Solid Waste Facility License Application

Application packet for a new license, license renewal, change of authorization request or change in ownership for facilities that:

- Process non-putrescible (dry) waste
- Reload solid waste
- Compost or reload yard debris
- Process source separated recyclable materials

Issued January 2020

oregonmetro.gov

Metro
Waste Prevention and Environmental Services
600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1835
SWICC@oregonmetro.gov

Solid Waste Facility License Application

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Portland, OR 97232
503-797-1835

This packet contains an application for a Metro Solid Waste Facility License. You may also want to review the relevant sections of Metro Code. Metro Code Chapter 5.01 identifies which solid waste facilities and activities require a Metro license. You can access the Metro Code via the Metro website at www.oregonmetro.gov/metro-code.

Metro staff will generally review an application for completeness within 15 business days of receipt and notify the applicant whether their application is deemed to be complete. If an application is incomplete, Metro will notify the applicant as to what additional information is required.

Application for a new Solid Waste Facility License

An applicant seeking a new Metro Solid Waste Facility License must first attend a pre-application conference before submitting an application. The purpose of the pre-application conference is for Metro to obtain a description of the proposed solid waste facility and provide the applicant with information regarding the applicable requirements for the proposed operation. The conference also provides the applicant with an opportunity to discuss the application process and to identify any potential issues specific to its proposal. An applicant should prepare for the pre-application conference by reviewing application forms and drafting responses before the conference. To schedule a pre-application conference, contact Metro's Solid Waste Information, Compliance and Cleanup Division at 503-797-1835 or via email at SWICC@oregonmetro.gov.

After completing the pre-application conference, an applicant seeking a new license must submit to Metro a completed *Solid Waste Facility License Application* form and provide all additional information as required. Metro will generally approve or deny a new license within 180 days after Metro deems the application to be complete. The fee for filing a license application is $300. See Metro Code Chapter 5.01 for more information regarding the issuance of a license.

Renewal of an Existing License

An applicant seeking to renew an existing license without substantive changes to the current authorization must submit a completed *Solid Waste Facility License Application* form and provide all additional information as required, unless Metro staff directs otherwise. License renewal applications must be submitted not less than 120 days before the current license expires. If a licensee fails to submit a timely renewal application, the licensee's authority to operate may lapse. Additionally, Metro is not obligated to renew a license earlier than the expiration date of the existing license even if the licensee files a renewal application more than 120 days before the existing license expires. The fee for filing a license renewal application is $300. See Metro Code Chapter 5.01 for more information regarding the renewal of licenses.

Change of Authorization to an Existing License

An applicant seeking a change of authorization for an existing license (other than renewal) must submit to Metro a completed *Solid Waste Facility License Application* form and provide all additional information as required unless Metro staff directs otherwise. The applicant cannot implement the requested change of authorization until Metro approves it in writing. The fee for filing a change of authorization application is $100. See Metro Code Chapter 5.01 for more information regarding changes of authorization for licenses. Metro may require the applicant to apply for a new license if there is a significant change in the types of solid waste accepted or activities performed at a facility.

Transfer of Ownership or Control of an Existing License

An applicant seeking to transfer ownership or control of an existing license must submit to Metro a completed *Solid Waste Facility License Application* form and provide all additional information as required, unless Metro staff directs otherwise. See Metro Code Chapter 5.01 for more information regarding requirements for the transfer of ownership for a licensed facility.

Solid Waste Facility License Application

Metro
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INSTRUCTIONS

METRO USE ONLY

Date Received:

1. Complete all applicable parts of application.
2. Review confidentiality section and sign last page of application.
3. Attach required documents. *(If submitting printed copies, please print double-sided.)*
4. Submit application, attachments and application fee to:

   Metro
   Waste Prevention and Environmental Services
   600 NE Grand Avenue
   Portland, OR 97232-2736
   Tel: (503) 797-1835
   E-mail: SWICC@oregonmetro.gov

PART 1 – Standard License Application Information

1. Applicant (Licensee)	
Facility Name:	Wood Waste Management, LLC.
Company Name:	Wood Waste Management, LLC.
Facility Street Address, City, State, Zip:	7315 NE 47th Ave Portland, OR 97218
Facility Mailing Address, City, State, Zip:	PO Box 56180 Portland, OR 97238
Contact Person & Title:	Janel Welch, General Manager
Phone Number:	503-773-6323
E-mail Address:	Janel@compostproducts.com

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2. Type of Application (please check one)		
☐	New license *Date of Pre-Application Conference: _____*	
✓	Renewal of an existing license	*Current Metro Solid Waste Facility License Number:* L-118-15A _____
☐	Change of authorization to an existing license (other than a renewal) *Please describe the proposed change below in Section 4.*	
☐	Transfer of ownership or control of an existing license	

3. Type of facility (please check one)	
☐	Non-putrescible (dry) waste material recovery facility
☐	Source-separated recyclable material recovery facility
☐	Source-separated food waste reload facility
X	Yard debris reload facility
☐	Yard debris composting facility
☐	Other solid waste reload or processing facility

4. 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.

5. Applicant's Owner or Parent Company (Provide information for all owners and corporate structure if applicable)	
Company Name:	Owners: Rick & Bernice Franklin
Mailing Address, City, State, Zip:	PO Box 56180 Portland, OR 97238
Contact Person & Title:	Rick Franklin
Phone Number:	541-401-4001
E-mail Address:	Rfcrick49@gmail.com

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6. Site Operator (if different from Applicant)	
Company Name:	
Mailing Address, City, State, Zip:	
Contact Person & Title:	
Phone Number:	
E-mail Address:	

7. Site Description			
Tax Lot(s): R 317421 (0.93 ACRES) R 317423 (0.69 ACRES) R 317424 (0.81 ACRES)	Section: 18 18 18	Township: 1N 1N 1N	Range: 2E-TL200 2E-TL-3800 2E-TL100

8. Land Use		
Present Land Use Zone:	**IG2**	
Is proposed use permitted outright?	X Yes If yes, attach a copy of the *Land Use Compatibility Statement* (See Attachment D).	☐ No
Is a conditional use permit necessary for the facility?	☐ Yes If yes, attach a copy of the *Conditional Use Permit* (See Attachment F)	X No
Are there any land use issues presently pending with the site?	☐ Yes If yes, please explain the land use issues below.	X No
Description of the pending land use issues identified above:		
Are any permits required from the Oregon Department of Environmental Quality (DEQ)?	☐ Yes If yes, please list all DEQ permits below and attach copies with this application (see Attachment F).	X No
Listing of all required DEQ permits:		

Are any other local permits or building codes required?	☐ Yes If yes, please list all other required permits below and attach copies with this application (see Attachment F).	☐ No
Listing of other required permits:		

9. Land Owner		
Is the applicant the sole owner of the property on which the facility is located?	☐ Yes	X No If no, please complete this section with additional pages if necessary and attach a completed *Property Use Consent Form* (see Attachment E).
Property Owner:	Hillary Miller	
Mailing Address, City, State, Zip:	4910 NE Holmen Street Portland, OR 97218	
Phone Number:	503-281-5102	
E-mail Address:	halhilarie@gmail.com	

10. Public/Commercial Operations		
Will the facility be open to the public (e.g., non-commercial self-haul customers)?	X Yes	☐ No
Will the facility be open to non-affiliated commercial solid waste collectors?	X Yes	☐ No
Will the facility accept waste from outside the boundary of Metro?	X Yes	☐ No

11. Operating Hours and Traffic Volume			
	Public (non-commercial self-haul)	Commercial Affiliated	Commercial Non-Affiliated
Operating Hours	0700-1800	0700-1800	0700-1800
Customer Hours (if different)			
Estimated Vehicles Per Day	150	10	20

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12. Inbound Waste/Feedstock by Type

Identify the types of waste/feedstock and annual tonnage amounts 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 post at the facility, and the 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 Ton)	Estimate the maximum and typical lengths of time required to process each day's receipt of each waste/feedstock type
Source-Separated Wood:	X Yes ☐ No	20,000	Grinding	$22.00	24 Hours
Source-Separated Yard Debris:	X Yes ☐ No	11,000	Reload	$22.00	24 Hours
Source-Separated Yard Debris Combined with Residential Food Waste:	☐ Yes X No				
Source-Separated Commercial and Other Food Waste:	☐ Yes X No				
Inerts (e.g., rock, concrete, etc.):	X Yes ☐ No	9,000	Reload	$20.00	24 Hours
Non-Putrescible (dry) Waste:	☐ Yes X No				
Source-Separated Recyclables:	☐ Yes X No				
Special Wastes (please specify):	☐ Yes X No				
Petroleum Contaminated Soil:	☐ Yes X No				
Putrescible (wet) waste:	☐ Yes X No				
Other Waste/Feedstocks (please specify): DIRT	X Yes No	9,000	SCREENING	20.00	24 HOURS
Other Waste/Feedstocks (please specify):	☐ Yes ☐ No				

13. Inbound Waste/Feedstock by Generator

Identify the generator type and the expected annual tonnage of waste/feedstock that the facility will receive and recover from each type. Add additional rows if necessary.

Generator Type*	Tons Received**	Tons Recovered**	Tons Residual**
Commercial	29,000	All	0
Residential	20,000	All	0
TOTAL TONS:	49,000	49,000	0

** Example: commercial, residential, self-haul, etc.*

*** Tons received = tons recovered + tons residual*

14. Outbound Waste and Materials

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

Destination Site (Name and address)	Waste/ Material Type	Expected Annual Tonnage	Purpose Of Delivery*
PCA Wallula Containerboard Mill 31831 West Highway 12 Wallula, WA 99363	Hogfuel	20,000	Beneficial
Annex 12299 N Burgard Road Portland, OR 97203	Concrete	9,000	Beneficial
Wood Waste Management 7315 NE 47th Ave. Portland, OR 97218	Dirt	9,000	Beneficial
Cowlitz Valley Compost 90 Tennant Way Longview, WA 98632	Greenwaste	11,000	Beneficial

**Example: disposal, recovery, land reclamation, beneficial use, etc.*

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15. Subcontractors Provide the name, address and function of all subcontractors involved in the facility operations, if applicable (this does not include janitorial staff):		
Name	**Address**	**Function**
N/A		

PART 2 – Standard Attachments to License Application

New License, License Renewal and Change of Authorization

- The applicant must provide a current version of all of the following attachments with each application unless otherwise directed by Metro.
- The applicant must clearly label each attachment submitted as part of the application. A description of each attachment is provided in Appendix A.

Check if included	Attachment
☐	Attachment A: Site Plan
☐	Attachment B: Operating Plan
☐	Attachment C: Proof of Insurance
☐	Attachment D: Land Use Compatibility Statement (LUCS)
☐	Attachment E: Property Use Consent Form (This form is not necessary if the property is solely owed by the applicant)
☐	Attachment F: Required Permits
☐	Attachment G: Facility Design Plan (NEW CONSTRUCTION ONLY)

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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. 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.
- 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.

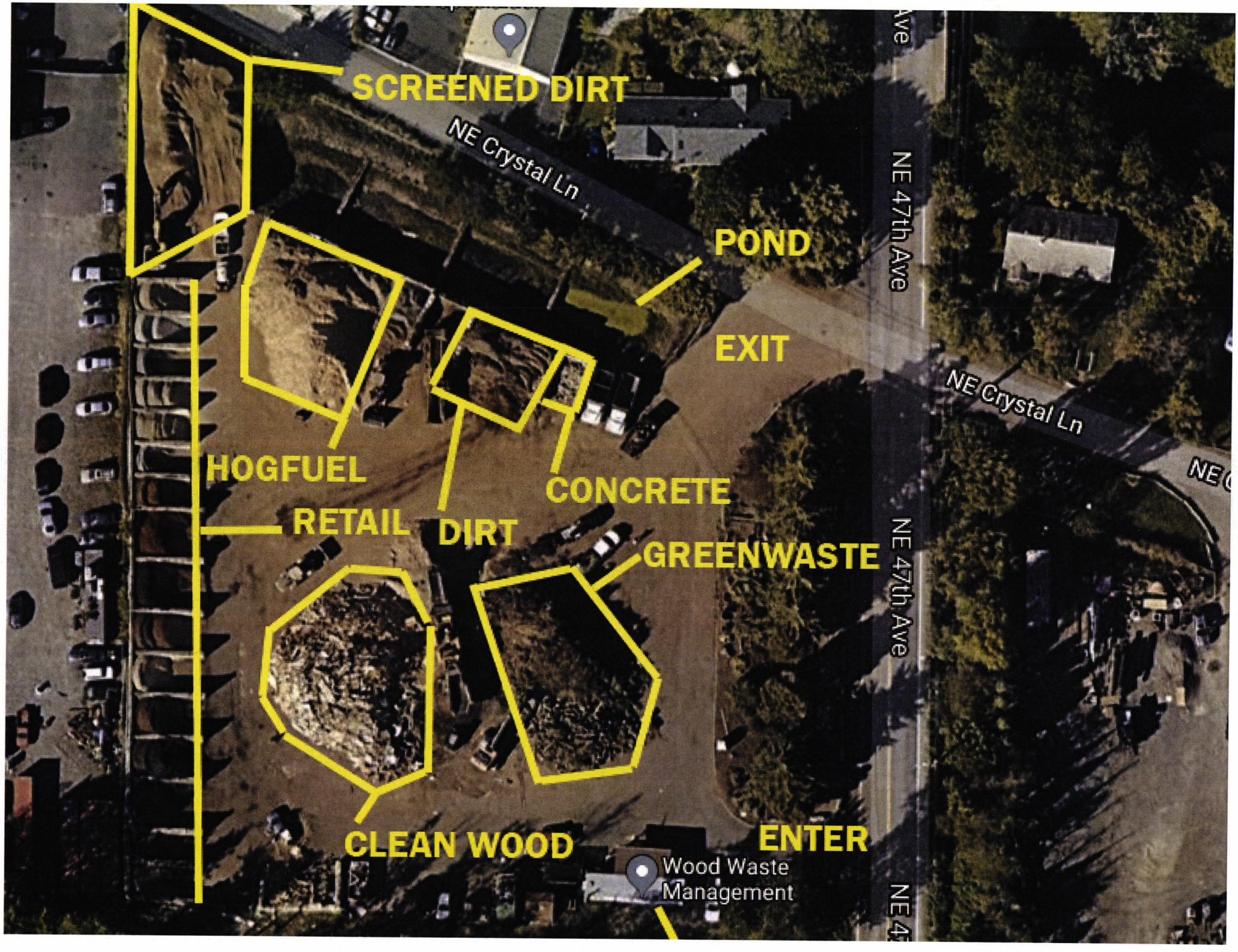
I certify that the information contained in this application is true and correct to the best of my knowledge. I agree to notify Metro within 10 days of any change in the information submitted as a part of this application.

Signature of authorized agent Janel Welch Date 3/20/2020

Print name Janel Welch

Title Manager

Email Janel@Compostproducts.com Phone 3607726323


SCREENED DIRT
NE Crystal Ln
POND
EXIT
NE 47th Ave
NE Crystal Ln
HOGFUEL
RETAIL
DIRT
CONCRETE
GREENWASTE
NE 47th Ave
CLEAN WOOD
ENTER
Wood Waste Management

FACILITY OPERATIONS MAINTENANCE AND POLLUTION PREVENTION PLAN

Wood Waste Management, LLC
7315 NE 47th Avenue
Portland, Oregon 97218

FACILITY OPERATION MAINTENANCE AND POLLUTION PREVENTION PLAN

Wood Waste Management, LLC
7315 NE 47th Avenue
Portland, Oregon

Site Location	**7315 NE 47th Avenue** **Portland, Oregon 97218**
Mailing Address:	**PO Box 56180** **Portland, OR 97238**
Site Contact:	**Ms. Janel Welch** **Wood Waste Management,** **LLC Phone: 360-253-8461** **Fax: 360-253-5685** **Email: accountingcbr@compostproducts.com**
Date Prepared:	**October 7, 2019**
Revised:	**See Appendix A**

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LIST OF TABLES

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LIST OF APPENDICES

Number	Title
A	FOM & PPP Revisions Log
B	FOM & PPP Revisions or Addendums
C	Completed Monthly Facility Inspection Forms
D	Completed Monthly Stormwater Log
E	Completed Monthly BMP Logs (Site Improvements, Maintenance, Cleaning, etc.)
F	Completed Spill Reports
G	Employee Training Records
H	Subcontractor Mobile Fueling Plan
I	Wash Plan
J	Agency (City of Portland/Oregon DEQ) Correspondence
K	Emergency Action Plan

AUTHORIZED SIGNATURE

This Facility Management and Pollution Prevention Plan was developed by persons knowledgeable in environmental management practices and procedures and familiar with industrial activities at the facility.

I certify that this document and all 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 submitted is, to the best of my knowledge and belief, true, accurate, and complete.

FOM & PPP Reviewed and Endorsed By:

Wood Waste Management

_____

Janel Welch
Manager

FACILITY OPERATIONS MAINTENANCE AND POLLUTION PREVENTION PLAN
WOOD WASTE MANAGEMENT, LLC

1.0 INTRODUCTION AND BACKGROUND

Wood Waste Management, LLC (Wood Waste Management) prepared this Facility Operations Maintenance and Pollution Prevention Plan (FOM & PPP) for the industrial property located at 7315 NE 47th Avenue, Portland, Oregon. Wood Waste Management operates a landscape materials sales and yard debris recycling facility at the above-referenced address. This FOM & PPP is intended to consist of a site-specific operations management and pollution control program.

Wood Waste Management, LLC strives to reuse all materials recovered, our general market for materials include, wood mills using our hogfuel for energy, concrete is crushed and used as a cheaper alternative then mined rock, and greenwaste is used as feedstock for the making of compost at our sister company, Cowlitz Valley Compost. This compost is used in soil blend, gardens, lawns and more.

1.1 Plan Objectives

The overall purpose of this FOM & PPP is to manage onsite activities, employ preventative and corrective measures, limit pollutants, and comply with environmental and water quality regulations. This consists of the following specific objectives:

- Summarize proper use, storage, and disposal of materials.
- Outline preventative maintenance and employee education programs.
- Implement and maintain source controls, operation controls, and Best Management Practices (BMPs) to identify, reduce, and limit the discharge of pollutants.
- Control impacts to stormwater systems and limit stormwater discharge.
- Minimize impacts to water quality.
- Comply with applicable regulations.
- Outline spill prevention and response procedures.

These objectives can be met by implementing the management plan outlined and described in this document. The Manager, identified on the Facility and Emergency Contact Information Form located on Table 1, will be primarily responsible for implementing this plan.

1.2 Plan Elements

The basic elements, organization, and structure of this FOM & PPP are as follows:

Section 1.0 presents the plan introduction and background. Plan elements and objectives

are also described. Section 2.0 provides a detailed site description. The site location, site layout, impervious area, drainage patterns, industrial activities, significant on-site materials, and potential pollutants are presented. Section 3.0 discusses monitoring and inspections. Section 4.0 discusses site controls and pollution prevention mechanisms. Current in-place, operational controls, treatment, and BMPs are summarized and additional BMPs are discussed. Section 5.0 discusses spill prevention and response measures are discussed and preventative maintenance programs are outlined. Section

6.0 outlines the employee education program. Finally, in Section 7.0, document review, internal reporting procedures, and record keeping are discussed. Tables with emergency contacts, BMPs, BMPs to be implemented, inspection, and spill forms, and figures are also included.

2.0 SITE DESCRIPTION

2.1 Site Location

As shown on Figures 1 and 2, the site encompasses approximately 2.4 acres and is located at 7315 NE 47th Avenue in Portland, Oregon. The approximate site latitude and longitude are N 45° 34' 41" and W 122° 37' 20", respectively. The survey data for the site are R1E, T1N, S29, NW ¼, NW ¼, Willamette Meridian. The site is located in Multnomah County. Wood Waste Management, LLC leases the property. Owner contact information can be made available upon request.

2.2 Site Layout

As shown on Figure 2, the site property consists mostly of paved asphalt. The site is accessed via NE 47th Avenue. Most of the industrial activities at the site are performed outdoors in the central portion of the site. The central area is used for wood and green waste receiving, processing, and loading. Concrete receiving and storage are located in the north central area. Equipment and truck storage are located on the south boundary. Product storage bins, constructed from concrete ecology-block walls, are located adjacent to the western property boundary. A small office building is located near the entrance area at the southeastern corner of the property. A portion of the paved area near the office building is used for employee parking and equipment storage. A portable toilet and a material storage shed are located in the south-central area.

2.3 Site Activities

Wood and yard debris waste derived from lawn work, landscaping, site clearing, and materials are transported to the site by independent contractors or homeowners. Wood Waste Management's Standard Industry Code (SIC) is 2499 (wood products, not elsewhere classified). General business hours are from 700 am to 500 pm Monday through Saturday. As shown on Figure 2, the material is unloaded and staged in large piles located in the central portion of the site.

Wood waste, wood-related materials, and concrete are processed at the site. The wood waste accepted and processed at the site is chemically untreated wood waste such as sawdust, chips, shavings, stumps and bark.

Green waste or landscape debris is transported off- site for composting. After processing, grinding, or chipping, the wood waste and other materials are transported off-site by commercial vehicles or stored onsite in large product bins located near the western property boundary. Landscape supplies such as sand, gravel, topsoil, compost, and wood chips are stored in product bins for retail sales. Activity at the site consists of concrete storage and wood and yard waste storage, grinding, chipping, and processing.

Other activities include fueling, truck and heavy equipment traffic, equipment washing, and minor equipment maintenance. Wood Waste Management minimizes the risk of accepting materials that could be significant sources of pollutants by conducting inspections of inbound materials. Plastic, metal, garbage and other debris are refused access. No permanent fuel tanks are located at the site. Significant materials are used and stored at the site as indicated on Figure 2 and listed on Table 9, *Inventory of Significant Materials*.

2.4 Impervious Area

As shown on Figure 2, approximately 80 percent of the site consists of impervious area. Impervious area is defined as area preventing or prohibiting the infiltration of rain and stormwater, and includes buildings, paved areas, concrete areas, etc. Most of the impervious area consists of the paved asphalt industrial activity areas and the office building.

The remaining 20 percent of the site consists of pervious materials. Most of the pervious areas are landscaped vegetated areas, gravel areas, or the stormwater detention pond. These portions of the site are capable of infiltrating and absorbing rainwater in moderate amounts.

2.5 Drainage Patterns

The site receives approximately 40 inches of annual precipitation. As shown on Figure 2, the property primarily consists of one drainage basin. All stormwater runoff flows by surface flow into a 175-ft-long, 15-ft-wide, 6-ft-deep stormwater detention pond that aligns the northern property boundary. The stormwater detention pond has a slight downward gradient toward the west. Two catch basins, located in the east-central portion of the site, have been plugged with the City of Portland's approval to maintain surface flow only to the detention pond.

The main drainage area is approximately 104,500 square feet in size and approximately 83,500 square feet is impervious. All industrial activity occurs within this drainage basin. Stormwater from the paved area is collected in the stormwater detention pond. Stormwater is then pumped from the pond, recycled onsite, or transported offsite. Stormwater is transported to Cowlitz Valley Compost or other approved locations and reused in compost or nursery activities. Under typical operations and circumstances, there is no offsite discharge to surface waters.

Stormwater is not discharged from the site except as noted below. In emergency situations, the stormwater detention pond has an overflow pipe that is connected to a concrete catch basin located at the west end of the pond. If the site discharges, stormwater flows south from the detention pond from the overflow through an underground, 12-inch-diameter, PVC storm drain pipe and discharges to a rocked surface into an existing drainage ditch on the south side of the property. The drainage ditch aligns the southern property boundary and is approximately 15 to 20 feet wide and 300 feet long. The drainage ditch contains perennial water at variable depths throughout the year. The water from the ditch may discharge into a Multnomah County Drainage District catch basin

with an inclined grate located at the east end of the ditch. The stormwater then flows via underground storm sewer pipe and discharges directly to the Columbia Slough, approximately 200 feet north of the site. The drainage ditch also receives stormwater runoff from neighboring sites to the south and west.

2.6 Significant Materials Onsite

Significant materials are products or chemicals that could cause undue harm to the environment if spilled, uncontrollably released, or exposed. Based upon site use, varying significant materials may be used and stored at the subject site. Example materials may include gasoline, diesel fuel, lube oil, waste oils, other hydrocarbon products, solvents, paints, primers, and other chemicals that have the potential to impact stormwater discharges. The Environmental Protection Agency provides the following definition of significant materials:

> "Significant materials include, but are not limited to: raw materials; fuels; materials such as solvents, detergents, and plastic pellets; finished materials such as metallic products; raw materials used in food processing or production; hazardous substances designated under section 101(14) of CERCLA; any chemical that a facility is required to report pursuant to section 313 of title III of SARA; fertilizers; pesticides; and waste products such as ash, slag, and sludge that have the potential to be released with stormwater discharges."

Table 9 provides a list of significant materials present at the site, the method of storage, and storage location. Significant materials and waste pose a risk to water resources. Significant materials and waste are generally managed by category and hazard class. Chemical Abstracts Service (CAS) numbers used when required and for disposal purposes. Wood Waste Management's significant materials are typically stored in designated locations inside sheds or buildings. Safety Data Sheets (SDS) forms for significant materials are maintained at the site. Significant materials are not manufactured, treated, or disposed on-site. Significant materials are consumed or disposed off-site. Disposal of significant materials, scrap metal, and other materials are contracted through an off-site recycling contractor. According to Wood Waste Management personnel, no significant insect, weed, fungi, or rodent problems requiring the extensive use of herbicides, pesticides, fungicides, or rodenticides are present at the site.

2.7 Potential Pollutants

In this section, Wood Waste Management identifies potential pollutants and specific pollutant sources that could be present within site that may impact the site. Identifying potential pollutants can assist in better management, source controls, operational controls, and treatment.

The following potential pollutants may occur at the site:

- All significant materials listed previously in Section 2.6 if present or on Table 9, are potential pollutants if exposed to stormwater.
- If not properly responded to and cleaned up, accidental spills of diesel fuel, gasoline, cleaners, antifreeze, lube oil, hydraulic oil, and other chemicals could constitute potential pollutants if exposed to stormwater (vehicle, equipment, and material leaks and spills).
- Mobile fueling is conducted for equipment. Diesel fuel is a potential pollutant if fueling activities are not properly conducted and spills are not properly responded to.
- If not properly covered or managed, buildings, vehicle and trailer use, metal garbage and recycling bins, and recycled scrap metal may contribute to increased metal concentrations, or other pollutants in stormwater.
- The facility could have elevated levels of suspended solids, sediment, oil and grease, and metals if vehicles and equipment are not properly maintained, serviced, or cleaned.
- If not properly managed, onsite materials, recycling metals, or wood and green waste may contain toxic organics.
- If not properly managed and separated from stormwater, washwater from cleaning activities that may contain oil and grease, suspended solids, heavy metals, soluble organics, soaps, and detergents may be potential pollutants.

3.0 INSPECTION PROTOCOL

3.1 Monthly Facility Inspections

Areas will be inspected where industrial materials or activities are exposed to stormwater and where stormwater control measures, structures, catch basins, and treatment facilities are located. These inspections will be conducted at least monthly and will be recorded on the *Monthly Facility Inspection Form*, Table 5, or other approved forms. Inspections will include discharge points and the following areas:

- Industrial materials, residue, or trash that may have or could come into contact with stormwater;
- Significant material storage areas and containers;
- Industrial equipment, vehicles, and trucks;
- Offsite and internal tracking of industrial or waste materials, or sediment where vehicles enter or exit the site;
- Evidence of, or the potential for, pollutants entering the drainage system;
- Evidence of pollutants discharging to receiving waters at all discharge point(s);
- Stormwater control measures, to ensure they are functioning properly.

Documentation of cleaning, maintenance, and repair of stormwater conveyance components will be recorded on the Table 7, *Monthly BMP Log Form* and placed in Appendix E.

3.2 Stormwater Monthly Visual Observations and Discharge Inspections

Stormwater will be inspected at least monthly at the detention pond for volume, depth below discharge pipe, and for floating solids, foam, odor, oil and grease sheen, or other obvious indicators of pollution. These inspections will be conducted at least monthly and during significant storm events or prolonged periods of precipitation at the detention pond, and the results will be recorded on Table 6, *Stormwater Observations and Discharge Log.* Stormwater that is recycled onsite or pumped and transported offsite will also be recorded on Table 6.

4.0 POLLUTION SITE CONTROLS

4.1 Preventative Maintenance

Preventative maintenance programs verify that equipment, machinery, tools, and infrastructure operate at optimal levels. Proper maintenance also minimizes potential for negative impacts by limiting the occurrence of significant or unforeseen detrimental events.

As described in Section 4.2, *Current BMPs* scheduled preventative maintenance programs implemented at the facility include:

- As needed, but at least monthly inspections of the yard, receiving areas, stormwater detention pond, and the site;
- Monthly inspection of vehicles, equipment, and areas where leaks or potential spills of significant material or industrial activities could impact stormwater runoff;
- Monthly inspection of waste disposal areas;
- Areas that are eroding or areas that may need sweeping, cleaning, or maintenance; and
- Cleaning, maintenance, or repair of materials and storage areas, staging areas, stormwater control measures, structures, and the stormwater conveyance system as needed upon discovery.

Monthly facility inspections will be recorded in Table 5 or other approved forms. Documentation of cleaning, maintenance, and repair of stormwater conveyance components will be recorded Table 7, *Monthly BMP Logs* and placed in Appendix E.

Inspections may describe the general condition of the facility industrial area and corrective actions implemented. The inspections are conducted to verify that important elements of this plan are in place and working properly to limit pollution of stormwater runoff.

Effective preventative maintenance also includes performing diligent clean and orderly work environment practices as described in Section 4.2, *Current BMPs*. These practices

verify that industrial activity areas are properly cleaned and maintained as needed to limit impacts to the environment. The preventative maintenance program also includes proper vehicle maintenance to guard against spills or leaks of significant materials and sweeping of asphalt paved areas to reduce sediment and debris.

4.2 Current BMPs

Best Management Practices, commonly referred to as "BMPs", are source controls or treatment procedures utilized to reduce, eliminate, limit, or prevent pollution. BMPs are required by the City of Portland and Oregon Department of Environmental Quality as part of the FOM & PPP to address industrial activities exposed to precipitation and have the potential for impacts to human health and the environment. Wood Waste Management uses all known, available, and reasonable means (AKARM) to prevent the discharge of any potentially harmful materials into the water resources of the City of Portland and the State of Oregon. Wood Waste Management uses precautions and BMPs to prevent releases of hazardous materials. Wood Waste Management also utilizes hazardous materials management, hazardous materials release abatement, and stormwater treatment systems, mobile washing and pressure cleaning, commercial operations BMPs for recycling, and specific activities BMPs for mobile fueling. Wood Waste Management currently employs the following BMPs at the facility for operations, maintenance procedures, and structural and/or managerial practices, and prohibitions of practices that prevent or reduce the release of pollutants, limit pollution, and other adverse impacts to the environment.

Employee Education Program

An employee education program is located in Section 6.0, *Employee Education and Awareness.* Wood Waste Management has also identified a stormwater management team for the facility to provide oversight of housekeeping activities, BMP implementation, and supervision and control of stormwater pollution mitigation procedures. The facility stormwater emergency contact information is presented in Table 1, *Facility and Emergency Contacts*.

Spill Prevention and Response Measures Plan

A specific spill prevention and response plan, described in detail in Section 5.0, has been implemented at the site. This program describes specific response measures and reporting requirements for site spills or accidental releases of significant materials.

Spill Prevention and Response Measures Kits

Spill prevention and response measures kits are maintained at the facility to mitigate water quality impacts in the event of a spill or leak. The spill response kits consist of granular hydrocarbon-absorbent material, booms, and pads. Spill kit locations are located in the shed next to the building are indicated on Figure 2, *Site Map*.

Housekeeping - Clean and Orderly Work Environment Program

Wood Waste Management has implemented good housekeeping practices at the site to provide a clean and orderly work environment. These general cleaning procedures play an important role in providing efficient stormwater management, effective overall site operation, and minimize the risk of stormwater pollution or accidental release of waste or contaminants. These measures also assist in improving the operational industrial processes at the facility. The clean and orderly work environment program consists of the following common-sense approaches and procedures, where applicable:

- Implementing careful material storage practices (make sure stored products are in adequate containers and are not leaking);
- Maintaining up-to-date materials inventories (knowing what materials are onsite can aid in stormwater management and reacting to spills);
- Identifying chemical substances present in the work place;
- Labeling containers with name, type of substance, stock number, etc.;
- Maintaining well-organized work areas;
- Scheduling cleaning operations;
- Recycling when possible;
- Sweeping to address dust control;
- Sweeping or other measures to minimize vehicle tracking;
- Properly covering containers or drums;
- Minimize outdoor storage of any containers;
- Storing liquid-containing drums inside, if possible;
- Insuring dumpster lids are closed and dumpster bottoms are sealed as much as possible to prevent leaking;
- Monitoring and cleaning catch basins;
- Reducing or preventing stormwater run-on to containment or loading areas;
- Training employees on good housekeeping practices;
- Addressing spills quickly; and
- Protecting against vandalism.

Minimize Stormwater Exposure

Wood Waste Management utilizes BMPs to minimize the exposure to stormwater and precipitation of pollutant sources and material storage areas. Minimizing exposure to precipitation is part of general good housekeeping practices. Minimizing exposure is conducted by storing recycling metals, oils, chemicals, and other significant materials indoors or under cover. The list of significant materials stored indoors and under cover is provided in Table 9. Recycling and garbage dumpsters are covered with lids. Several other BMPs discussed later in this section are also utilized to minimize exposure.

Significant Materials Secondary Containment

Secondary containment at the site consists of storing most significant materials indoors or under cover. Liquids are located within the shed or building with floors and walls. These secondary containment measures limit potential for stormwater pollution. The list of significant materials stored indoors, under cover, or with secondary containment is provided in Table 9.

Oil and Grease BMPs

Oil and grease BMPs include spill response, and inspections. Leaking vehicles or equipment are taken out of service until repaired. Absorbent pads or drip pans are deployed when necessary.

Waste Chemicals and Material Disposal

Chemicals and waste chemicals are stored indoors or under cover. Scrap metal (metal removed from inbound wood and green waste, not a recycling service) and garbage are stored inside or in covered bins. Disposal of significant materials, scrap metal, and other recyclable materials are contracted through an off-site recycling contractor. Many chemicals are consumed in operations or business activities such as degreasers, gasoline, diesel, and oils. Petroleum products may be stored in the shed or building or removed from site after maintenance activities. Containers are monitored for capacity and inspected for integrity as part of the preventative maintenance program.

Used brake fluid, oil filters, power steering fluid, transmission oil, and used windshield fluid are not stored onsite. These products are removed from site immediately after maintenance. As part of a proper disposal system, Wood Waste Management appropriately disposes wastes and retains disposal receipts and documentation.

Inbound Material Control Program

Wood Waste Management minimizes the risk of accepting materials that could be significant sources of pollutants by conducting inspections of inbound recyclable materials, checking loads and compartments, inspecting soils for odor, sheen, fuel, oil, or color, posting signs, and providing information and education to customers and suppliers of recyclable and unacceptable materials. Procedures include training employees responsible for inspections of recycled materials, rejecting non-recyclable materials, and disposing non-recyclable materials. Wood Waste Management also provides information on the Wood Waste Management's website, takes phone calls, and provides onsite information.

Materials that may be brought into Wood Waste management may include items such as painted wood, compressors, refrigerants, asbestos, oils, or other materials with automotive fluids are not acceptable and may not be brought into Wood Waste Management. A list is provided below. These materials are not recyclable and need to be properly disposed at a landfill.

Wood Waste Management uses the following methods to educate customers on what materials are accepted and not accepted for recycling:

Website: In today's business, most customers find commerce through searches online. This is where our website can do the heavy lifting and provide information. Wood Waste Management's website helps customers identify if their materials are recyclable and if not, what they can do to ready them for recycling.

Phone calls: Wood Waste Management accepts customer phone calls regarding what they can bring to our facility, what is not accepted, and advice on readying their materials for recycling.

Signage: Wood Waste Management has signs proximately displayed at the front entrance of its facility notifying customers of the materials that Wood Waste Management does not accept. These signs match the list of "Materials Not Accepted at Wood Waste Management" set forth in this section 4.2.

Verbal/Forthwith Communication: Our employees are our last line of defense against unwanted materials making its way onto the property. Wood Waste Management employees inspect all loads that enter the property before customers are permitted to unload materials at the facility. Further, Wood Waste Management employees watch customers unload. The initial inspection and supervision of the unloading process enables Wood Waste Management to educate its customers about its acceptance criteria, protect its property and prevent potential pollution.

Materials not accepted at Wood Waste Management:

- Creosote treated lumber (e.g., railroad ties or telephone poles)
- Construction and demolition waste (e.g., lumber with shingles, insulation, other non-wood debris.)
- Chemically treated wood/pressure treated wood (e.g., fences, decking, boards, and other outdoor lumber)
- Glue resin containing wood
- Laminated woods
- Painted wood
- Industrial waste
- Asbestos
- Animal waste
- Animal carcasses
- Food waste
- Oils, fuels, fluids, or gasses
- Mercury containing devices or switches
- Automotive parts or other equipment containing liquids
- Fully assembled automobiles
- Fully assembled engines
- Fully assembled transmissions
- Refrigerators and air conditioners with compressors attached

- Cylinders and tanks with valves still attached

Materials Accepted at Wood Waste Management.

- Greenwaste
- Clean Wood
- Rock and Concrete

Procedures for Inspecting Inbound Clean Fill

1. Upon entering the facility, WWM yard personnel will inspect the load and answer the following questions;
    a. Are there stains, odors, sheens, signs of petrochemicals, or other materials that could indicate contamination?
    b. Does the load contain materials other than soil, rock, concrete, brick, or blocks?
    c. Does the fill have construction, demolition industrial waste? *WWM does not accept fill mixed with construction, demolition or industrial waste*).
    d. Does the load contain materials other than soil, rock, concrete, brick or blocks?
        i. Sewage
        ii. Industrial Waste
        iii. Petrochemicals (oil, gasoline, grease)

If the answer to any of the questions listed above is "yes," WWM yard personnel will reject the load.

1a. While visual inspection is being conducted, office personnel will ask customer, "Did your material come from a demo site, construction, or industrial site?"
If the answer to this question is "yes," WWM yard personnel will reject the load.

2. WWM yard personnel supervise the unloading process.
3. After the customer has unloaded, WWM yard personnel will inspect the material while they move it to stockpiles for processing.
4. If in the event fill is discovered to be contaminated after WWM takes position, materials will be segregated and disposed of properly. If WWM needs to dispose of materials, the items will be inspected for free liquids. If items contain liquids, they will be placed in a container or drum. Liquids will be characterized and disposed through Safety-Kleen or other approved methods. If materials contain suspected contamination, items will be profiled if required and disposed through Safety-Kleen or Waste Management. Solid waste or non-regulated wastes will be disposed through Waste Management or WWM's garbage disposal service.
5. BES testing will be conducted quarterly to ensure the quality of soil being

used.

Procedures for Inspecting Inbound Wood.

1. Upon entering the facility, WWM yard personnel will inspect the load for the following:
    a. Is there any non-acceptable wood or other materials in the load?
        i. Creosote treated lumber – railroad ties or telephone poles
        ii. Construction debris – lumber with shingles, insulation, asbestos, or other non-wood debris
        iii. Chemically treated wood/pressure treated wood – fences, decking, boards, and other outdoor lumber
        iv. Glue resin containing wood
        v. Laminated woods
        vi. Painted wood

    b. If the answer to any of the questions listed above is "yes," WWM yard personnel will reject the load. All wood that does not meet our criteria for clean wood will be rejected.

    1a. While visual inspection is being conducted, office personnel will ask customer, "Did you material come from a demo site, construction, or industrial site?"

If the answer to the question is "yes," WWM yard personnel will reject the load.

2. WWM yard personnel supervise the unloading process
3. After the customer has unloaded, WWM yard personnel will inspect the material while they move it to stockpiles for processing.
4. In the event wood is discovered to be contaminated after WWM take possession of wood, any wood or debris found to not meet the clean criteria will be properly segregated and disposed of properly. If WWM needs to dispose of materials, the items will be inspected for free liquids. If items contain liquids, they will be placed in a container or drum. Liquids will be characterized and disposed through Safety-Kleen or other approved methods. If materials contain suspected contamination, items will be profiled if required and disposed through Safety-Kleen or Waste Management. Solid waste or non-regulated wastes will be disposed through Waste Management or WWM's garbage disposal service

Process for Inspecting Inbound Greenwaste

1. Upon entering the facility, WWM personnel will inspect the load for the following.
    a. Is there any unacceptable material in the load?
        i. Food

ii. Garbage

iii. Lumber

iv. Sewage

v. Construction debris

vi. Carcasses

vii. Industrial waste

viii. Petroleum contamination

b. If the answer to any of the questions listed above is "yes," WWM yard personnel will reject the load. All wood that does not meet our criteria for clean wood will be rejected.

2. WWM yard personnel supervise the unloading process

3. After the customer has unloaded, WWM yard personnel will inspect the material while they move it to stockpiles for processing.

4. In the event greenwaste is discovered to be contaminated after WWM take possession of greenwaste, any greenwaste or debris found to not meet the clean criteria will be properly segregated and disposed of properly. If WWM needs to dispose of materials, the items will be inspected for free liquids. If items contain liquids, they will be placed in a container or drum. Liquids will be characterized and disposed through Safety-Kleen or other approved methods. If materials contain suspected contamination, items will be profiled if required and disposed through Safety-Kleen or Waste Management. Solid waste or non-regulated wastes will be disposed through Waste Management or WWM's garbage disposal service

Supplier Notification Program

Wood Waste Management notifies major suppliers which materials will not be accepted at the facility or will be accepted only under certain conditions.

Material Stockpiles and Storage

Wood Waste Management minimizes contact of stormwater runoff with stockpiled materials, processed materials, and non-recyclable wastes. Material storage areas with liquids have spill kits located in close proximity. Stockpiles of landscape supplies such as

Managing waste and other materials

Greenwaste - will be stockpiled on the right central area of the yard where it will be loaded into semitrucks for transport within 24 hours.

Wood – will be stockpiled on the left central area where it will be ground to specification and stored in a north bin to await transport. Hog fuel will be loaded into semi trucks to be transported offsite.

Concrete – will be stockpiled in a north bin awaiting transport to our annex. At the annex

it will be crushed to specification and sold.

Dirt – will be stockpiled in a north bin and screened of rocks, wood, and greenwaste. Screened dirt will be stockpiled in a north bin for resale.

sand, gravel, topsoil, compost, and wood chips are stored in product bins on impervious surfaces (asphalt).

Material Tracking –

- **Inbound** materials are tracked through our POS system and all quantities are based on a visual estimate.
- **Recovered** materials are tracked via outbound trucking bills and POS system.
- **Disposed** materials are recorded via outbound trucking bills.

Recycling and Refuse BMPs

Wood Waste Management recycles paper, cardboard, and metal (metal removed from inbound wood and green waste. Wood Waste Management is not a metal recycling service). These recycling efforts reduce potential for stormwater pollution. Paper, plastic, and metal are recycled approximately monthly.

Covered Site Dumpsters and Drop Boxes

Site dumpsters are equipped with lids or covers to limit precipitation to materials or debris. Dumpsters are durable, corrosion resistant, non-absorbent, non-leaking, and

equipped with either a solid cover or screen cover. Covered dumpsters reduce potential for impacts to stormwater quality.

Covering Materials and Stockpiles

Materials and Stockpiles are covered when feasible, when not in use, and during periods of wet weather. Certain materials are harder to manage and may migrate if they become saturated. Plastic covering can provide immediate, short-term erosion protection to slopes and disturbed areas. Wood Waste Management also covers stockpiles.

Dust Generation and Vehicle Tracking BMPs

Dust control is managed by practicing good housekeeping measures, by sweeping and cleaning loading areas, building entrances, and property exits, by properly maintaining vehicles and equipment, by covering surfaces, and using water trucks for dust suppression. Wood Waste Management may cover stockpiles for dust suppression. Water trucks will not be used for washing pavement or vehicle tracking.

Erosion Control

Wood Waste Management uses the pollutant control approach and limits the exposure of erodible soil and covers erodible soil where necessary to prevent erosion. Erosion control is managed via pavement, covering stockpiles, or landscaping with vegetation. Wood Waste Management covers stockpiles in with plastic covering if necessary. Plastic covering provides immediate, short-term erosion protection to slopes and disturbed areas. The site is inspected at least monthly. If erosion control concerns are observed, corrective measures are employed.

Sediment Control

Sediment control is managed via sweeping and a detention pond. The site is inspected at least monthly. If sediment control concerns are observed, corrective measures will be employed.

Debris Control

Debris control is managed by providing accessible garbage containers indoors and outdoors, covering outdoor garbage containers, and removing debris and litter when observed. Stormwater is inspected monthly for debris. If floating solids or debris are observed in stormwater, corrective measures will be employed.

Preventative Maintenance Program

A preventative maintenance program is located in Section 4.3, *Preventative Maintenance*

Proper Maintenance of Vehicles - Preventative Maintenance

This operational and source control BMP consists of conducting proper preventative maintenance and visual inspection of equipment and vehicles to verify that they are not leaking oil, grease, or other detrimental contaminants.

Equipment and Vehicle Maintenance and Repair BMPs

Wood Waste Management uses pollutant control approaches to control leaks and spills of fluids using good housekeeping and cover and containment BMPs. Wood Waste Management inspects vehicles and equipment stored outside for leaks. Maintenance and repairs are performed outdoors on impervious surfaces (asphalt). Major repairs are performed off site. Any residues or spills are immediately cleaned.

Leaking Vehicles or Equipment

Leaking vehicles or equipment will be addressed or removed from service until repaired. Absorbent pads or drip pans are deployed when necessary.

Fueling BMPs

Fueling equipment with diesel fuel is conducted at the site by a mobile fueling company. Fueling small equipment may be conducted by Wood Waste Management. Small equipment may be either diesel fuel or gasoline, depending on equipment. Diesel fuel and gasoline are potential pollutants if fueling activities are not properly conducted and spills are not properly responded to. A preventative maintenance program is in place to minimize contamination of stormwater runoff from areas that are used for fueling. Fueling activities will be manned at all times, conducted under adequate lighting, and will be immediately ceased in the event of an accidental spill. Fueling devices will have automatic fuel transfer shut-off nozzles. Spill kits will be maintained in close proximity. The subcontractor mobile fueling procedure is attached in Appendix H.

Mobile fueling subcontractor will comply with the current International Fire Code. Mobile fueling shall not take place within 15 feet of buildings, property lines, combustible storage or storm drains. Mobile fueling is conducted at least 25 feet away from the stormwater detention pond. Mobile fuelers will be trained in the use of fuel transfer equipment and backup shutoff valving and limit switches. Mobile fuelers will not top off receiving equipment, will not lock automatic shutoff fueling nozzles in the open position, and will place absorbent pads below transfer hose connections and nozzle to prevent spills/leaks of fuel from reaching the ground, storm sewers, and receiving waters. Mobile fuelers will check equipment for leaks and repairs as needed. Mobile fuelers and Wood Waste Management employees will be shown where onsite spill kits are located and review Wood Waste Management's fueling BMPs and spill prevention and response plan prior to conducting fueling. The responsible manager shall properly sign and date the fueling operating procedures. Wood Waste Management will distribute procedures to the operators, retain them in the organization files, and make them available in the event an

authorized government agency requests a review. Fueling details may be used for improving onsite programs or may be needed for spill reporting.

If there is a spill, Wood Waste Management employees or mobile fuelers will notify the onsite supervisor and Manager listed on Table 1, *Facility and Emergency Contacts* and required agencies.

Mobile Washing BMPs

Wood Waste Management uses pollutant control approaches and contains the cleaning activity, to separate the uncontaminated stormwater from the washwater sources. Washwater is collected and properly disposed offsite. Washing areas are cleaned and rinsed and mobile washers use biodegradable detergents. A wash plan is attached in Appendix I.

Asphalt Sweeping

Wood Waste Management uses pollutant control approaches to conduct efficient sweeping where and when appropriate to minimize the impacts to stormwater. Wood Waste Management does not wash street debris into storm drains. Paved asphalt areas are periodically swept and cleaned. Wood Waste Management uses a mechanical broom sweeper due to weight and moisture content of landscape products and green waste. Sweeping and cleaning are conducted as outlined in Table 2, *Current In-Place Site BMPs*.

Absorbent Materials

Strategic areas may be equipped with absorbent to remove oil, grease, and other petroleum products as necessary. Absorbents are oil/petroleum absorbing pads, boom, or materials that are non-water absorbing/hydrophobic. Absorbent materials are used for cleanup and prevention and not ongoing sheen control. Absorbent materials are inspected at least monthly and replaced as described in Table 2, *Current In-Place Site BMPs.*

Detention Pond

Stormwater is collected in the detention pond and is recycled onsite, infiltrates, or is disposed offsite. The stormwater detention pond temporarily detains stormwater until needed or offsite management is required. The detention pond is inspected and maintained as necessary to verify it is functioning adequately as described in Table 2. *Current In-Place Site BMPs*.

Odor control and Managing Complaints

Odor control is managed by removing greenwaste from the facility within 24 hours.

Detention Pond odor control is managed with the use of air diffusers to agitate the water and prevent stratification.

All complaints will be recorded and forwarded to the General Manger who will address the compliant.

Controlling and Minimizing nuisances and other off-site impacts.

Dust control is managed by practicing good housekeeping measures, by sweeping and cleaning loading areas, building entrances, and property exits, by properly maintaining vehicles and equipment, by covering surfaces, and using water trucks for dust suppression. Wood Waste Management may cover stockpiles for dust suppression. Water trucks will not be used for washing pavement or vehicle tracking.

Noise is managed by operating between the hours of 7am and 6pm. All equipment muffler systems are intact and well maintained.

Vectors are maintained with the use of exterminators and pest control. All garbage areas are clean and covered.

Litter Onsite litter is cleaned up throughout the day to keep it from contaminating stockpiles and to keep a clean appearance. Trash cans are located at the cashier's window and on site to give customers a place to dispose of trash.

4.3 BMPs to be Implemented

Wood Waste Management also plans to implement additional BMPs as necessary to comply with water quality and environmental regulations. BMPs to be implemented will be listed on Table 3, *BMPs To Be Implemented*. As cleaning, source control measures, site improvements, or BMPs are completed, activities will be recorded in and placed in Appendix E.

5.0 SPILL PREVENTION AND RESPONSE MEASURES

Wood Waste Management has implemented the following specific spill prevention and response measures at the site.

Spill Prevention and Response

The Manager must be immediately contacted in the event of a spill or unplanned release of significant material into the environment. If the spill or chemical release is diesel fuel or other petroleum hydrocarbon product, attempts shall be made to mitigate the extent of the spill immediately by utilizing spill kits, applying absorbent booms and pads, and deploying the stormwater emergency shut-off valve where applicable.

If the spill or emergency situation could potentially cause impacts to stormwater quality or personal health, a qualified internal Emergency Response Team or Emergency Response Contractor should be notified. If the spill is a reportable quantity, as outlined by the *Oregon Administrative Rules, Chapter 340, Division 108*, state and federal agencies should be notified. Reportable quantity for petroleum products is defined as a sheen on waters of the state or a release of 42 gallons or more to the ground. Other hazardous substances reportable quantities are outlined in *40 CFR 302.4*. Spills of chemicals or petroleum products to the storm sewer system that cannot be contained onsite and properly disposed must be reported. If the spill has significant potential to reach the City of Portland's storm sewer system, notifications should be made.

For spills of dangerous or unknown chemicals, CHEMTREC, at 1-800-424-9300, should also be notified for assistance. CHEMTREC is the Chemical Transportation Emergency Center operated by the Chemical Manufacturer's Association. During emergencies, CHEMTREC can provide information regarding the effects of most chemicals on persons or the environment and suggest methods for treatment, containment and control. CHEMTREC does not respond to the scene, but can be used as a resource on how to manage spills. Their purpose is to provide assistance via the telephone. For catastrophic emergencies involving hazardous materials and potential impacts to human health, call 911 immediately. The following entities or agencies should also be notified of spills of significant quantity:

- **City of Portland Spill Hotline, 503-823-7180**
- **Oregon Emergency Response System (OERS), 1-800-452-0311**
- **United States National Response Center (NRC), 1-800-424-8802**
- **City of Portland, Bureau of Environmental Services, 503-823-7180**

Spills should be recorded on Table 4 and placed in Appendix F.

The following list defines procedures to be followed in the event of a spill or emergency.

Emergency Spill Procedures

1. Determine if the site and spill area are safe to occupy. If not, retreat to a safe area.
2. Determine the source of leak or spill; immediately identify the character, exact source, amount, and area affected by the release.
3. Determine as much information as possible about the chemical or material spilled from shipping papers, MSDS forms, etc.
4. Evaluate the hazards of the release with the type, amount, and location of the spill.
5. Determine under what conditions the spill area is safe to enter.
6. Determine appropriate Personal Protective Equipment (PPE). This may include gloves, boots, disposable suits, goggles, respirator, or Self-Contained Breathing Apparatus (SCBA).
7. Eliminate and continue to restrict all sources of ignition from spill area, and areas downwind of the spill area.
8. If safe, remedy and stop the source of the spill wherever and whenever possible.
9. Dike or contain the spill if possible.
10. Once flow is stopped, absorb the spilled material from pavement or ground with absorbent pads, booms, and/or absorbent granular material. Use shovel to uniformly disperse absorbent over the affected area.
11. Collect the contaminated material (i.e., absorbent rags, etc.) and place it in 55-gallon drums or other approved storage containers.
12. Use portable pumps or other equipment as needed to recover spilled material or to transfer material to a compatible storage container.
13. Decontaminate all PPE, including boots, gloves, respiratory equipment, before leaving the site.
14. Clean, restore, or replace spill response equipment and used spill kits, and return them to their original location.

Label and appropriately dispose of all contaminated materials and container drums with description of the waste, date, and other information in accordance with applicable hazardous waste rules and regulations.

6.0 EMPLOYEE EDUCATION AND AWARENESS TRAINING

Proper employee education and awareness training is essential for effective implementation of a pollution prevention plan. Wood Waste Management will conduct employee training within 30 calendar days of new hire and at least annually to inform all personnel that they are integral components of a workable and successful plan. Properly trained and informed employees are more capable of preventing soil, stormwater, or ground water pollution and responding safely and effectively to potential emergency situations or spills.

The awareness training program consists of annual instruction and discussion and/or review of all parts of this pollution prevention plan, including the following items:

- How to detect the presence of hazardous substances;
- Proper spill prevention and response;
- Health and safety issues;
- Good housekeeping techniques and procedures;
- Proper handling of metal recycling;
- Proper handling of significant materials;
- BMP implementation and effectiveness; and
- Scheduled maintenance, monitoring, and inspections.

The employee-training program also requires employees handling significant materials to become familiar with the provisions of this plan. Hazardous materials detection may include stains, odors, sheens, color change of solids, soils, pavement, concrete, absorbents, liquids, smoke, or damaged containers. Employee training and education activities should also be documented as outlined below.

The Manager or Operations and Safety Manager will review implementation of BMPs and evaluate the overall performance of the FOM & PPP as needed, but at least annually. The Manager and the Operations and Safety Manager should also keep current on pollution prevention by conducting research, reviewing publications, or contacting regulators as needed to keep informed of innovative procedures or new industry developments. The Manager or Operations and Safety Manager are responsible for implementing activities necessary to meet environmental regulations and standards.

Table 8 presents the employee education and training schedule for the facility and provides reporting forms for documentation of training activities. Completed employee training records will be placed in Appendix G.

7.0 FOM & PPP REVIEW AND REVISION

This FOM & PPP will be reviewed and evaluated at least annually to determine its applicability and effectiveness. Significant changes or modifications in industrial activities at the facility may require revising the plan. Revisions or addendum to the FOM & PPP should be made as necessary. FOM & PPP reviews and addendum will be recorded in Appendix A and placed in Appendix B.

The review will determine if the FOM & PPP is being followed and include assessment of site BMPs, preventative maintenance scheduling, spill prevention and response procedures, and employee education programs.

7.1 Record Keeping

The Manager will maintain records of stormwater pollution control activities at the site for a minimum of three years. Maintained forms and records will be used to evaluate the effectiveness of the FOM & PPP. Potential problem areas or effects due to changes in

industrial procedures are more easily identified by careful reporting. Maintained records and forms will be made available to regulatory agency personnel upon request.

8.0 CLOSURE PLAN

INTRODUCTION

The objective of this section is to provide operations guidelines for the event of closure of Wood Waste Management.

MATERIAL REMOVAL

In the event of site closure, all materials received prior to closure will be processed and sold, or removed from the site and disposed of at a permitted waste handling facility.

The pond will be cleaned and any water remaining in the Stormwater Collection system will be trucked to an approved disposal site.

Once the materials have been removed from the site, the pad area will be washed down or swept.

Because all equipment is portable, and processing and storage areas are asphalt concrete, no further action will be necessary as part of decommissioning the site.

NOTIFICATION

Metro will be notified at least 60-days in advance of site closure. Notification will be performed in writing, and follow-up meetings at the facility will be held to present the plan for implementing site closure. Metro will be notified when site closure has been completed and provided the opportunity for final site inspection.

TABLES

TABLE 1
FACILITY AND EMERGENCY CONTACTS
WOOD WASTE MANAGMENT
PORTLAND, OREGON

EMERGENCY CONTACT INFORMATION		
Management Team	Phone	Mobile
Wood Waste Management Office	360-493-3370	
Janel Welch, Manager	360-253 8461	360 772 6323
Jonathan James, Operations and Safety Manager	360-253 8461	360-624-4064
Rick Franklin, Owner Representative	541-451-1275	
Emergency Contacts		
City of Portland BES	503-823-5600	
City of Portland Spill Hotline	503-823-7180	
Oregon Emergency Response System (OERS)	1-800-452-0311	
United States National Response Center (NRC)	1-800-424-8802	
CHEMTREC	1-800-424-9300	

TABLE 2
CURRENT IN-PLACE SITE BMPs
WOOD WASTE MANAGMENT
PORTLAND, OREGON

The following table describes the Best Management Practices (BMPs) currently in-place at Wood Waste Management.

BMP	BMP Type	Description of where and how BMP is used and Inspection and Maintenance Criteria	Evaluation and Maintenance Schedule for BMP
Employee Education Program	Operational and Source Control BMP	An employee education program is located in section 6.0, *Employee Education and Awareness.*	As needed, at least annually and within 30 days of hire
Spill Prevention and Response Measures Plan	Source Control BMP	This BMP consists of implementing a site-specific emergency response and spill prevention plan to instruct personnel and outline proper protocol for spill prevention and response. The Spill Prevention and Response Plan is presented in Section 4.3 of the SWPPP.	Update plan as required
Spill Prevention and Response Measures Kits	Source Control BMP	Spill kits are utilized to contain spills or accidental releases of significant materials and prevent impacts to stormwater quality. Spill kits are located at the empty drum storage area on the east side of the south end of the building as shown on Figure 2, and generally consist of granular absorbent, booms, and pads.	As needed, inspected at least monthly
Housekeeping - Clean and Orderly Work Environment	Operational and Source Control BMP	A clean and orderly work environment program consisting of several good housekeeping measures has been instituted at the facility to maintain the cleanliness of the site and minimize the risk of stormwater pollution or accidental release of waste or contaminants.	As needed, inspected at least monthly
Minimize Stormwater Exposure Program	Source Control BMP	Wood Waste Management utilizes BMPs to minimize the exposure to stormwater of pollutant sources, processing, and material storage areas. Minimizing exposure to precipitation is part of general good housekeeping practices.	As needed, inspected at least monthly

TABLE 2
CURRENT IN-PLACE SITE BMPs
WOOD WASTE MANAGMENT
PORTLAND, OREGON

The following table describes the Best Management Practices (BMPs) currently in-place at Wood Waste Management.			
BMP	**BMP Type**	**Description of where and how BMP is used and Inspection and Maintenance Criteria**	**Evaluation and Maintenance Schedule for BMP**
Significant Materials Secondary Containment	Operational and Source Control BMP	Secondary containment consists of storing most significant materials indoors, under cover, and inside site buildings. Spill palates and secondary containment with 110% of container or tank's capacity are provided for some materials.	As needed, inspected at least monthly
Oil and Grease BMPs	Operational and Source Control BMP	Oil and grease BMPs include spill response, inspections, catch basins, and absorbent materials. Catch basins are inspected at least monthly. Catch basins are Lynch-type that discharge stormwater from below the surface. Absorbent pads or drip pans are deployed when necessary. Leaking or leak prone vehicles and equipment are stored indoors if possible.	As needed, inspected at least monthly
Waste Chemicals and Material Disposal	Operational and Source Control BMP	Chemicals and waste chemicals are stored indoors or under cover with secondary containment. Recycling, and garbage are stored in covered bins. Disposal of significant materials, scrap metal, and other recyclable materials are contracted through an off-site recycling contractor.	As needed, at least semi-annually
Inbound Material Control Program	Operational and Source Control BMP	Wood Waste Management minimizes the risk of accepting materials that could be significant sources of pollutants by conducting inspections of inbound recyclable materials, checking loads and compartments, inspecting soils for odor, sheen, fuel, oil, or color, posting signs, and providing information and education to customers and suppliers of recyclable and unacceptable materials. Procedures include training employees responsible for inspections of recycled materials, rejecting non-recyclable materials, and disposing non-recyclable materials. Wood Waste Management also uses their website, takes phone calls, and provides onsite information.	As needed, inspected and reviewed monthly

TABLE 2
CURRENT IN-PLACE SITE BMPs
WOOD WASTE MANAGMENT
PORTLAND, OREGON

The following table describes the Best Management Practices (BMPs) currently in-place at Wood Waste Management.

BMP	BMP Type	Description of where and how BMP is used and Inspection and Maintenance Criteria	Evaluation and Maintenance Schedule for BMP
Supplier Notification Program	Operational and Source Control BMP	Wood Waste Management notifies major suppliers which scrap materials will not be accepted at the facility or will be accepted only under certain conditions.	As needed, inspected, and reviewed monthly
Material Stockpiles and Storage	Operational and Source Control BMP	Wood Waste Management minimizes contact of stormwater runoff with stockpiled materials, processed materials, and non-recyclable wastes. Recycling stockpiles are maintained on pervious surfaces or on concrete pads in approved locations. Material storage areas with potential liquids have spill kits with dry absorbent boom in close proximity.	As needed, inspected at least monthly
Recycling and Refuse BMPs	Operational and Source Control BMP	Wood Waste Management recycles plastic, paper, metal, waste oils, batteries, and antifreeze at the site to limit potential impacts to water quality. Containers for recycling and refuse are typically covered or placed under cover to limit potential for stormwater impact.	As needed, inspected at least monthly
Covered Site Dumpsters and Drop Boxes	Operational and Source Control BMP	Site dumpsters are equipped with lids or covers to limit precipitation to solid waste or debris. Covered dumpsters reduce the potential for impacts to stormwater quality.	As needed, inspected at least monthly
Covering Materials and Stockpiles	Operational and Source Control BMP	Covering materials and stockpiles reduces the potential for impacts to stormwater quality. In general accordance of BMP Plastic Covering, plastic covering provides immediate, short-term erosion protection to slopes and disturbed areas.	As needed, inspected at least monthly

TABLE 2
CURRENT IN-PLACE SITE BMPs
WOOD WASTE MANAGMENT
PORTLAND, OREGON

The following table describes the Best Management Practices (BMPs) currently in-place at Wood Waste Management.			
BMP	**BMP Type**	**Description of where and how BMP is used and Inspection and Maintenance Criteria**	**Evaluation and Maintenance Schedule for BMP**
Dust Generation and Vehicle Tracking of Industrial Materials BMPs	Operational and Source Control BMP	Dust control is managed by practicing good housekeeping measures, covering, sweeping and cleaning indoor areas, loading areas, and warehouse entrances, properly maintaining vehicles and equipment, and gravel. Wood Waste Management also uses a water truck for dust suppression.	As needed, inspected at least monthly
Erosion Control	Operational and Source Control BMP	Erosion control is managed via coverage of some of the site with asphalt pavement. Remaining pervious areas are typically stabilized with gravel or landscaping/vegetation. Landscaped areas are maintained to minimize erosion and sediment discharge to stormwater conveyance systems. If erosion control concerns are observed, corrective measures will be employed.	As needed, inspected at least monthly
Sediment Control	Operational and Source Control BMP	Sediment control is conducted by sweeping, the use of Lynch-type catch basins, pre-settling areas, and biofiltration swales. If sediment control concerns are observed, corrective measures will be employed.	As needed, inspected at least monthly
Debris Control	Operational and Source Control BMP	Debris control is managed by conducting regular landscape maintenance, providing accessible garbage containers indoors and outdoors, covering outdoor garbage containers, removing debris and litter when observed, sweeping operations areas, and utilizing Lynch-type catch basins. Stormwater discharge is inspected at least monthly for debris. If floating solids or debris are observed in stormwater discharge, the source will be investigated.	As needed, inspected at least monthly

TABLE 2
CURRENT IN-PLACE SITE BMPs
WOOD WASTE MANAGMENT
PORTLAND, OREGON

The following table describes the Best Management Practices (BMPs) currently in-place at Wood Waste Management.			
BMP	**BMP Type**	**Description of where and how BMP is used and Inspection and Maintenance Criteria**	**Evaluation and Maintenance Schedule for BMP**
Preventative Maintenance Program	Operational and Source Control BMP	A preventative maintenance program is located in section 4.4, *Preventative Maintenance*	As needed, inspected at least monthly
Proper Maintenance - Maintain Vehicles and Equipment - Preventative Maintenance	Operational and Source Control BMP	This BMP consists of proper maintenance and visual inspection of equipment and transportation vehicles to verify that they are not leaking oil and grease or other detrimental contaminants.	As needed, inspected at least monthly
Equipment and Vehicle Repair and Maintenance BMPs	Source Control BMP	Most equipment and vehicle maintenance and repairs are performed indoors and under cover in specifically designated areas.	As needed, inspected at least monthly
Leaking Vehicles or Equipment	Operational and Source Control BMP	Leaking or leak-prone vehicles or equipment are stored indoors if possible or removed from service until repaired. Absorbent pads or drip pans are deployed when necessary.	As needed, inspected at least monthly

TABLE 2
CURRENT IN-PLACE SITE BMPs
WOOD WASTE MANAGMENT
PORTLAND, OREGON

The following table describes the Best Management Practices (BMPs) currently in-place at Wood Waste Management.			
BMP	**BMP Type**	**Description of where and how BMP is used and Inspection and Maintenance Criteria**	**Evaluation and Maintenance Schedule for BMP**
Fueling BMPs	Operational and Source Control BMP	Fueling equipment is conducted throughout the site by a mobile fueling company. Fueling small equipment may be conducted by Wood Waste Management. Diesel fuel and gasoline are potential pollutants if fueling activities are not properly conducted and spills are not properly responded to. A preventative maintenance program is in place to minimize contamination of stormwater runoff from areas that are used for fueling. Fueling activities will be manned at all times and will be immediately ceased in the event of an accidental spill. Spill kits will be maintained in close proximity.	As needed, inspected at least monthly
Vehicle and Equipment Mobile Washing	Operational and Source Control BMP	Vehicle and equipment washing is conducted at the site by an outside vendor at designated locations. Wash water and rinsate is collected and properly disposed. A Wash plan is located in Appendix I.	As needed, inspected at least monthly
Asphalt Sweeping	Operational and Source Control BMP	Paved asphalt areas are periodically swept and cleaned. If significant sediment is observed in traffic lanes (greater than approximately 0.5 inches), sweeping will be conducted.	Inspected weekly. As needed, at least weekly
Absorbent Materials, Boom, and Pads	Operational Control BMP	Select areas are equipped with absorbent boom or pads to remove petroleum products and oil. Absorbent materials are used for cleanup and prevention. Absorbent materials will be replaced if coated with mud, saturated with product, or deteriorating.	inspected at least monthly. As needed, at least every other month

TABLE 2
CURRENT IN-PLACE SITE BMPs
WOOD WASTE MANAGMENT
PORTLAND, OREGON

The following table describes the Best Management Practices (BMPs) currently in-place at Wood Waste Management.			
BMP	**BMP Type**	**Description of where and how BMP is used and Inspection and Maintenance Criteria**	**Evaluation and Maintenance Schedule for BMP**
Detention Pond	Operational and Treatment Control BMP	**Inspection** Inspections should be performed as needed, after significant rain events, and at least monthly. Inspect detention pond for trash, debris, erosion, scouring, side slopes, bare areas, vegetation, and storage area. Inspect the outlet for clogging or debris. Also inspect for oil, gasoline, fuels, contaminants, or other pollutants. **Maintenance Criteria** Trash/debris: Remove trash and debris material. Erosion, scouring, or side slopes damage: for ruts or bare areas less than 12 inches wide, repair the damaged area by filling with soil or crushed gravel or re-grade detention pond. Bare areas and vegetation: Remove nuisance vegetation so that flow is not impeded. Remove maintenance vegetation or grass clippings. When vegetation or grass is sparse, bare, or eroded patches occur in more than 10% of the detention pond sides, or has smaller bare areas, determine why grass growth is poor and correct that condition. Over seed when bare spots are evident (greater than 2 square feet) or take plugs of grass from the upper slope and plant in the detention pond at 8-inch intervals. Removed leaves, dead vegetation, and branches as needed, but at least semi-annually. Trees: Trees should not hinder maintenance. Remove hazard trees. Storage Area Sediment: Accumulated sediment should not exceed 20% of the pond depth, or impede flow. Sediment and debris cleaned out annually and pond reseeded if necessary to control erosion. Pollution: Remove and properly dispose stained or contaminated soil, water, vegetation, or absorbent materials (used for cleanup) from oil, gasoline, fuels, contaminants, or other pollutants. Outlet: clogged with sediment or debris. Remove material so that there is no clogging or blockage in the outlet area.	As needed, inspected weekly and inspected and recorded monthly (Cleaning performed in summer or fall)

TABLE 3
SITE BMPs TO BE IMPLEMENTED
WOOD WASTE MANAGEMENT
PORTLAND, OREGON

The following table describes the Best Management Practices (BMPs) that Wood Waste Management intends to implement.

BMP	BMP Type	Description of where, when, and how BMP is used	Maintenance Schedule / Implementation

TABLE 4
SPILL REPORT FORM
WOOD WASTE MANAGMENT
PORTLAND, OREGON

The following table lists spills of significant materials at Wood Waste Management including hazardous substances, petroleum, or hydrocarbon-based products in excess of reportable quantities. Photocopy this form as needed for additional spills or releases.	
Date and Time of Spill or Release	
Type of Material Spilled	
Location of Spill	
Quantity of Material Spilled	
Reason For Spill	
Reportable Quantities: If Spill Exceeded List Time and Name of Agency Notified	
Describe Response Procedures	
Describe Preventative Measures Taken to Prevent Further Spills	

TABLE 5
MONTHLY FACILITY INSPECTION FORM
WOOD WASTE MANAGEMENT
PORTLAND, OREGON

The following table describes the monthly facility inspections performed at Wood Waste Management. The inspections are conducted to verify that important elements of this plan are in place and working properly to limit pollution of stormwater runoff from the site. Photocopy this page for additional inspection entries as needed.

Location	General Condition (Describe, condition, damage, sheens, or pollution)	Corrective Action or Cleaning Required? (Describe)
Spill Kits - Present and Stocked: (Yes/Ok/No)		
Yard Front Parking Areas: Storage Bins: Unloading Areas and Processing Areas:		
Inspect for debris, stains, erosion, sediment buildup, areas that need sweeping, exposed materials, or other pollutants.		
Maintenance Areas: Fueling Area: Equipment & Trucks and Parking Areas:		
Inspect for debris, stains, erosion, areas that need sweeping, exposed materials, or other pollutants.		
Washing Area:		
Inspect for debris, sediment, oil, grease, sediment, soaps, residue, or other pollutants.		
Vehicles and Equipment:		
Inspect onsite vehicles for signs or evidence of leaks. Other indicators of pollution?		
Dumpsters and Garbage Bins:		
Is there any trash or debris surrounding dumpsters or bins? Are lids present and operational? Are dumpsters and bins damaged or rusting? Any signs of leaking? Other indicators of pollution?		
Entrances and Exits:		
Any tracking that needs cleanup? Tracking: is there any tracking offsite?		
Indoor Areas: Significant Material Storage, Containers, Secondary Containment Areas: Any damage to containers, containment, stains? Cleaning or repair needed?		

TABLE 5
MONTHLY FACILITY INSPECTION FORM
WOOD WASTE MANAGEMENT
PORTLAND, OREGON

Location	General Condition (Describe, condition, damage, sheens, or pollution)	Corrective Action or Cleaning Required? (Describe)
Stormwater Detention Pond Condition: Inspect the inlet for clogging or debris. Inspect stormwater detention pond for trash, debris, floating materials, erosion, scouring, side slopes, channeling, bare areas, sediment buildup, clogged inlet, damaged items, or safety hazards. Also inspect for sheen, oil, gasoline, fuels, contaminants, or other indicators of pollution. Document vegetation height, survival rates, bare areas, presence of animals birds, sediment and water level (Table 6, *Stormwater Observations and Discharge Log* .)		
Stormwater Detention Pond Maintenance Criteria Trash/debris: Remove trash and debris material. Erosion, scouring, or side slopes damage: for ruts or bare areas less than 12 inches wide, repair the damaged area by filling with soil or crushed gravel or re-grade detention pond. Bare areas and vegetation: Remove nuisance vegetation so that flow is not impeded. Remove maintenance vegetation or grass clippings. When vegetation or grass is sparse, bare, or eroded patches occur in more than 10% of the detention pond sides, or has smaller bare areas, determine why grass growth is poor and correct that condition. Over seed when bare spots are evident (greater than 2 square feet) or take plugs of grass from the upper slope and plant in the detention pond at 8-inch intervals. Removed leaves, dead vegetation, and branches as needed, but at least semi-annually. Trees: Trees should not hinder maintenance. Remove hazard trees. Storage Area Sediment: Accumulated sediment should not exceed 20% of the pond depth, or impede flow. Sediment and debris cleaned out annually and pond reseeded if necessary to control erosion. Outlet: clogged with sediment or debris. Remove material so that there is no clogging or blockage in the outlet area. Pollution: Remove and properly dispose stained or contaminated soil, water, vegetation, or absorbent materials (used for cleanup) from oil, gasoline, fuels, contaminants, or other pollutants. (Record damaged items and replacement or repair. Record replacement, weeding and mowing. Record resolution activities)		
General Comments:		
Date, Weather Conditions: **Inspectors:**		

(Spills, stains, or other industrial activities that may have impacts to stormwater should be brought to the attention of the Manager or the Operations and Safety Manager.
Any corrective action or BMP implementation should be documented.)

TABLE 6
MONTHLY STORMWATER OBSERVATIONS AND DISCHARGE LOG
WASTE MANAGEMENT
PORTLAND, OREGON

Stormwater is contained onsite, recycled onsite, or disposed offsite unless otherwise noted as below.
Discharge to the City of Portland's storm sewer system (ditch on south side of property) is monitored by conducting inspections at the overflow pipe and the stormwater detention pond for capacity.
Stormwater in the detention pond is monitored for Floating Solids, Foam, Color/Discoloration, Odor, Oil and Grease Sheen, or other obvious indicators of pollution.
If yes to any of the above listed observations or signs of pollution, investigate the source, take appropriate actions.

Month: _____ Day	**Water Level In Feet Below Overflow Pipe**	**Stormwater Discharge to City (Yes/No)**	**Indicators of Pollution in Detention Pond (Yes/No)**	**Pumped and Trucked Offsite? (approx. gallons)**
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Notes: _____

TABLE 7
MONTHLY BMP LOGS
(SITE CLEANING, MAINTENANCE, CLEANING, ETC.)
WOOD WASTE MANAGMENT
PORTLAND, OREGON

Month _____		
BMP	**Description of BMP maintenance or cleaning and location**	**Date**
General Housekeeping:		
Minimize Exposure Cover/Move Indoor/ Coating:		
Erosion/Landscape/ Asphalt Repair:		
Facility/Interior Cleaning:		
Yard Cleaning:		
Line Cleaning/Catch Basin Cleaning:		
Catch Basin Filters:		
Absorbent Materials Deployment or Replacement:		
Entry or Exit Maintenance or Cleaning:		
Detention Pond Maintenance or Cleaning:		
Outdoor Sweeping: Manual or Machine		
Other:		

rev 3-15-19

TABLE 8
EMPLOYEE EDUCATION AND TRAINING
WOOD WASTE MANAGEMENT
PORTLAND, OREGON

The following table describes employee education, training and review at Wood Waste Managment. Copy this page for additional documentation of training activities as required.		
Personnel	**Education, Training or Review Practice**	**Frequency**
Manager or Operations and Safety Manager	Review implementation of BMPs. Evaluate overall performance of the Facility Operations Maintenance and Pollution Prevention Plan.	As needed (at least annually)
Manager or Operations and Safety Manager	Review and revise Facility Operations Maintenance and Pollution Prevention Plan as necessary, including reporting tables, forms, and record keeping procedures.	As needed (at least annually)
Manager or Operations and Safety Manager	Information review: Research new BMPs and stormwater management products or technology to keep informed of innovative procedures or new industry developments.	At least annually and within 30 days of hire
Employees Handling Significant Materials	Discuss site inspections, safety procedures, spill procedures, and proactive measures to limit potential impacts to water quality.	At least annually and within 30 days of hire
All Employees (excluding office staff)	Read and become familiar with the Facility Operations Maintenance and Pollution Prevention Plan and its contents. Meet to discuss industrial exposure of stormwater, preventative maintenance, material management practices, spill prevention, spill control, spill response, visual monitoring, record keeping, good housekeeping, safety, and BMP implementation and effectiveness.	At least annually and within 30 days of hire

Documentation of Employee Training and Education Meetings

Date of Meeting:

Topics Discussed:

Meeting Attendees:

Name, print: Signature: Date:

TABLE 9
INVENTORY OF SIGNIFICANT ONSITE MATERIALS
WOOD WASTE MANAGEMENT
PORTLAND, OREGON

The following table lists significant materials handled, treated, stored, or consumed of at the site.
Materials are generally stored indoors or under cover.
Materials that pose environmental concerns if spilled are listed below.

Material	Storage Location Method of Storage	Quantity Onsite	Describe Potential Means of Contact With Stormwater
Gasoline	5-gal container: Shed / Equipment	5 Gallons	Accidental Spill or Release
Diesel Fuel	5-gal container: Shed / Equipment	5 Gallons	Accidental Spill or Release
Gear Oil	1-gal container/: Shed / Equipment	5 Gallons	Accidental Spill or Release
Grease	Tube or bucket: Shed / Equipment	100 tubes	Accidental Spill or Release
Hydraulic Fluid	1-gal container/: Shed / Equipment	5 Gallons	Accidental Spill or Release
Motor Oil	1-gal container/: Shed / Equipment	5 gallons	Accidental Spill or Release
Raw Wood Debris and Yard Waste	Industrial Area at Center of Site	Varies	Precipitation Leaching
Rock Products (gravel and sand)	Product Storage Bins Along West Property Boundary	Varies	Precipitation Leaching
Soil Products and Compost	Product Storage Bins Along West Property Boundary	Varies	Precipitation Leaching
Wood Chip Products (bark dust, chips, and nuggets)	Product Storage Bins Along West Property Boundary	Varies	Precipitation Leaching

FIGURES

APPROXIMATE SITE BOUNDARY
WOOD WASTE MANAGEMENT

NOTES:
1. SITE IS APPROXIMATELY 2.4 ACRES IN SIZE.
2. BASE **MAP** OBTAINED FROM GOOGLE EARTH.

WOOD WASTE MANAGEMENT
7315 NE 47TH AVENUE
PORTLAND, OREGON

SITE LOCATION MAP

FIGURE
1

FIGURE 2

SITE PLAN

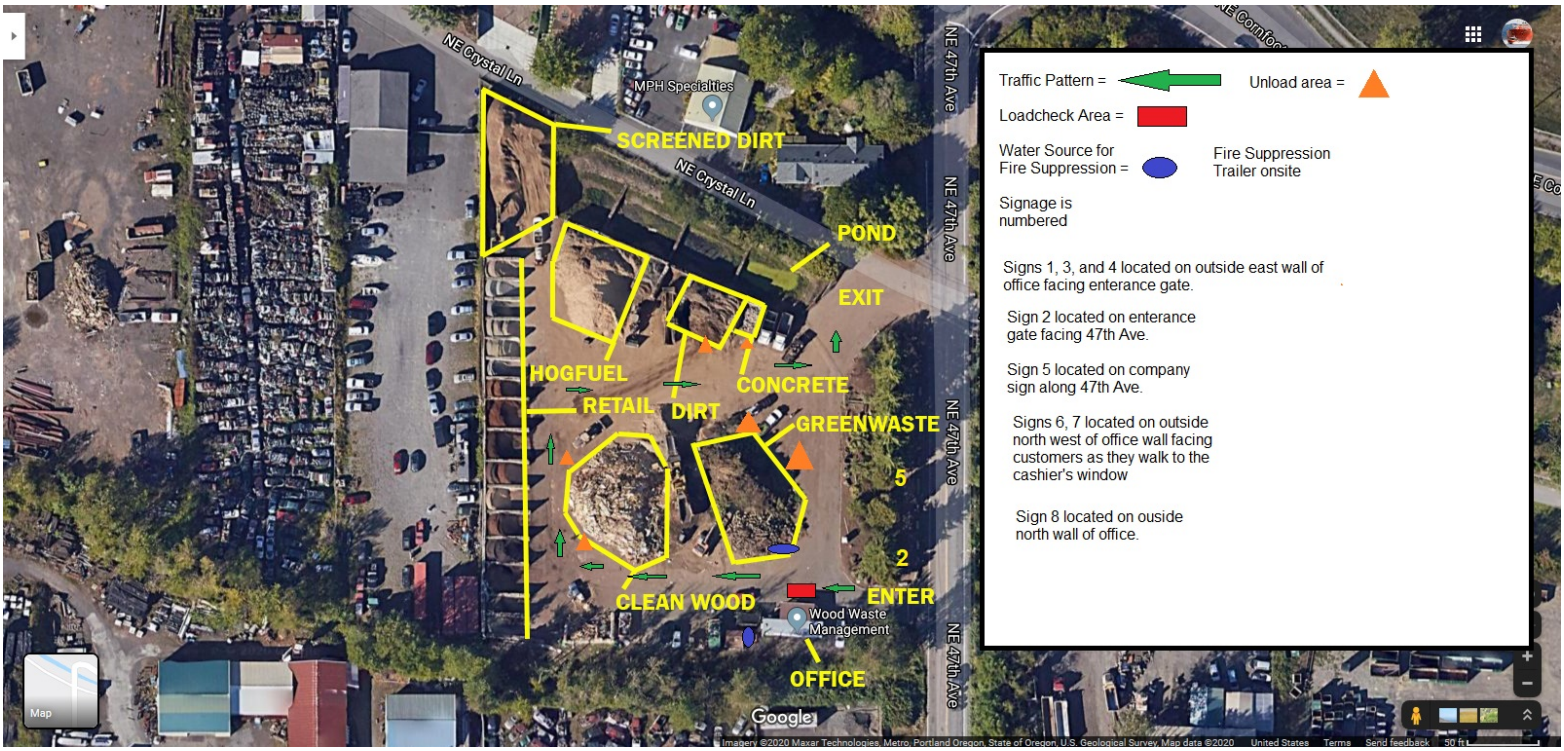

FIGURE 3

SIGN 1

FIGURE 4

SIGN 2

FIGURE 5

SIGN 3

FIGURE 6

SIGN 4

FIGURE 7

SIGN 5

FIGURE 8

SIGN 6

FIGURE 9

SIGN 7

FIGURE 10

SIGN 8

APPENDIX A
FOM & PPP Revisions Log

FOM & PPP REVISION LOG
WOOD WASTE MANAGMENT
PORTLAND, OREGON

Review of the FOM & PPP should be completed at least annually.		
Date	**Reason for Review, Revisions, or Addendum**	**Summary of Issues and Changes. Indicate "None" if no changes were made**
9/15/2019	Updates	FOM&PPP text and Table 2
10/7/2019	Updates	Pages i to 18; updated inbound material control program
10/30/2019	Updates	Added 1a. and updated 3 for Procedures for inspecting clean fill, Procedures for inspecting inbound wood.
3-10-2020	Metro Request	Description of the types of materials accepted
3-10-2020	Metro Request	Description for managing waste and other materials.
3-10-2020	Metro Request	Procedures for inspecting yard debris
3-10-2020	Metro Request	Description of the general markets for the materials recovered at the facility
3-10-2020	Metro Request	Procedures for measuring and keeping records of materials
3-10-2020	Metro Request	Procedures for odor mitigation and managing complaints
3-10-2020	Metro Request	Procedures for controlling and minimizing nuisances and other off-site impacts
3-10-2020	Metro Request	Emergency Action Plan (appendix K)
3-10-2020	Metro Request	Closure Plan
3-11-2020	Metro Request	Update site plan to show signage, inspection zone, and traffic pattern

APPENDIX B
FOM & PPP Revisions or Addendums

APPENDIX C
Completed Monthly Facility Inspections Forms

(Available onsite, recorded on hard copy only)

APPENDIX D
Completed Monthly Stormwater Logs

(Available onsite, recorded on hard copy only)

APPENDIX E
Completed Monthly BMP Logs
(Site Improvements, Maintenance, and Cleaning, etc.)

(Available onsite, recorded on hard copy only)

APPENDIX F
Completed Spill Reports

(Available onsite, recorded on hard copy only)

APPENDIX G
Employee Training Records

(Available onside, recorded on hard copy only)

APPENDIX H
Subcontractor Mobile Fueling Plan

TYREE OIL INC.

ON SITE FUELING & SPILL PREVENTION

DRIVER TRAINING

All Tyree Oil fuel drivers go thru several weeks of training. All new employees ride with a Experienced Tyree Oil driver. The training the employee receives pertains to what the new drivers job will be, example would be if the job is fleet fueling then the training would focus on fleet fueling procedures.

New Tyree oil drivers will receive General Awareness, Safety, in-Depth Security training within the first 90 days of employment.

When the driver trainer says the new employee is trained and ready to go out on their own a Tyree Oil Supervisor will ride along with the New Driver to make sure they are properly trained and follows all the correct procedures pertaining to this job.

PRE-TRIP VEHICLE INSPECTION

All Tyree Oil Drivers are trained the correct way to perform a pre-trip inspection on the vehicle they will be driving. This includes making sure the vehicle is safe to drive, knowing the proper way to fill outa DVIR if there is a deficiency. The pre-trip also includes making sure that the truck has all the need equipment to fulfill what the drivers job consists of.

ON SITE FUELING

Prior to leaving Tyree Oils Yard the driver will double check with dispatch to make sure they have the correct information they need to fuel all the equipment at all customers locations.

Once at the customers location the driver will pre- inspect the fueling site to make sure that there are no spills prior to fueling. If there is a prior spill the driver needs to contact someone at the customers location and have them come and look at the spill. The driver also needs to contact his dispatcher and inform him of the spill. Take pictures, and document the spill.

1744 NE Diamond Lake Blvd Roseburg, OR 97470
(541) 673-6215

341 Newmark Sl
North Bend, OR 97459
(541) 756-9776

229 Port Dock Rd
Reed sport, OR 9746 7
(541) 271·2 411

Once set up and ready to fuel, the driver will make sure that they follow all procedures in the correct order to make sure that they fill all equipment properly and safely. An important part of fleet fueling is to make sure the driver has all the information the customer requires on all paperwork.

ON SITE EMERGENCY-SPILL

1. Stop the flow of the fuel. (close internals. Shut off PTO, truck, whatever it takes to stop the fuel.)
2. Secure the location for safety of yourself, and the public.
3. Check for drains/catch basins that the spill could reach, dike, or cover drains to keep product from reaching the storm drains.
4. Place absorb pads, and booms to start the cleanup. If need use dirt to berm up any flowing product.
5. Contact key personal on site
6. Contact your dispatch to inform them of the spill. If needed Tyree Dispatch will contact key personal for cleanup. If driver cannot reach dispatch all Tyree Oil vehicles have an Tyree Oil Emergency Response Manuel with all the phone numbers needed incase of an emergency.
7. No matter how big the spill is the driver must fill out the "Spill Incident Report" that is located in the spill response manuel.

1744 NE Diamond Lake Blvd Roseburg, OR 97470
(54i) 673-6215

341 Newmark St
Notih Bend, OR 97459
(541) 756-·9776

229 Port Dock Rd
Reed sport, OR 9746 7
(541) 271-2411

APPENDIX I
Wash Plan

VEHICLE AND EQUIPMENT WASH PLAN

WOOD WASTE MANAGMENT
7315 NE 47th AVENUE
PORTLAND, OREGON

Wood Waste Management currently subcontracts mobile washing to:

Fleet Wash
1-800-847-3735

Specific Training, BMPs, Source Controls, and Spill Procedures for Mobile Washing

Employee Training: Wood Waste Management trains employees to notify the onsite Manager of any spills, foam, soaps, or sediment build up from washing activities.

Washing personnel will be trained on chemical use, safety, waste disposal practices, pre and post inspections, and water quality protection.

BMP Procedures: The following BMPs will be used to limit pollutants discharged from mobile washing activities and improve the efficiency of the process:

1. Before performing any washing activities, the mobile washer will determine how wastewater will be collected and disposed.
2. Observe the slope of the ground at the wash area and identify where wash water can be contained for collection to limit release of pollutants from the collection point or into the stormwater conveyance system.
3. Vehicle or equipment washing will be performed on an impermeable surface.
4. Containment will be put in place before washing begins.
5. Mobile washer will not wash if proper plugs, seals, pumps, and collection systems are not available and installed.
6. Mobile washers will use biodegradable detergents or wash without cleaners.
7. Sump pumps will be used to remove wash water from low areas or catch basins and divert it into a holding tank.
8. Wash water at Wood Waste Management will be collected from designated wash water areas.
9. Prior to washing and related cleaning activities the mobile washer will inspect the equipment, trailer, vehicle, or item to be washed for oils, leaks, flaking paint, or any other potentially hazardous materials.
10. Minimize the amount of wastewater generated by using high pressure, low volume washing techniques and equipment.
11. Thoroughly rinse washing areas and collect water and residue.
12. Solids and other debris should be collected from washing areas and catch basins and properly disposed to limit site contamination.
13. Wash water will be disposed in onsite sanitary sewer system.
14. Sediment will be properly disposed off-site.

15. A post-wash inspection will be performed after cleaning is complete to verify wash water or residues do not remain in washing area.

Spill Procedures:

If a spill of occurs, refer to the Spill Prevention and Response Section of the FOM & PPP SWPCP (Section 5.0) and:

1. Stop the source of the spill immediately;
2. Contain the spill until cleanup is complete;
3. Use containment booms if the spill may reach a storm drain or the detention pond;
4. Cover a liquid spill with an absorbent material;
5. Dispose cleanup materials properly; and
6. Do not use emulsifiers or dispersants.

For catastrophic emergencies involving hazardous materials and potential impacts to human health, call 911 immediately. The following entities or agencies should also be notified of spills of significant quantity:

City of Portland Spill Hotline, 503-823-7180
Oregon Emergency Response System (OERS), 1-800-452-0311
United States National Response Center (NRC), 1-800-424-8802
City of Portland, Bureau of Environmental Services, 503-823-7180

APPENDIX J
Agency (City of Portland/Oregon DEQ) Correspondence

APPENDIX K

Emergency Action Plan

Policy Statement

Wood Waste Management, will provide its employees and other personnel with a clear plan for emergencies such as evacuation, medical, fire, severe weather or any other emergency that may occur at our facility. WWM will ensure that all employees, visitors, and other personnel are kept as safe as possible and out of harms way. The Emergency Action Plan will comply with applicable emergency action regulations.

Facility Evacuation

When an evacuation of the facility is ordered all production must cease immediately, except for material/product already started through equipment. All employees must follow their roles outlined in the following plan. Evacuations must be done in an orderly fashion at a rapid walking pace. Evacuation routes and alternate routes are marked on the attached site map.

Conditions for Evacuation

Emergencies that require an evacuation of the facility include:

- Fire
- Explosion
- Flood
- Earthquake
- Hurricane
- Tornado
- Toxic material releases
- Radiological and biological accident
- Civil disturbance
- Workplace violence

Some emergencies will require unique evacuation procedures in addition to the standard evacuation procedures.

Evacuation Procedures and Routes

Visitors

Visitors will be accounted for following an evacuation and may need additional assistance when exiting. All visitors and contractors will check in at the site office when entering the workplace. The hosts of visitors, evacuation monitors, and designated assistants in the area where visitors are located at the time of an evacuation will help visitors safely evacuate.

Evacuation Route Maps and Assembly Areas

Evacuation route map will be posted conspicuously in the site office. Copies are attached to this Plan. The following information is marked on the evacuation map:

- Emergency exits
- Primary and alternative evacuation routes
- Locations of fire extinguishers
- Location of fire hoses
- Location of fire boxes
- Employee assembly areas

All employees will be trained to locate and follow the evacuation plan for their work areas.

Evacuation Signal

The order to evacuate will be given over the company radio system and the company cell phones issued to employees. The order will also be given over the CB to notify any drivers from other companies on the property of the evacuation. Once you are aware of the danger please inform all others that you pass on your way to the evacuation point. Table 1 provides the roles and contact information for the administration of the Evacuation Plan.

Task	Contact Person	Floor/Area	Contact Information
Evacuation Plan Administrator	Jonathan James	Facility Wide	Work**: (360) 624-4064**
Facility Manager	Rick Franklin	Facility Wide	Work: 541-541-1275 Cell: 541-401-4001
Operations Manager	Jonathan James	Facility Wide	Work: 360-624-4064
Yard Monitor	Santos Cammel	Yard	Work: (971) 202-8832

Plan Administrator: The Plan Administrator will:

- Order an evacuation
- Coordinate an orderly evacuation of personnel.
- Ensure that an accurate head count is made of personnel after the evacuation to the designated area(s).
- Determine a rescue method to locate missing personnel.
- Provide the fire response personnel with the necessary information about the facility.
- Perform adverse weather assessments and coordinate office emergency closing procedures due to adverse weather.
- Ensure that designated evacuation monitors and special needs assistants have received adequate information and training for performing their tasks.
- Post evacuation routes in a location in office or work area and indicate present location on the building layout.

Facility Manager: The Facility Manager will ensure that basic utility services (e.g., communications, water, electric, waste disposal) and critical equipment remain in service, or reestablish service that has been interrupted.

Operations Manager: The Operations Manager will:

- Respond to emergencies to provide control of vehicles and personnel.
- Coordinate with the officer in-charge at the scene.
- Prevent unauthorized entry into the facility and loss or theft of property.

Evacuation Monitor: The Evacuation Monitor(s) must:

- Ensure that personnel move to a safe area after an evacuation signal or a shelter signal is sounded.
- Ensure the safe flow of personnel along approved evacuation routes.
- Check assigned area to ensure personnel have evacuated the area.
- Assist persons with disabilities in accordance with preplanned procedures.
- Recognize the presence of potential hazards and know the Facility Evacuation Plan in order to provide appropriate direction to personnel.
- Report any employees or visitors missing to the onsite emergency response personnel.
- Assist in preventing unauthorized entry into the facility and loss or theft of property.
- Cooperate with all emergency personnel.
- Provide appropriate instructions when an emergency no longer exists and it is safe for personnel to return to vacated buildings or facilities.

Supervisors will:

- Review the Evacuation Plan and the posted evacuation routes with his/her employees, and review any suggested changes in either the employee's responsibilities or changes in the Plan.
- Ensure that an evacuation procedure has been preplanned when a person with disabilities is assigned to a duty location for the first time, and assign the individual to a designated assistant where needed.
- Prepare a specific written procedure for any critical operation that would delay evacuation.
- When an evacuation occurs, ensure that all employees are accounted for.

Employees: Employees will:

- Know the evacuation procedure applicable to each of their work location to ensure their individual safety in the event of an emergency.
- Employees on ground will carry a handheld radio
- Be familiar with secondary exit route in case primary exit route is blocked.
- Assist anyone along the approved evacuation routes to a safe area.
- Report to the Evacuation Monitor once outside the facility and in designated area (outside of entry gate) until told to report to a shelter area or that the facility is safe to re-enter by Cowlitz Valley Compost Management. Do not go to personal vehicles or leave the area until you are released.
- Some employees must remain briefly at their workstations to stop equipment or monitor important functions. Below are directions for various positions:
    - Any employee operating stationary equipment must shut the machine down by the normal procedure. Turn off the main electrical switches and evacuate the property.
    - Any employee operating rolling stock must park at their current location immediately. They will then evacuate on foot.
    - Office staff must immediately stop work and evacuate.

- Retail employees will close the retail area and escort all customers to the evacuation area.
- All truck drivers must park at their current location immediately. They will then evacuate on foot.

Plan Review and Update

The Evacuation Plan will be reviewed annually and updated when:

- New hazards are identified or existing hazards change
- There are changes to the facility layout or infrastructure
- There are changes to emergency action and evacuation procedures

Definitions

Exit—the portion of an exit route that is generally separated from other areas to provide a protected way of travel to the exit discharge. An example of an exit is a 2-hour fire resistance- rated enclosed stairway that leads from the fifth floor of an office building to the outside of the building.
Exit route—a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety (including refuge areas). An exit route consists of three parts: the exit access; the exit; and the exit discharge. (An exit route includes all vertical and horizontal areas along the route.)
Medical emergency—a sudden onset of a condition with acute symptoms requiring immediate medical care and includes such conditions as heart attacks, cardiovascular accidents, poisonings, loss of consciousness or respiration, convulsions or other such acute medical conditions.

Person (Individual) with disabilities—someone who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

Physical or mental impairment—any physiological disorder, or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems including neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito- urinary, hemic and lymphatic, skin, and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Discovery of Emergency

The types of emergencies to be reported by facility personnel are:

- Medical

- Fire
- Severe weather
- Bomb threat
- Chemical spill (hazardous)
- Extended power loss

Any person who discovers a fire or other emergency must report it immediately to their supervisor. If their supervisor cannot be reached contact the Operations Manager. Once this is done follow the procedures below for the given situation.

General Escape Procedure

1. When the emergency procedure is activated, shut off/down equipment you are operating and evacuate according to the designated primary routes or alternative routes to the predetermined assembly areas, or as directed by an Evacuation Monitor. In the absence of a Monitor, supervisory personnel will assume the Monitor duties. All designated primary and alternative routes are posted in work areas.
2. After personnel are evacuated and have reached the assembly areas, the Evacuation Monitor(s) or designated supervisors will conduct a thorough head count of all personnel. The name(s) of any missing persons and suspected locations of unaccounted or injured people will be immediately communicated to the Operations Manager, or appropriate person.
3. Remain in the assembly areas until proper authorities have given the “all clear” signal. DO NOT go to personal vehicles before the “all clear” announcement has been given.

Medical Emergency

When a medical emergency (injured or ill worker) is discovered, follow this sequence of events:

***If at any time you feel 911 should be called, do so.**

1. Immediately notify area supervisor and/or Operations Manager.
2. If 911 has been called send someone to the front entrance to escort the rescue units to the scene of the emergency.
3. If there is a person who has received first-aid training nearby, contact him or her for immediate assistance.
4. Stay with the ill/injured person and do what you can to keep him/her comfortable until medical assistance arrives. Do not move the injured person unless in immediate danger.

Wood Waste Management has not designated personnel to respond to medical emergencies. That is to say, “first aid is not a part of any employee’s job.” The company will not discipline employees who refuse to respond in case of medical emergency. The company would prefer that professional medical

personnel handle medical emergencies. In the same spirit, the company will not discipline any employee who responds, as a “Good Samaritan.”

First Aid Kits are located in various areas throughout the facility and are managed by the Operations Manager.

Fire Prevention

The following precautions must be exercised to minimize the risk of a fire emergency:

- We are a tobacco free company.
- Never light torches with open flames.
- When torch cutting, welding or performing other types of hot-work:
  - wet the area prior to and immediately following the hot work;
  - keep water available and close at all times during the hot work; and
  - All hot work will be conducted in the gravel parking area unless requested and approved by the Operations Manager.
- Immediately clean all incidental minor spills of flammable or combustible fluids—such as gasoline, diesel and oil.
- Daily, place all rags, sawdust and other materials saturated with flammable/combustible liquids in metal containers.
- Place clothing, which has been saturated with flammable/combustible liquids, either in a metal container or take it to the laundry.
- Remove accumulations of woody debris on a daily basis.
- Ensure that all electrical service is enclosed in cabinets, with covers securely closed.
- Use wire or plastic covers on lamps to prevent breakage
- Immediately report any accumulations of flammable/combustible waste or sources of ignition to the supervisor.
- Loaders radiators are to be air hosed at least once per shift in the winter and twice per shift in the summer.

Fire Emergency

If an employee discovers a fire:

1. Immediately notify area supervisor. If you have a company radio do this by stating where and what is on fire, two times over the company radio.
2. Start fighting the fire with a fire extinguisher or fire hose located of fire wagon if you feel comfortable doing so.
3. Evacuate all employees from the area that are not involved in fighting the fire.
4. If the fire does not slow down and you are unable to extinguish it designate a person to call 911 for assistance. Also designate a person to activate the evacuation plan.

5. Those fighting the fire must evacuate once; the fire fighters arrive, a structure becomes unstable, or the fire is too large or dangerous.

Explosion Emergency

If an employee sees an explosion:

1. Immediately activate the emergency procedure by CB and company radio.
2. If trained and authorized to extinguish fires, attempt to extinguish the developing fire if the employee determines it is safe to do so.
3. If unable or untrained to extinguish the fire because it is too out of control, close—but DO NOT lock—the door if there is one and go to the evacuation assembly area.

All other employees will follow the general evacuation procedures for all emergencies. If the primary escape route is blocked, proceed to the secondary escape route. If all escape routes are blocked with smoke, fire, or impassible objects:

1. Shelter in place in an enclosed room or other area that is free of smoke and fire, if possible.
2. Shut—**but do not lock**—doors behind you. This will help smother the fire, or block the flow of fumes, gases, or smoke.
3. Stay low to the ground if near smoke and fire.
4. Use any means possible to get the attention of rescuers, including calling 911 on fixed phones or cell phones if functioning, banging on walls, yelling, and other loud noises.
5. Do not move from the shelter area until directed by rescuers.

Power Outage

In the event of a power outage, an Evacuation Monitor(s) will instruct facility occupants to take the correct course of action depending upon the anticipated length of the outage.

During electrical outages due to severe weather, facility occupants will be requested to stay in the facility until the weather improves. If the weather is not severe, Wood Waste Management may make the decision to close the facility if it appears to be a prolonged outage.

If personnel are in an unlighted area at the time of the outage, they will proceed cautiously to an area that has emergency lights if so directed by an Evacuation Monitor or supervisor. Otherwise, personnel will remain in place until help arrives.

Hazardous Chemical Spill

Although very unlikely, the possibility of a significant spill of hazardous chemicals must be considered. Should a chemical spill happen, it is most important to keep spillage from entering the stormwater system. Most chemicals are located where spillage will be naturally contained in the storage area.

Small Spill

Small contained spills of 50 gallons or less will be absorbed and disposed of on site. Anyone who observes a spill must immediately notify their supervisor. The supervisor will arrange for the spill to be absorbed and lifted. Evacuate all personnel not trained in emergency spill response from the immediate work area where the spill is contained. Do not permit anyone to enter the spill area, touch or otherwise contact the spilled material, or place him or herself at risk unless they have appropriate training and personal protective equipment.

Large Spill or Gas Emissions

If the spill is more than 50 gallons professional assistance is needed to absorb and dispose of the material. Employees must notify their supervisor immediately. The supervisor will arrange to contain the spill. We have absorbent materials on site for use as temporary dams to accomplish this. The spill must be contained until the professional assistance arrives and takes control of the cleanup efforts.

If the spill emits toxic or noxious gases evacuate the entire facility or building. Make sure that assembly areas are relocated or moved upwind of the spill. The immediate supervisor will contact the main office that will contact outside agencies including any of the fire, police, emergency medical, health, or emergency management departments if the chemical spill is large. The Facility Manager will also contact the federal and state spill hotlines if at any time during the response the Facility Manager determines that the spill or release represents a hazard to the environment or community.

Bomb Threat

All employees will be evacuated from the facility in the event of a bomb threat. Following are the general procedures for handling a bomb threat called in over the phone:

1. Notify 911 if instructed to by supervisor. If contacting 911, do as instructed by the authorities.
2. Immediately after above notification, complete the Bomb Threat Report as completely and as accurately as possible. (see attached)
3. After completion of the Bomb Threat Report, go to the evacuation assembly area location until Emergency services arrives. They will interview you regarding the call and take your completed Bomb Threat Report.

Severe Weather and Natural Disasters

In the event of severe weather or other natural disaster, all employees will be instructed to follow the specific procedures for each type of natural event. See the attachment for severe weather.

Shelter-in-Place

In the event of an off-site hazardous chemical release or other event that makes an evacuation of the facility dangerous or impossible, employees will take shelter in place until it is safe to evacuate.

Evacuation Monitors and Designated Assistants will perform the duties for shelter-in-place procedures.

Employees, visitors, and other personnel will be notified to take shelter in place by Emergency Notification Procedure. Shelter-in-place areas are Office, Enclosed loader cab if site office is out of reach.

See attachment for the shelter-in-place procedures.

Critical Operations

Any critical operations or processes that must be shut down or inactivated before an evacuation is completed will be the responsibility of the person operating that particular piece of equipment.

Training

The Operations Manager will train all Evacuation Monitors and Designated Assistants to assist in the safe emergency evacuation and to conduct a thorough post-evacuation accountability of all personnel.
Monitors will be trained in the complete workplace layout and various alternative escape routes if the primary evacuation route becomes blocked. The Operations Manager will train employees designated to perform emergency shutdowns how to recognize when to abandon the operation or task and evacuate themselves before their exit route is blocked.

The Operations Manager will review the Plan with all employees:

- When the Plan is implemented
- Whenever the designated actions or responsibilities of personnel covered under the Plan change
- Whenever the Plan is changed

Evacuation Drills

All employees will participate in evacuation drills as follows:

A full evacuation drill for all personnel will be held once per year.

- When the call on the radio or in person is made.
- Proceed to the designated assembly area. Do not go to cars or otherwise leave the assembly area until notified to do so by proper authorities.
- After the drill, employees will be reminded to know their alternate exits.

Recordkeeping

A record of evacuation training for employees will be maintained for three (3) years in the Operations Mangers office.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/8/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ward Insurance Agency Inc. PO Box 10167 Eugene OR 97440	**CONTACT NAME:** Mindi Crawford **PHONE (A/C, No, Ext):** 541-687-1117 **FAX (A/C, No):** 541-342-8280 **E-MAIL ADDRESS:** mindi@wardinsurance.net
INSURED WOODWAS-02 Wood Waste Management 7315 NE 47th Ave Portland, OR 97218	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** Alaska National Insurance Co. **INSURER B :** Harleysville Insurance Company **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 885560467 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR X WA Stop gap GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:			19KPS11023	11/1/2019	11/1/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Washington Stop Gap	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ Included
A	AUTOMOBILE LIABILITY X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY			19KAS11023	11/1/2019	11/1/2020	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	[ ] UMBRELLA LIAB [X] OCCUR X EXCESS LIAB [ ] CLAIMS-MADE DED X RETENTION $ 10,000			19KLU11023	11/1/2019	11/1/2020	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000 $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
B	LEASED, RENTED EQUIPMENT			CIM-9583AD	11/1/2019	11/1/2020	LIMIT: DEDUCTIBLE:	500,000 5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance.

CERTIFICATE HOLDER

Proof of Insurance

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Att. E

05-138220 PR

Department of Environmental Quality
LAND USE COMPATIBILITY STATEMENT (LUCS)

State of Oregon Department of Environmental Quality

WHAT IS A LUCS? The Land Use Compatibility Statement is the process used by the DEQ to determine whether DEQ permits and ~~office~~ approvals affecting land use are consistent with local government comprehensive plans.

WHY IS A LUCS REQUIRED? Oregon law requires state agency activities that impact land use be consistent with local comprehensive plans. DEQ Division 18 administrative rules identify agency activities or programs that significantly affect land use. These programs must have a process for determining local plan consistency.

WHEN IS A LUCS REQUIRED? A LUCS is required for nearly all DEQ permits, some general permits, and certain approvals of plans or related activities that affect land use. These activities are listed in this form. A single LUCS can be used if more than one DEQ permit/approval is being applied for concurrently.

A permit modification requires a LUCS when any of the following applies:

1. physical expansion on the property or proposed use of additional land;
2. a significant increase in discharges to water;
3. a relocation of an outfall outside of the source property; or
4. any physical change or change of operation of an air pollutant source that results in a net significant emission rate increase as defined in OAR 340-200-0020.

A permit renewal requires a LUCS if one has not previously been submitted, or if any of the above four permit modification factors apply.

HOW TO COMPLETE A LUCS:

Step	Who Does It	What Happens
1	Applicant	Completes Section 1 of the LUCS and submits it to the appropriate city or county planning office.
2	City or County Planning Office	Determines if the business or facility meets all local planning requirements, and returns to the applicant the signed and dated LUCS form **with findings of fact for any local reviews or necessary planning approvals.**
3	Applicant	Includes the completed LUCS with **findings of fact** with the DEQ permit or approval submittal application to the DEQ.

WHERE TO GET HELP: Questions about the LUCS process can be directed to DEQ staff responsible for processing the permit/approval, or directed to DEQ's Intergovernmental Coordinator at 503-229-6408. Headquarters and regional offices may also be reached using DEQ's toll-free telephone number 1-800-452-4011.

SECTION 1 - TO BE FILLED OUT BY APPLICANT

1. Applicant Name:	Wood Waste Management, LLC		**Contact Person:**	Janel Welch ~~Michelle Newton~~	
Location Address:	7315 NE 47th Ave.		**Mailing Address:**	Same	
City. State Zip:	Portland OR 97218-1129		**City. State Zip:**		
Telephone:	(541) 451-1275	**Tax Account No:**		**Tax Lot No:**	R 317421
Township:	1N	**Range:**	2E-TL 200	**Section:**	18
Latitude:	45.5742	**Longitude:**	-122.6145		

*Use the **DEQ Location Finder** (http://deq12.deq.state.or.us/website/findloc) to determine latitude/longitude.*

2. Describe the type of business or facility and services or products provided:

There are two other lots that comprise this application Tax lot: R 317423 Section 18 Township 1N Range 2E-TL3800 and Tax lot: R 317424 Section 18 Township 1N Range 2E-TL100 The use is a wood waste and yard debris recycling facility that is receiving clean wood and yard debris from the public and grinding and transferring product to fuel. We are adding yard waste going to Compost sites and must have a reload permit

05-138220 PR

3. **Check the type of DEQ permit(s) or approval(s) being applied for at this time.**

☐ Air Notice of Construction	☐ Pollution Control Bond Request	☐ Clean Water State Revolving Fund Loan Request
☐ Air Discharge Permit *(excludes portable facility permits)*	☐ Solid Waste Compost Registration - Permit	☐ Water Quality NPDES/WPCF *Permit (for onsite construction-installation permits use DEQ's Onsite LUCS form)*
☐ Title V Air Permit	☐ Solid Waste Letter Authorization Permit	☐ Wastewater/Sewer Construction Plan/Specifications *(includes review of plan changes that require use of new land)*
☐ Parking/Traffic Circulation Plan	☐ Solid Waste Material Recovery Facility Permit	☐ Water Quality Storm Water General Permit
☐ Air Indirect Source Permit	X Yard Waste Reload Facility License	☐ Other Water Quality General Permit *(Generals: 600 (if mobile), 700, 1200CA, 1500, 1700 (if mobile) are exempted))*
☐ Solid Waste Disposal Permit	☐ Solid Waste - Waste Tire Storage Permit	
☐ Solid Waste Treatment Permit	☐ Hazardous Waste/PCB Storage/ Treatment/Discharge Permit	☐ Federal Permit - Water Quality 401 Certification

4. **This application is for:** ☐ permit renewal ☐ new permit X permit modification ☐ other _____

SECTION 2 - TO BE FILLED OUT BY CITY OR COUNTY PLANNING OFFICIAL

5. **The facility proposal is located:** ☒ inside city limits ☐ inside UGB ☐ outside UGB

6. **Name of the city or county that has land use jurisdiction** *(the legal entity responsible for land use decisions for the subject property or land use):* City of Portland

7. **Does the business or facility comply with all applicable local land use requirements?**
   ☒ **YES;** attach findings to support the affirmative compliance decision *(as required by Oregon Administrative Rules (OAR) 660, Division 31).* As described (i.e., no on-site composting) this site is defined as a manufacturing and production use in the EG2h zone.
   ☐ **NO;** attach findings for noncompliance, and identify requirements the applicant must comply with before LUCS compatibility can be determined.

8. **Planning Official Signature:** Brad A. Carter **Title:** City Planner II
   Print Name: Brad A. Carter **Telephone No.:** 503-823-3493 **Date:** 7/1/05
   ***Planning Official Signature:** _____ **Title:**
   Print Name: _____ **Telephone No.:** _____ **Date:** _____
   *(*If necessary, depending upon city/county agreement on jurisdiction outside city limits but within UGB.)*

Please Note: A LUCS approval cannot be accepted by DEQ until all local requirements have been met. Written findings of fact for all local decisions addressed under Item No. 7 above **must be attached to the LUCS.**

CULTURAL RESOURCES PROTECTION LAWS: Applicants involved in ground-disturbing activities should be aware of federal and state cultural resources protection laws. ORS 358.920 prohibits the excavation, injury, destruction, or alteration of an archeological site or object, or removal of archeological objects from public and private lands without an archeological permit issued by the State Historic Preservation Office. 16 USC 470, Section 106, National Historic Preservation Act of 1966 requires a federal agency, prior to any undertaking, to take into account the effect of the undertaking that is included on or eligible for inclusion in the National Register. For further information, contact the State Historic Preservation Office at 503-378-4168, extension 232.

Property Use Consent

Solid waste application supplemental form

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

SUBMIT THIS FORM 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:
DATE DEEMED COMPLETE BY METRO:

Property Use Consent

1. Property Owner.	
Name:	HILARIE MILLER
Mailing Address:	4910 NE HOLMAN
City/State/Zip:	PORTLAND, OR 97218
Phone Number:	(503) 284-0600

2. Site Description.			
Tax Lot(s): 100, 200, 3800	Section: 18	Township: 1N	Range:
Address: 7315 NE 47th, Portland, OR			

3. Describe the applicant's proposed use of this property.

The applicant, Wood Waste Management, LLC, proposes to use the properties as a yard waste reload facility in addition to wood waste processing and sales operation for soil amendments and landscape products. Yard waste will be accepted for reload into trucks.

4. Describe the property interest held by the prospective Licensee or Franchisee (Applicant).

Wood Waste Management, LLC. has a lease for use of property in the manner described above.

5. Describe the duration of the interest.

5 Years from March 2020

Property Use Consent

Solid waste application supplemental form

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

APPLICANT CERTIFICATION:
An authorized agent of the applicant must sign this form. Metro will not accept a form without a signature.

I certify that the information contained in this form 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 Janel Welch

TITLE Manager

PRINT NAME Janel Welch

DATE 3/12/2020 PHONE 3607726323

PROPERTY OWNER(S): This form cannot be processed without a signature.

"I consent to the applicant's proposed use of this property as described on this form. I have also read and agree to be bound by the provisions of Section 5.01 of the Metro Code if the applicant is granted a franchise or license and that franchise or license is subsequently revoked or if renewal of that franchise or license is refused." Metro Code Section 5.01 states: "Upon revocation or refusal to renew the Franchise or License, all rights of the Franchisee or Licensee in the Franchise or License shall immediately be divested."

I certify that the information contained in this form 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 Hilarie Miller

PRINT NAME HILARIE MILLER

DATE 3/11/20 PHONE (503) 284-0660

SIGNATURE

PRINT NAME

DATE PHONE