohibited waste. Loads containing prohibited wastes will instead be directed to other facilities that accept these prohibited wastes.
 - ii. Visual monitoring will continue as the load is being dumped, and after dumping. If prohibited waste is observed at any point as material is unloaded in the staging area, the prohibited material and surrounding materials if affected or impossible or impractical to separate will be loaded into a bin and hauled to a proper disposal facility. A premium dump fee will be charged the customer responsible for bringing the prohibited materials.
 - iii. Workers will receive training in the following areas:
 1. The materials that are prohibited and unauthorized
 2. How to operate all equipment safely to prevent unnecessary exposure to prohibited and unauthorized materials

3. The personal protective clothing and equipment to be worn and used properly
 4. How to inspect all incoming loads
 5. Dust prevention strategies
 6. Emergency procedures for fire, and accidents
 7. Spill prevention and response to spill events
- iv. A list of acceptable materials and a list of prohibited and unauthorized materials will be posted at the entrance gate.

6. Procedures for processing and storage of loads

- a. Authorized Wastes: Measure incoming volume, visually inspect, and dump in staging area. Continued inspection while using equipment and hand labor to cull contaminants.
- b. Managing stockpiles: Yard debris, wood waste, concrete, and dirt will be stockpiled outside.
 - i. Yard debris: Reloaded into drop-boxes or trailers for transfer to compost facility within 1 week of receipt
 - ii. Wood Waste: Stock pile will not exceed 25' high by 150' by 250' in volume, per the State Fire Marshall limitations. Periodically a portable grinder is brought on-site and the wood waste is ground into hog fuel, loaded onto trailers, and transferred to end users
 - iii. Concrete: Periodically a portable crusher is brought on-site and an aggregate is produced and stockpiled for sale
 - iv. Dirt: Stockpiled and screened to produce value-added uniform fill or topsoil products which are off-loaded as sold.
- c. Minimizing storage times and avoiding delay in processing and managing of all authorized solid wastes and recovered materials will be achieved by:
 - i. Assuring that adequate equipment is maintained on-site to effectively process materials and create redundancy in case of equipment failures. Providing adequate trucking resources to remove material from site when necessary.
 - ii. Pro-actively marketing commodities and lining up second and third-tier outlets in case market conditions deteriorate.
 - iii. Obtain back-up options for disposal of residual
 - iv. Secure off-site storage options for full drop-boxes for temporary longer-term storage.

7. Procedures for rejecting or managing prohibited wastes:

- a. Hazardous Wastes: If hazardous waste is identified in a load before it is dumped, the driver will be informed and directed to an appropriate disposal facility, such as a transfer station or landfill. If hazardous waste is identified after the load is dumped, safety considerations will be made and, if appropriate, trained staff with proper protective clothing and equipment will bag or otherwise contain the material and place in a hazardous, sealed drop-box or bin. If safety of workers cannot be assured, emergency hazmat personnel will be enlisted. All hazardous materials will be transferred safely to an appropriate disposal facility.
- b. Prohibited Wastes: If prohibited wastes are identified in a load before it is dumped, the driver will be informed and directed to an appropriate disposal facility. If prohibited waste is identified in the staging area after dumping, it will be separated from authorized materials if possible and placed into a bin for transfer to the landfill. If separation is not possible, all waste will be reloaded into a drop-box for

disposal. A disposal fee, transfer fee, and surcharge will be levied against the customer who delivered the load.

- c. Notification Procedures: In addition to the signs at the front gate, weigh scale, and the tipping floor, customers (haulers, contractors, or residents) will be given an agreement (containing lists of authorized as well as prohibited (including hazardous) materials) to sign. If unacceptable materials are found in the dumped material, the hauler, contractor, or resident will be given a written notice along with a transfer and disposal fee and surcharge. Residents will be required to stay after dumping until the material is adequately inspected, in order to be given specific feedback about their load.

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12. Closure Protocol

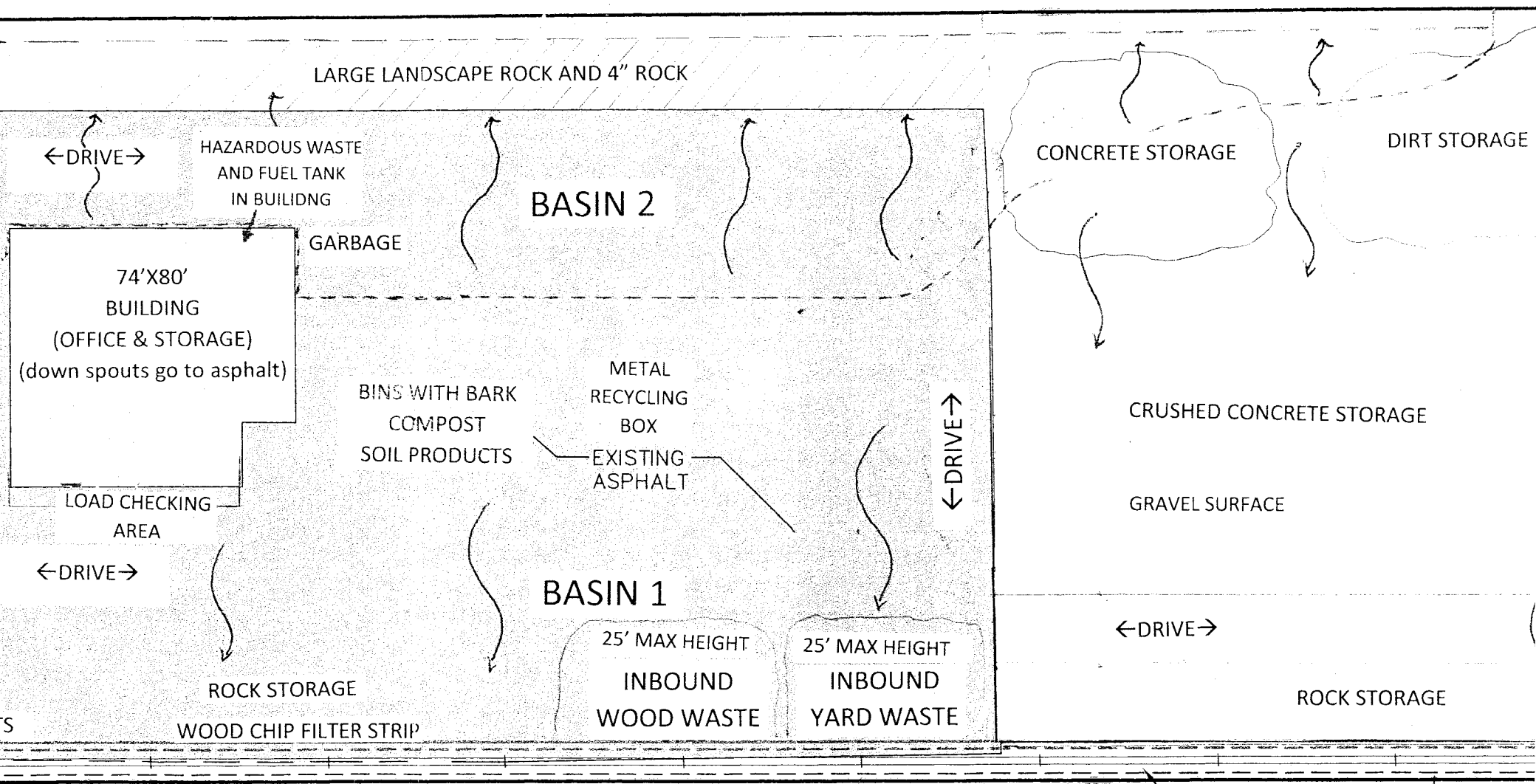
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NORTH CONVEYANCE SWALE

6' FENCE



WATER QUALITY SWALE
SEE TYPICAL SWALE
PLANTING DETAIL

SOUTH CONVEYANCE SWALE

